Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee

Tuesday, April 2, 2024
7:00 PM
Dover-Sherborn Middle School Library

Livestream via Dover-Sherborn Cable Television

AGENDA

1. **Call to Order**
2. **Community Comments**
   Zoom Link (Meeting ID: 828 0571 4017; Passcode: 318411) -Zoom session will close after Community Comments
3. **Superintendent Comments**
4. **Superintendent's Evaluation**
5. **Discussion Items**
   - Updates to Policy Handbook, Sections A-C (1st read)
6. **Action Items**
   - Vote to Approve Changes to ACCEPT Agreement (2nd read) **A.R.**
   - Vote to Approve 2024-2025 School Year Calendar **A.R.**
7. **Consent Agenda** **A.R.**
   - Approval of Joint SC meeting minutes January 30, 2024
8. **Informational Items**
   - Closure on Contract MOAs (JACSE & Educational Assistants)
   - Summary of FY25 Budgets
9. **Items for April 24, 2024 Meeting - METCO Headquarters, Boston MA (5:30pm meet time)**
10. **Adjourn**

NOTE: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.

The Public Schools of Dover and Sherborn do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A of the NEPN classification system contains policies, regulations, and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations.

GENERAL NOTE: The drafts that follow are a merger of current Dover-Sherborn policies with the draft policies recommended by the Massachusetts association of School Committees (MASC).

Changes will generally fall within five categories:

- **No changes made/Only references or titles updated.**
- **Significant edits but original policy largely remains.**
- **Changes are so numerous, a complete replacement is recommended.**
- **Policy does not currently exist in manual, and adding it is recommended.**

Policy is actually procedure, and does not belong in the policy manual.

Where necessary, language has been updated to reflect the most currently available legal language and grammatical conventions. Some policies have been combined for simplicity. Draft Notes in blue are included at the top of each policy to clarify what changes were made and why, and will not be included in the final language.

(DS) indicates that the policy is the current Dover-Sherborn policy. (MASC) indicates the current draft MASC policy.

"- R" denotes a regulation that accompanies a policy.

"-E" denotes an exhibit that provides additional information.

When the final versions are approved, the strikethroughs, notes, and sources will be removed.

SECTION A

AA SCHOOL DISTRICTS' LEGAL STATUS (DS)
~~**AA SCHOOL DISTRICT LEGAL STATUS (MASC)**~~
The MASC version is geared to regional districts. Given that the manual will also cover non-regional districts, you may want to keep your version as is, or perhaps incorporate relevant parts of the MASC version.

AA-E AGREEMENT BETWEEN THE TOWNS OF DOVER AND SHERBORN, MASSACHUDETTS WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT (DS)
Regional agreements are generally not included in policy manuals. Inclusion as an exhibit, or not, is at your discretion. Generally, policies in the manual can be amended by the action of the School Committee, which is not the case with the regional agreement.

AB THE PEOPLE AND THEIR SCHOOLS (DS/MASC)
The two versions of the policy match.

~~**AC NONDISCRIMINATION (DS)**~~
AC NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION (DS/MASC)
The MASC version of this policy was recently updated in consultation with the Attorney General's office. The list of protected classes is expanded. In addition, the AG's office felt it was important to include harassment and retaliation in the policy.

AC-R NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION (MASC)
While AC lays out the policy, AC-R lays out the procedures for addressing violations.

ACA ~~**NONDISCRIMINATION ON THE BASIS OF SEX (DS)**~~
ACA NONDISCRIMINATION ON THE BASIS OF SEX (MASC)
The MASC version includes sexual orientation or gender identity, as required in the regulations. Recommend adopting the MASC version.

ACAB ~~**HARASSMENT (DS)**~~
ACAB SEXUAL HARASSMENT (MASC)
This policy was also recently revised by MASC in coordination with the AG's office. It covers only sexual harassment, while other types of harassment and retaliation now reside in AC. The policy incorporates regulations at the federal level, while also covering MA law and regulation.

ACE NONDISCRIMINATION ON THE BASIS OF DISABILITY (DS/MASC)
The two versions of the policy match with minor edits.

ADC TOBACCO USE ON SCHOOL PREMISES
ADC TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED
The MASC version has an expanded list of prohibited tobacco products. Superintendents have often appreciated the specific inclusion of electronic tobacco products in the policy to address vaping issues.

ADDA ~~BACKGROUND CHECKS~~
ADDA BACKGROUND CHECKS

The two policies are nearly identical except for some additional information on background checks in the MASC policy on page three and some additional information on CORI check in the district version on page 6. Neither difference alters the information contained in the policy significantly or makes it incomplete.

ADDA-R DCJIS MODEL CORI POLICY

The two versions match, except for the title of the policy.

ADF ~~SCHOOL DISTRICT WELLNESS PROGRAM (DS)~~
ADF SCHOOL DISTRICTS' WELLNESS PROGRAM (MASC)

The MASC version is more extensive than the district version. The MASC model policy includes the elements that should be contained in a wellness policy/program.

AE COMMITMENT TO ACCOMPLISHMENT (DS/MASC)

The two versions of the policy match.

File: AA

SCHOOL DISTRICTS' LEGAL STATUS

DRAFT NOTE: The MASC version is geared to regional districts. Given that the manual will also cover non-regional districts, you may want to keep your version as is, or perhaps incorporate relevant parts of the MASC version.

The legal basis for public education in the Dover, Sherborn, and Dover-Sherborn Regional school districts (the "Districts") is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts, "... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

Regional school districts are created in accordance with state law and the regional agreement approved by the member towns.

The Dover Sherborn Regional School District exists through an agreement between municipalities under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Dover Sherborn Regional School District is identified in the Regional Agreement.

The ~~Schools~~ schools operate under laws pertaining to education and under regulations of the Massachusetts Board of Education.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II
M.G.L. 71:1
M.G.L. 71:14B Regional School Districts Formation; Procedure
M.G.L. 71:16 through 17:16I
MGL 71:63

CROSS REF: BB School Committee Legal Status

File: AA

SCHOOL DISTRICT LEGAL STATUS

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

Under the General Laws of Massachusetts,

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

The public educational system of _____ structurally is a department of the municipality operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the _____ Public Schools is coterminous with the Town of _____.

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

M.G.L. 71:1

CROSS REF.: BB, School Committee Legal Status

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

SOURCE: MASC - Updated 2022

NOTE: A statement under this code is usually statutory and informational. This statement presents statutory information relating to Massachusetts school districts. Historical notes on the school district's organization and information on its areas or boundaries might also be included.

The cross reference is to a related policy in this reference manual and is offered as a suggestion for cross-referencing your own statement in this category.

File: AA-E

AGREEMENT BETWEEN THE TOWNS OF DOVER AND SHERBORN, MASSACHUSETTS WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT

DRAFT NOTE: Regional agreements are generally not included in policy manuals. Inclusion as an exhibit, or not, is at your discretion. Generally, policies in the manual can be amended by the action of the School Committee, which is not the case with the regional agreement.

This agreement entered into pursuant to chapter 71 of the General Laws of Massachusetts as amended

WITNESSETH that

WHEREAS the towns of Dover and Sherborn desire to form a Regional School District as prescribed by said chapter 71; and

WHEREAS such towns desire to enter into an agreement with respect thereto in the form provided by Section 14B of said Chapter 71

NOW THEREFORE, in consideration of the foregoing and of the mutual promises herein contained, the towns of Dover and Sherborn do mutually agree as follows:

1. Number, Composition, Method of Selection in Terms of Office of the Members of the Regional District School Committee. The powers, duties, and liabilities of the Regional School District shall be vested in and exercised by the Regional District School Committee. Such committee shall consist of six members, of which three shall be elected by the town of Dover and three by the town of Sherborn, except that the three initial members from each town shall forthwith following acceptance of this agreement by both towns respectively be appointed by the school committee of each town, to hold office until the next annual election of such town. At such election the first succeeding members of the Committee from each town shall respectively be elected by the town, one member from each town to hold office until the first succeeding, one until the second succeeding, and one until the third succeeding annual election of such town. Thereafter all members elected at the expiration of the terms of elected members shall be elected to three-year terms at the Annual Elections of the towns. If a vacancy occurs during the term of office of a member, the successor shall be appointed to serve until the next Annual Election of such member's town by the remaining members of the Committee from such town, and a successor shall then be elected for the unexpired term, if any. Promptly upon election of the initial members and any successors, the regional district school committee shall organize the selection by ballot from their number of a chairman and by the appointment of a secretary and treasurer who may be the same person. The secretary and treasurer need not be members of the committee. The treasurer shall receive and take charge of all money belonging to the District and shall pay all bills of the District which shall have been approved by the Committee. The treasurer may by vote of the Committee be compensated for his services and shall be subject to sections 35, 52, and 109A of chapter 41 of the General Laws to the extent applicable as heretofore or hereafter amended.

*2. Location of Regional District School. The Regional District School shall be located on a suitable site in the town of Dover or the town of Sherborn to be selected by the Regional District School

Committee, such site to have reasonable facility to access to both towns.

++++ Type of Regional District School. The Regional District School shall consist of grades 6 through 12, inclusive.

***3. Type of Regional District School. The Regional District School shall consist of grades 7 through 12, inclusive.

4. Apportionment of Expenses and Other Items. The several costs of construction and operation of the District and payments of principal and interest on its bonds and other evidences of indebtedness shall be apportioned as follows:

****(a) apportionment factors defined.

(1) the use apportionment factor to a Town at any time, shall mean the ratio of the number of pupils from such town in grades 6 through 12, inclusive, receiving education at the town's expense to the total number of pupils in such grades in both towns so receiving education. For purposes of this Agreement during the interval between academic years the use apportionment factor shall be that at the close of the preceding academic year. The term "academic" as used in the agreement means the calendar months in which the Regional District is in session.

+ (2) the census apportionment factor of a town for any fiscal year shall mean the ratio of the number of children in grades 5 through 11 inclusive, whose parents or guardians are residents of the town and who are enrolled for full-time attendance in public and vocational schools and classes in the Commonwealth and nonpublic schools anywhere on October 1 of the preceding fiscal year ascertained and recorded by the school committee of such town in the manner required by General Laws, chapter 72, section 2 (amended by Acts of 1966, Chapter 14, section 62) to the total number of such children in both towns on said date.

+ (b) Funded Capital Costs and Interest Thereon. Each installment of principal and interest on bonds or other evidences of indebtedness issued before January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its use apportionment factor at November 1 preceding the fiscal year in which such installment is due. Seventy- five percent of each installment of principal and interest on bonds or other evidences of indebtedness issues after January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its use apportionment factor at November 1 preceding the fiscal year in which such installment is due. Twenty-five percent on each installment of principal and interest upon bonds or other evidences of indebtedness issued after January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its census apportionment factor for the fiscal year in which such installment is due. The treasurer of each town shall pay to the treasurer of the district the amount of such town’s

share of each installment of principal or interest 15 days before its due date, provided that if in 1973 the date of such installment shall precede the Annual Meeting of the Town and the treasurer may not legally make such payment, payment shall be made immediately after such Annual Meeting.

+ (c) Operating Expenses. Operating expenses shall be determined monthly and apportioned and billed by the district to each town on the basis of its use apportionment factor at November 1 the preceding fiscal year. Billing shall be made at the end of each month and payments made by each Town on or before the 15th day of the next month, except that the billings for June (including the estimated operating expenses for the rest of the month) shall be made on or before June 22 and payment made on or before June 30.

(d) Payments Not to Exceed Budget. The amounts required to be paid by each town under paragraphs (b) and (c) of this section shall in no event exceed in any fiscal year the amount of the annual budget certified in such town under General Laws, chapter 71, section 16B as amended, and section 8 of this agreement.

+ (e) Adjustments. As of September 30 in each year the apportionment of operating expenses for the preceding 12 months shall be recomputed by months on the basis of use apportionment factor at the close of each month (the use apportionment factor for the last month of academic year being taken at the close such academic year). Any resulting adjustment of the total annual operating expense payable by each town shall be made by credit or debit, as may be appropriate on each Town's share of the budget for the ensuing fiscal year.

(f) Apportionment of State and Federal Aid. Sums received by the district as federal or state aid shall be credited to each Town in the same proportion in which such Town has borne or is obligated to bear the expense with respect to which such a with granted.

(g) Apportionment Provisions Applicable Forthwith. The foregoing provisions of this section 4 shall be applicable forthwith on execution of this agreement and are intended to apply to expenses of the district prior to completion of the school as well as thereafter.

5. Transportation. Transportation to and from the Regional District School and any other transportation for Regional School purposes shall be the responsibility of the Regional School District and its cost an ordinary operating expense.

6. Separation – Admission of Other Towns. Neither town may separate from the district during the life of any bonds or other evidences of indebtedness issued by the Regional School District except as herein provided. If all such bonds or other indebtedness shall have been paid in full or the Town which desires to separate shall have paid its share of installments of principal and interest on such indebtedness to date and shall have made irrevocable deposit with a bank or trust company having combined capital were surplus of not less than five million dollars ($5,000,000.)

of funds for the purpose sufficient to meet such Town's share of any future maturing installments of principal and interest on any such bonds or other indebtedness, such Town may, upon the giving of one year's written notice of its intention to do so, pursuant to a majority vote of such Town at an annual or special meeting called for the purpose, withdraw from the Regional School District at the conclusion of any academic year. Until such future liability has been discharged, however, the withdrawing Town shall to the extent thereof, remain liable with respect to such bonds or other indebtedness as if it had not withdrawn. The withdrawing town's share of future maturing principal and interest shall be computed on the basis of its allocation factor at the time of giving such notice.

By amendment of this Agreement adopted in accordance with Section 7, and complying with the proviso therein contained, any other town or towns may be admitted to the Regional School District upon compliance with such provisions of law as may be applicable in such terms as may be set forth in such amendment. Such terms shall be comparable to those herein contained with any adjustments appearing desirable in light of the size and location of the additional town or other factors.

7. Amendment of Agreement. This agreement may be amended in any manner approved by both Towns at an annual meeting or special meeting called for the purpose, provided that no such amendment shall affect any obligation previously contracted by the Regional School District or affect in any manner the liability of the Regional School District upon or of the respective Towns with respect to the payment of principal or interest upon any bonds or other evidences of indebtedness issued by the Regional School District.

++8. Preparation and Submission of Budgets. At the opening of each academic year, the Regional District School Committee shall as promptly as practicable proceed with the preparation of a budget for the ensuing fiscal year including provision for any installment of principal or interest to become due in such year on any bonds or other evidences of indebtedness of the District. Upon the preparation of such budget, and not later than seven days prior to the date when the final budget is required to be adopted as provided herein, the Committee shall hold a public hearing in the Regional High School at which it shall present the proposed Regional School budget and shall answer any reasonable inquiries with respect thereto. Promptly after the holding of such hearing, the Regional District School Committee shall meet for the purpose of adopting a final budget with such modifications in the tentative budget as they may consider necessary or desirable. Not later than 45 days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but not later than March 31, the committee shall adopt a budget and shall deliver the same to its treasurer for certification as hereinafter provided, but said budget need not be adopted prior to February 1. Within 30 days from the date on which the budget is adopted by the Committee, but not later than April 30, the Treasurer of the Regional School Committee shall certify to the Treasurer of each of the respective Towns its share of such budget, subject to any adjustment required by paragraph (e) of section 4. The proportionate shares shall be based upon the apportionment factors of the respective towns at November 1 of the current year. Each Town shall at its next annual meeting appropriate the amount so certified.

File: AA-E

+++8 (a) Outside Special Education Costs. The net cost of all special education programs for school age children required by law to be placed in educational facilities other than those of the district shall not be included as an operating expense or apportioned but shall be paid in full by the Town which would otherwise have been liable for the same but for the fact of the child's enrollment in the District's schools.

9. Subcommittees. The Regional School Committee may from time to time create subcommittees, the members of which need not be members of the Regional District School Committee, and assign to such committees, subject to the supervision of the Regional District School Committee, such advisory functions as the Regional District School Committee may determine. Without limiting the generality of the foregoing the Regional District School Committee may, to assisted in the construction of the regional school building, appoint a building committee to advise it with respect to plans, specifications, appointment of architects, engineers, the awarding of contracts, the supervision of construction, and any other assistance which the Regional District School Committee may desire.

10. Agreement Not to Limit Statutory Powers. Except as otherwise expressly provided herein no provision of this Agreement shall in any manner be deemed to limit any power now or hereafter conferred by law upon the Regional School District or the Regional District School Committee established hereby.

REGIONAL SCHOOL DISTRICT PLANNING BOARD

s/ Sherwin D. Badger
s/ David H. Treadwell
s/ J. Wilbert Hutton
s/ Vivian B. Levya
s/ Alfred H. Lincoln
s/ Charles H. Stockton

Approved

The Commonwealth of Massachusetts
Department of Education
s/ John J. Desmond, Jr.

March 24, 1953,

The Commonwealth of Massachusetts
Emergency Finance Board
s/ Salvatore E Aloise
s/ Morton H. Burdick
s/ William A. Noonan
s/ Herman B. Dine

March 20, 1953

*As amended by votes taken at the annual town meetings, Monday, March 7, 1960, in the towns of Dover and Sherborn.

**This sentence amended by votes taken at the annual town meetings, Monday, March 9, 1964, in the town of Dover and Sherborn. (Refers to section 8, second sentence – later further amended, see ++ below.)

File: AA-E

***As amended by votes taken at the annual town meetings, March 14, 1966, in Dover and Sherborn.

****As amended by votes taken at the special town meetings, December 12, 1966, in Dover and Sherborn.

+ As amended by vote of the Dover Sherborn Regional School District Committee on January 2, 1973 as implemented under section 4 of chapter 1025 of the Acts of 1973 and is authorized under general law chapter 510 Acts of 1970. Amended by votes taken at annual town meetings: Sherborn on April 24, 1989, Dover on May 1, 1989, as follows: by deleting there from section 4 (e), which is known as the "prior year's adjustment" clause, to be effective for fiscal year 1992.

+ + As amended by vote of the Dover Sherborn Regional School District Committee on January 7, 1974, as implemented under section 4 of chapter 1025 of the Acts of 1973 and as authorized under General Law chapter 510 Acts of 1970.

+ + + As amended by votes taken at annual town meetings: Sherborn – April 20, 1980; Dover – May 12, 1980.

+ + + + As amended by votes taken at special town meetings: Dover – October 24, 1994; Sherborn – November 29, 1994

June, 1982

September, 1989

December, 1994

SOURCE: Dover-Sherborn

File: AB

THE PEOPLE AND THEIR SCHOOLS

DRAFT NOTE: The two versions of the policy match.

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

The School Committees therefore affirm and declare their intent to:

1. Maintain two-way communication with citizens of the communities. The public will be kept informed of the progress and challenges of the Districts, and citizens will be urged to bring their aspirations and feelings about their schools to the attention of the School Committees, which have been chosen to represent them in the management of public education.

2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by the School Committees 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 Districts.

3. Act as a truly representative body for members of the communities in matters involving public education. The School Committees recognize that ultimate responsibility for public education rests with the state, but individual school committees have been assigned specific authority through state law. The School Committees will not relinquish any of this authority since they believe that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: AC

NONDISCRIMINATION

DRAFT NOTE: The MASC version of this policy was recently updated in consultation with the Attorney General's office. The list of protected classes is expanded. In addition, the AG's office felt it was important to include harassment and retaliation in the policy.

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Schools will do their part. This commitment to the community is affirmed by the following statements that the School Committees intend 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 Schools, 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 Schools in order to achieve to the greatest extent possible the objectives of this statement.

The Committees" policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972
Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
76:5; Amended 2011 M.G.L.76:16
BESE regulations 63 CMR 26.00 Amended 2012
BESE regulations 603 CMR 28.00

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

FIRST READING: October 21, 2014
SECOND READING: Dover School Committee October 29, 2014,
Dover-Sherborn Regional School Committee November 4, 2014
Sherborn School Committee November 18, 2014
ADOPTED: November 18, 2014

SOURCE: Dover-Sherborn

File: AC

NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

The School Committees and the Districts are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. As such, discrimination, harassment and retaliation will not be tolerated in the Districts.

The Districts do not exclude from participation, deny the benefits of the Districts, or otherwise discriminate against, individuals on the basis of race*, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnicity, national origin, or any other category protected by state or federal law in the administration of the Districts' education and employment policies, or in the Districts' programs and activities.

The School Committees affirm their commitment to:

1. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encouraging positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Working toward a more integrated society and enlisting the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to air and address the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the Districts, the potential benefits or adverse consequences that those decisions might have on the community or groups therein.
6. Initiating a process of reviewing policies and practices of the Districts in order to achieve to the greatest extent possible the objectives of all of the foregoing.

The Districts require all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117

CROSS REF:
ACE, Nondiscrimination on the Basis of Disability
ACAB, Sexual Harassment
GBA, Equal Employment Opportunity
IJ, Instructional Materials
JB, Equal Educational Opportunities

File: AC-R

NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

DRAFT NOTE: While AC lays out the policy, AC-R lays out the procedures for addressing violations. The Districts will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to the Districts' detailed response protocol. Where it is determined that inappropriate conduct has occurred, the District(s) will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative, and/or corrective action.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

While this policy sets forth our goals of promoting an environment that is free of 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 constitutes harassment as defined in this policy.

Discrimination, harassment, and retaliation are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and
- 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 a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

An incident that occurs during remote learning, or on a remote learning platform, will generally be treated as occurring in school or at a school-related event. Further, incidents that involve social media, texting, or other online activity may qualify as in-school incidents even if some of the activity originates outside of school during non-school hours. Because of its pervasive presence in students' lives, social media activity, in particular, may contribute to in-school bullying or harassment regardless of when or where it originally occurs.

Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal, written, or physical, that is based on any individual´s actual or perceived race*, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnicity, national origin, or any other category protected by state or

federal law in the administration of the Districts' education and employment policies, or in the Districts' programs and activities.

"Discrimination" and "Harassment" include, but are not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Written or verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of the District(s); or (ii) creates an intimidating, threatening or abusive educational or working environment.
- Any action or speech constituting a Hate Incident and/or Hate Crime.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the District's programs and activities or by unreasonably interfering with that individual´s education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

By law, what constitutes Harassment is determined from the perspective of a reasonable person who possesses the characteristic on which the Harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others. Note also that some conduct may also be covered by the District's Bullying Prevention and Intervention Policy (___) which has similar procedures for handling conduct that meets its definition of bullying[1], or the District's Policy Prohibiting Sexual Harassment (ACAB). Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Districts' Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

"Hate Crime" is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's Bias **(**Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, disability, gender, gender identity, or sexual orientation)[2].

"Hate Incident" is an act, whether consisting of conduct, speech, or expression, to which a Bias motive is evident without regard to whether the act constitutes a crime.

---

[1] Conduct such as verbal statements, online or social media activity, graffiti, and violent or threatening physical conduct can constitute both Harassment and bullying. As a general matter, bullying and Harassment differ to the extent that bullying, by definition, is: (1) "repeated" conduct (2) "directed at a target". "Harassment" on the other hand: (1) does not have to be repeated; (2) does not have to be targeted at a particular victim (a single, severe hate incident may create an intimidating or hostile environment); and (3) is on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability.

[2] A Bias motive can be inferred from the presence of one or more Bias indicators (i.e. objective facts, circumstances, or patterns attending a criminal act(s) which, standing alone or in conjunction with other facts or circumstances, suggest that the offender's actions were motivated, in whole or in part, by any form of Bias). See 501 CMR 4.04.

Complaint and Investigation

Anyone who believes they have been harassed in violation of this policy, or who has witnessed or learned about the Harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with the Principal, or if the Principal does not address the problem in an effective manner, the individual should inform the Superintendent. If the principal is the alleged harasser, the report should be made to the Superintendent. If the Superintendent is the alleged harasser, the report should be made to the School Committee.

Because the Districts take allegations of Harassment seriously, we will conduct a prompt, thorough, and impartial investigation of the Harassment allegations through designation of building based employees, who may include principals or their designees or, in the case of Sexual Harassment, the Title IX Coordinator. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. The District's investigation will follow the procedures prescribed by state and federal law.

With regard to alleged Hate Incidents, the District will act immediately to stop and address the incident in a manner that is consistent with its legal obligations and the District's policies and procedures including the Harassment Investigation Procedures and the Memoranda of Understanding between the District and the Dover and Sherborn Police Departments (the "MOU"). Measures the District will undertake include the following:

- Provide an immediate staff response to the report of a hate motivated incident.
- Actual and suspected Hate Crimes and sexual violence are classified as Mandatory Reporting Incidents under the MOU. As such, the designated official will notify law enforcement officers of the incident and request assistance, if necessary. Note that law enforcement may proceed with its own concurrent investigation.
- Have law enforcement officers photograph/copy graffiti, property damage, and documentation.
- Remove all graffiti (after it has been photographed) before students arrive at school so that the message is not seen by students.
- Inform the alleged victim's and alleged perpetrator's parents of the steps it is taking to address the incident.
- Take immediate steps to prevent the spread of misinformation including the designation of a media spokesperson to quickly disseminate accurate information regarding the incident.
- Utilize school or District crisis response teams to support students and provide victims of hate-motivated behavior or crime with support and assistance, including referral to victim support agencies, communicating with their parents/guardians, and assistance with completing school and law enforcement report paperwork).
- Work with students who are in formal and informal leadership roles to plan activities which will restore campus harmony: e.g., campuswide "No Put-Down" campaigns.
- Assign a district team to protect the victim, perpetrator and their families from the media.
- If appropriate, invite the media back to the school at a later date to observe positive campus activities and the effect of remedial measures/programs undertaken by the District.

Final Determination and Closure of Complaint

After the investigation is complete, the principal or designee will make a determination based upon all of the facts and circumstances. The principal or designee will prepare a final written report documenting

their findings and notify the parents or guardians of the target and the alleged aggressor as soon as reasonably possible about the results of the investigation.

If, after investigation, Harassment or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

The Complainant may also file a legal complaint with:

- The Massachusetts 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

Please note that the entities above have specific time limits for filing a claim.

Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committees, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Districts, and can be reached at:

Elizabeth McCoy, Superintendent
157 Farm Street
Dover, MA 02030
508-785-0036

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Districts. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Kate McCarthy, Director of Student Services
157 Farm Street

Dover, MA 02030
508-785-0036

Inquiries concerning the Districts' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Superintendent. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

DRAFT NOTE: The MASC version includes sexual orientation or gender identity, as required in the regulations. Recommend adopting the MASC version.

The School Committees, in accordance with Title IX of the Education Amendments of 1972, declare that the Schools do not and will not discriminate on the basis of sex in educational programs and activities. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

The Committees 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

FIRST READING: October 21, 2014
SECOND READING: Dover School Committee October 28, 2014
Dover-Sherborn Regional School Committee November 4, 2014
Sherborn School Committee November 18, 2014
ADOPTED: November 18, 2014

SOURCE: Dover-Sherborn

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 district does~~ Districts do not and will not discriminate on the basis of sex, sexual orientation or gender identity 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 Committees will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all ~~of its~~ students and employees.

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

SOURCE: MASC – Updated 2022

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

REFERENCE: USDOE Notice of Interpretation - https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity

CROSS REF.: AC, Nondiscrimination Policy Including Harassment and Retaliation

File: ACAB

HARASSMENT

DRAFT NOTE: This policy was also recently revised by MASC in coordination with the AG's office. It covers only sexual harassment, while other types of harassment and retaliation now reside in AC. The policy incorporates regulations at the federal level, while also covering MA law and regulation.

The Dover-Sherborn Public Schools are committed to maintaining a welcoming school environment that is free of Harassment. As such, Harassment by students, employees, vendors and/or other third parties will not be tolerated in the Dover-Sherborn Public Schools. This policy is in effect while on school grounds, School District property or property within the jurisdiction of the School District. Harassment is prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and
- 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 a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

An incident that occurs during remote learning, or on a remote learning platform, will generally be treated as occurring in school or at a school-related event. Further, incidents that involve social media, texting, or other online activity may qualify as in-school incidents even if some of the activity originates outside of school during non-school hours. Because of its pervasive presence in students' lives, social media activity, in particular, may contribute to in-school bullying or Harassment regardless of when or where it originally occurs.

I. Harassment and Retaliation Prohibited

Harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability is prohibited by the District. Retaliation against an employee or student, because they have filed a complaint or assisted or participated in an investigation or proceeding of Harassment prohibited under this policy, is also unlawful and prohibited (regardless of the merits of the underlying complaint).

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 the District's disciplinary policy. 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. While this policy sets forth our goals of promoting an environment that is free of 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 constitutes Harassment as defined in this policy.

Harassment for purposes of this policy is conduct of a written, verbal or physical nature that is designed

~~to embarrass distress, agitate, disturb or trouble employees or students when:~~

- ~~A school employee makes submission to such conduct either explicitly or implicitly a term or condition of employment, a student's education, or of a student's participation in school programs or activities;~~
- ~~A school employee uses submission to or rejection of such conduct by an employee or student as the basis for decisions affecting the employee or student; or~~
- ~~A student's or school employee's conduct that has the purpose or effect of unreasonably interfering with that employee's employment, that student's performance or creating an intimidating or hostile working or 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 employee or student;~~
- ~~Hate Incidents and Hate Crimes.~~

~~By law, what constitutes Harassment is determined from the perspective of a reasonable person who possesses the characteristic on which the Harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others. Note also that some conduct may also be covered by the District's Bullying Prevention and Intervention policy which has similar procedures for handling conduct that meets its definition of bullying.~~[3]

~~II. Types of Harassment with Specific Definitions~~

1. ~~**Hate Crime:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's Bias (Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, disability, gender, gender identity, or sexual orientation)~~[4]~~.~~

[3] Conduct such as verbal statements, online or social media activity, graffiti, and violent or threatening physical conduct can constitute both Harassment and bullying. As a general matter, bullying and Harassment differ to the extent that bullying, by definition, is: (1) "repeated" conduct (2) "directed at a target". "Harassment" on the other hand: (1) does not have to be repeated; (2) does not have to be targeted at a particular victim (a single, severe hate incident may create an intimidating or hostile environment); and (3) is on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability

[4] 2 A Bias motive can be inferred from the presence of one or more Bias indicators (i.e. objective facts, circumstances, or patterns attending a criminal act(s) which, standing alone or in conjunction with other facts or circumstances, suggest that the offender's actions were motivated, in whole or in part, by any form of Bias). See 501 CMR 4.04. 3Because Sexual Harassment is by definition "unwelcome," this policy does not preclude legitimate, nonsexual physical contact such as the use of necessary restraints to avoid imminent, serious physical harm or conduct such as [a] teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. Note that some conduct of a sexual nature is presumptively unwelcome, such as between a student and an adult employee. Massachusetts General Laws Ch. 119, Section 51A requires that mandated reporters at public schools report cases of suspected child abuse, including sexual abuse immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families.

2. **Hate Incident:** An act, whether consisting of conduct, speech, or expression, to which a Bias motive is evident without regard to whether the act constitutes a crime.
3. **Sexual Harassment:** Sexual Harassment is unwelcome conduct of a sexual nature.3 Forms of Sexual Harassment include:

- *Hostile Environment:* 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. To determine if particular conduct causes a hostile environment, a school will consider the conduct from both a subjective and objective perspective. In making this determination, all relevant circumstances should be considered, including the victim's age, race, sex, and disability status. A hostile environment may be created even though the employee or student does not suffer tangible harm, such as a drop in grades. For example, a hostile environment could be found where a student, with considerable effort, was able to continue to go to school and achieve good grades despite the difficulties caused by the harassing behavior.

- *Quid Pro Quo*: unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

- *Sexual Violence*: sexual assault, sexual battery, sexual abuse, sexual coercion, stalking, dating violence, domestic violence, 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 employee or student from having the capacity to give consent).

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. The prohibition against Sexual Harassment applies whether the Harassment is between people of the same or different gender.

III. Complaint and Investigation

Anyone who believes they have been harassed in violation of this policy, or who has witnessed or learned about the Harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with the Principal, or if the Principal does not address the problem in an effective manner, the individual should inform the Superintendent. If the principal is the alleged harasser, the report should be made to the Superintendent. If the Superintendent is the alleged harasser, the report should be made to the School Committee.

Because the District takes allegations of Harassment seriously, we will conduct a prompt, thorough, and impartial investigation of the Harassment allegations through designation of building based employees, who may include principals or their designees or, in the case of Sexual Harassment, the Title IX Coordinator. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. The District's investigation will follow the procedures prescribed by state and federal law.

Hate Incidents: The District will act immediately to stop and address the incident in a manner that is consistent with its legal obligations and the District's policies and procedures including the Harassment Investigation Procedures and the Memoranda of Understanding between the District and the Dover and Sherborn Police Departments (the "MOU"). Measures the District will undertake include the following:

- Provide an immediate staff response to the report of a hate motivated incident.
- Actual and suspected Hate Crimes and sexual violence are classified as Mandatory Reporting Incidents under the MOU. As such, the designated official will notify law enforcement officers of the incident and request assistance, if necessary. Note that law enforcement may proceed with its own concurrent investigation.
- Have law enforcement officers photograph/copy graffiti, property damage, and documentation.
- Remove all graffiti (after it has been photographed) before students arrive at school so that the message is not seen by students.
- Inform the alleged victim's and alleged perpetrator's parents of the steps it is taking to address the incident.
- Take immediate steps to prevent the spread of misinformation including the designation of a media spokesperson to quickly disseminate accurate information regarding the incident.
- Utilize school or District crisis response teams to support students and provide victims of hate-motivated behavior or crime with support and assistance, including referral to victim support agencies, communicating with their parents/guardians, and assistance with completing school and law enforcement report paperwork).
- Work with students who are in formal and informal leadership roles to plan activities which will restore campus harmony: e.g., campuswide "No Put-Down" campaigns.

- Assign a district team to protect the victim, perpetrator and their families from the media.
- If appropriate, invite the media back to the school at a later date to observe positive campus activities and the effect of remedial measures/programs undertaken by the District.

IV. Final Determination and Closure of Complaint After the investigation is complete, the principal or designee will make a determination based upon all of the facts and circumstances. The principal or designee will prepare a final written report documenting their findings and notify the parents or guardians of the target and the alleged aggressor as soon as reasonably possible about the results of the investigation.

If, after investigation, Harassment or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

The Complainant may also file a legal complaint with:

- The Massachusetts 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

Please note that the entities above have specific time limits for filing a claim.

LEGAL REFS.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00 (Equal Education Opportunity)
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
Massachusetts Anti-Bullying Law (G.L. c. 71, § 37O)

~~Student Anti-Discrimination Act (G.L. c. 76, § 5)~~
~~42 U.S.C. § 2000d et seq. ("Title VI") (covering race, color and national origin)~~
~~Title VII, Section 703, Civil Rights Act of 1964 as amended~~
~~20 U.S.C. § 1681 et seq. ("Title IX") (covering sex)~~
~~42 U.S.C. § 12131 et seq. (Americans with Disabilities Act) (covering disability)~~
~~G.L. c. 71, § 37O(b)~~
~~M.G.L. c. 22C, § 33" 501 Mass. Reg. 4.01, 4.02 (Hate Crime Reporting Act)~~
~~Federal Regulation 74676 issued by EEO Commission~~
~~M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A (bullying, stalking, criminal harassment, witness intimidation, reporting false information)~~

~~REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan~~
~~MCAD Model Sexual Harassment Investigation Guidelines~~
~~MA AG's Guidance to Schools on Legal Obligations to Prevent and Address Hate and Bias Incidents 11/17/2020~~

~~CROSS REFS.: AC, Nondiscrimination~~
~~JICFA, Prohibition of Hazing~~
~~JK, Student Discipline Regulations~~
~~JICFB, Bullying Prevention~~

~~First Read : Dover School Committee March 4, 2021~~
~~Sherborn School Committee February 9, 2021~~
~~Dover Sherborn Regional School Committee February 2, 2021~~

~~Second Read: Dover School Committee April 27, 2021~~
~~Sherborn School Committee April 27, 2021~~
~~Dover Sherborn Regional School Committee April 27, 2021~~

~~SOURCE: Dover-Sherborn~~

File: ACAB

SEXUAL HARASSMENT

The Dover, Sherborn, and Dover-Sherborn Regional School Committees and Dover and Sherborn Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Dover and Sherborn Public Schools.

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 clear and convincing evidence or 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 **(Name of District)** School District 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 District 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 December 2021

File: ACE

NONDISCRIMINATION ON THE BASIS OF A DISABILITY

DRAFT NOTE: The two versions of the policy match with minor edits.

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the ~~Schools~~ Districts' 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 ~~Schools~~ Districts or be subject to discrimination. Nor shall the ~~Schools~~ Districts 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 ~~Schools~~ Districts.

Reasonable Modification

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

Communication

The ~~Schools~~ Districts 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 ~~Schools~~ Districts 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 ~~Schools~~ Districts. In determining what type of auxiliary aid or service is necessary, the ~~Schools~~ Districts 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, assistive 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.

Limit of Required Modification

~~The Schools~~ A District is ~~are~~ 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 cause undue financial and administrative burdens. Any decision that, in compliance, would fundamentally alter the service program, or activity or unduly burden the ~~Schools~~ Districts shall be made by the School Committee after considering all resources available for use in funding and operating the program, service or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

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

Compliance Coordinator

The ~~Schools~~ Districtsshall designate at least one employee to coordinate ~~its~~ their efforts to comply with and carry out ~~its~~ their 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 ~~Schools~~ Districts 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 Committees are of the general view that:

1. Discrimination against a qualified person solely on the basis of a disability is unfair; and

2. To the extent possible, qualified persons with a disability should be in the mainstream of life in a school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of the Committees to ensure nondiscrimination on the basis of disability.

The compliance coordinator is:
Assistant Superintendent
157 Farm St.
Dover, MA. 02030
(508) 785-0036:

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Education for All Handicapped Children Act of 1975
M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: ADC

TOBACCO USE ON SCHOOL PREMISES

DRAFT NOTE: The MASC version has an expanded list of prohibited tobacco products. Superintendents have often appreciated the specific inclusion of electronic tobacco products in the policy to address vaping issues.

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

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

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

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

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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, snuff, 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.

SOURCE: MASC - Updated 2022

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

DRAFT NOTE: The two policies are nearly identical except for some additional information on background checks in the MASC policy on page three and some additional information on CORI check in the district version on page 6. Neither difference alters the information contained in the policy significantly or makes it incomplete.

It shall be the policy of the Schools 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 Committees shall only obtain a fingerprint background check for current and prospective employees for whom the Committees have direct hiring authority. In the case of an individual directly hired by the School Committees, the Chair of each 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 Committees, Superintendent or Principal as appropriate may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by a School Committee, school or employed by a 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 shall be paid by the employee. The Schools shall continue to obtain periodically, but not less than every 3 years, from the Department of Criminal Justice Information Services (DCJIS) all available criminal offender record information (CORI) for any current and prospective employee or volunteer within the Schools 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 Schools 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 Criminal History Record Information (CHRI) 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 Checks~~

~~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 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 Checks~~

~~CHRI checks 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 checks will strictly adhere to the policy on the storage, retention and destruction of CHRI.~~

~~Retention and Destruction of CHRI Checks~~

~~Federal law prohibits the repurposing or dissemination of CHRI checks 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 check.~~

~~CHRI checks will be kept for the above purposes in a secure location in the Office of the Superintendent.~~

~~When no longer needed, CHRI checks 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 checks 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.

Secondary Dissemination of CHRI Checks

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.

~~CORI 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 Schools, 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 CORI 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 CORI 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, "„Direct 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 Schools 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 Committees, 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 Schools are required by law to obtain CORI 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 CORI.~~

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

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

~~The Superintendent shall revise contracts with 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

FIRST READING: October 21, 2014
SECOND READING: Dover School Committee October 28, 2014
Dover-Sherborn School Committee November 4, 2014
Sherborn School Committee November 18, 2014
ADOPTED: November 18, 2014

SOURCE: Dover-Sherborn

File: ADDA

BACKGROUND CHECKS

It shall be the policy of the Districts 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 Committees shall only obtain a fingerprint background check for current and prospective employees for whom the School Committees have direct hiring authority. In the case of an individual directly hired by the School Committees,, the chair of each 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 Committees, 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 Committees, school or employed by the 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, they 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 DCJIS 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 Statewide Applicant Fingerprint Identification Services (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 their 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 their 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 their 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 them 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 they solicit information from an individual concerning their 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, "'Direct 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 they have 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, they 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

SOURCE: MASC - Reviewed 2022

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

File: ADDA-R

CORI POLICY

DRAFT NOTE: The two versions match, except for the title of the 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 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 a new CORI check will be conducted.

ACCESS TO CORI CHECKS

A CORI check 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 Districts must maintain and keep a current list of each individual authorized to have access to, or view, CORI checks. 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 checks 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 checks 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 check 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 check 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 CHRI, 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 CHRI 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 CHECKS

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 check. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record.*

SECONDARY DISSEMINATION LOGS

A CORI check 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.

FIRST READING: October 21, 2014
SECOND READING: Dover School Committee October 28, 2014
Dover-Sherborn School Committee November 4, 2014
Sherborn School Committee November 18, 2014
ADOPTED: November 18, 2014

SOURCE: Dover-Sherborn/MASC

File: ADF

SCHOOLS' WELLNESS PROGRAM

DRAFT NOTE: The MASC version is more extensive than the district version. The MASC model policy includes the elements that should be contained in a wellness policy/program.

The Dover, Sherborn and Dover-Sherborn Regional Schools are committed to providing a safe and healthy environment that enhances the learning and development of life long wellness. It is, therefore, the Schools' goal to promote the physical, emotional, and social wellness of students and staff through coordinated implementation.

I. Physical Activity

The Schools require students to be enrolled in physical, and health education providing students with information about life-long wellness including physical activities and nutrition awareness.

II. Nutrition

The Schools' Food Service operation complies with all federal, state and local requirements. The Director of Food Services is responsible for all school lunch programs.

a. School lunch programs operate in accordance with the U.S.D.A. Healthy, Hunger- Free Kids Act of 2010, and are analyzed using U.S.D.A. software.
b. Each building leader will coordinate with the Director of Food Services concerning nutrition.

III. Monitoring and Policy Review

1. The Wellness Policy Implementation Guidelines, which reflect the Wellness Policy and inform its implementation, are reviewed regularly by school committees.
2. Guidelines may provide for a healthy environment, counseling and guidance services, school nursing services, nutritious school meals and other activities that promote and assess sound nutrition and healthy eating behaviors, K-12 wellness curricula programming, and other opportunities for physical activity.

FIRST READING: February 2, 2016
SECOND READING: April 12, 2016
ADOPTED: April 12, 2016

SOURCE: Dover-Sherborn

File: ADF

SCHOOL DISTRICTS' WELLNESS PROGRAM

The School Committees recognize the relationship between student well-being and student achievement, and are therefore committed to ensuring that the Districts provide a comprehensive wellness program, including developmentally appropriate and sequential nutrition and physical education, opportunities for physical activity, as well as counseling and guidance services. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The Districts will establish a wellness committee that consists of at least one (1): parent/guardian, student, nurse, school food service representative, School Committee member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The Director of Student Services is designated as wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. The wellness coordinator(s), in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Nutrition Guidelines

It is the policy of the Districts that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The Districts will create procedures that address all foods available to students throughout the school day in the following areas:

- guidelines for maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderating portion size of each individual food or beverage sold within the school environment;
- separate guidelines for foods and beverages in the following categories:
    1. foods and beverages included in a la carte sales in the food service program on school campuses;
    2. foods and beverages sold in vending machines, snack bars, school stores, and concession stands;
    3. foods and beverages sold as part of school-sponsored fundraising activities; and
    4. refreshments served at parties, celebrations, and meetings during the school day; and
    5. specify that its guidelines will be based on nutrition goals, not profit motives.

Nutrition and Physical Education

The Districts will provide nutrition education aligned with standards established by the USDA's National School Lunch Program. The Districts will provide physical education training aligned with the standards established by the Dept. of Elementary and Secondary Education. The wellness program coordinator(s), in consultation with the wellness committee, will develop procedures that address nutrition and physical education.

Nutrition Education

The Districts shall promote education on healthy nutrition in the following ways:

- Identifying opportunities for students to receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.
- Identifying opportunities to conduct nutrition education in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers.
- Ensuring that students receive consistent nutrition messages from all aspects of the school program.
- Linking nutrition education activities with the coordinated school health and physical education programs, and integrating nutrition education into regular classroom lessons where appropriate.
- Ensuring that staff who provide nutrition education have appropriate training.

Physical Education

The Districts shall promote physical education in the following ways:

- Ensuring that students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Encouraging additional opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Encouraging parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Identifying opportunities for training to enable staff to promote enjoyable, lifelong physical activity among students.

Other School-Based Activities

The wellness program coordinator(s), in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

- An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Evaluation

The wellness program coordinator (in consultation with the wellness committee and relevant District departments as appropriate) will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. The wellness program coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and is charged with operational responsibility for ensuring that schools meet the goals of the Districts' wellness policy. The wellness program coordinator will report to the School Committee annually (or as needed).

SOURCE: MASC – Reviewed 2022

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 1966, 42 U.S.C. §§ 1771 - 1789
M.G.L. 111:223
105 CMR 201

CROSS REFS.: EFC, Free and Reduced-Cost Food Services
IHAMA, Teaching About Alcohol, Tobacco and Drugs
KI, Public Solicitations/Advertising in District Facilities

File: AE

COMMITMENT TO ACCOMPLISHMENT

DRAFT NOTE: The two versions of the policy match.

The School Committees accept ultimate responsibility for all facets of school operations. Because ~~it is~~ they are accountable to residents of the towns, the School Committees 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 towns.
- 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 Schools.
- 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 Schools.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

SECTION A

AA	SCHOOL DISTRICTS' LEGAL STATUS
AA-E	AGREEMENT BETWEEN THE TOWNS OF DOVER AND SHERBORN, MASSACHUDETTS WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT
AB	THE PEOPLE AND THEIR SCHOOLS
AC	NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION
AC-R	NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION
ACA	NONDISCRIMINATION ON THE BASIS OF SEX
ACAB	SEXUAL HARASSMENT
ACE	NONDISCRIMINATION ON THE BASIS OF DISABILITY
ADC	TOBACCO USE ON SCHOOL PREMISES
ADC	TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED
ADDA	BACKGROUND CHECKS
ADDA-R	DCJIS MODEL CORI POLICY
ADF	SCHOOL DISTRICTS' WELLNESS PROGRAM
AE	COMMITMENT TO ACCOMPLISHMENT

File: AA

SCHOOL DISTRICTS' LEGAL STATUS

The legal basis for public education in the Dover, Sherborn, and Dover-Sherborn Regional school districts (the "Districts") is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts, "... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

Regional school districts are created in accordance with state law and the regional agreement approved by the member towns.

The Dover Sherborn Regional School District exists through an agreement between municipalities under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Dover Sherborn Regional School District is identified in the Regional Agreement.

The schools operate under laws pertaining to education and under regulations of the Massachusetts Board of Education.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II
M.G.L. 71:1
M.G.L. 71:14B Regional School Districts Formation; Procedure
M.G.L. 71:16 through 17:16I
MGL 71:63

CROSS REF: BB School Committee Legal Status

File: AA-E

AGREEMENT BETWEEN THE TOWNS OF DOVER AND SHERBORN, MASSACHUSETTS WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT

This agreement entered into pursuant to chapter 71 of the General Laws of Massachusetts as amended

WITNESSETH that

WHEREAS the towns of Dover and Sherborn desire to form a Regional School District as prescribed by said chapter 71; and

WHEREAS such towns desire to enter into an agreement with respect thereto in the form provided by Section 14B of said Chapter 71

NOW THEREFORE, in consideration of the foregoing and of the mutual promises herein contained, the towns of Dover and Sherborn do mutually agree as follows:

1. Number, Composition, Method of Selection in Terms of Office of the Members of the Regional District School Committee. The powers, duties, and liabilities of the Regional School District shall be vested in and exercised by the Regional District School Committee. Such committee shall consist of six members, of which three shall be elected by the town of Dover and three by the town of Sherborn, except that the three initial members from each town shall forthwith following acceptance of this agreement by both towns respectively be appointed by the school committee of each town, to hold office until the next annual election of such town. At such election the first succeeding members of the Committee from each town shall respectively be elected by the town, one member from each town to hold office until the first succeeding, one until the second succeeding, and one until the third succeeding annual election of such town. Thereafter all members elected at the expiration of the terms of elected members shall be elected to three-year terms at the Annual Elections of the towns. If a vacancy occurs during the term of office of a member, the successor shall be appointed to serve until the next Annual Election of such member's town by the remaining members of the Committee from such town, and a successor shall then be elected for the unexpired term, if any. Promptly upon election of the initial members and any successors, the regional district school committee shall organize the selection by ballot from their number of a chairman and by the appointment of a secretary and treasurer who may be the same person. The secretary and treasurer need not be members of the committee. The treasurer shall receive and take charge of all money belonging to the District and shall pay all bills of the District which shall have been approved by the Committee. The treasurer may by vote of the Committee be compensated for his services and shall be subject to sections 35, 52, and 109A of chapter 41 of the General Laws to the extent applicable as heretofore or hereafter amended.

*2. Location of Regional District School. The Regional District School shall be located on a suitable site in the town of Dover or the town of Sherborn to be selected by the Regional District School Committee, such site to have reasonable facility to access to both towns.

++++ Type of Regional District School. The Regional District School shall consist of grades 6 through 12, inclusive.

***3. Type of Regional District School. The Regional District School shall consist of grades 7 through 12, inclusive.

4. Apportionment of Expenses and Other Items. The several costs of construction and operation of the District and payments of principal and interest on its bonds and other evidences of indebtedness shall be apportioned as follows:

****(a) apportionment factors defined.

(1) the use apportionment factor to a Town at any time, shall mean the ratio of the number of pupils from such town in grades 6 through 12, inclusive, receiving education at the town's expense to the total number of pupils in such grades in both towns so receiving education. For purposes of this Agreement during the interval between academic years the use apportionment factor shall be that at the close of the preceding academic year. The term "academic" as used in the agreement means the calendar months in which the Regional District is in session.

+ (2) the census apportionment factor of a town for any fiscal year shall mean the ratio of the number of children in grades 5 through 11 inclusive, whose parents or guardians are residents of the town and who are enrolled for full-time attendance in public and vocational schools and classes in the Commonwealth and nonpublic schools anywhere on October 1 of the preceding fiscal year ascertained and recorded by the school committee of such town in the manner required by General Laws, chapter 72, section 2 (amended by Acts of 1966, Chapter 14, section 62) to the total number of such children in both towns on said date.

+ (b) Funded Capital Costs and Interest Thereon. Each installment of principal and interest on bonds or other evidences of indebtedness issued before January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its use apportionment factor at November 1 preceding the fiscal year in which such installment is due. Seventy- five percent of each installment of principal and interest on bonds or other evidences of indebtedness issues after January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its use apportionment factor at November 1 preceding the fiscal year in which such installment is due. Twenty-five percent on each installment of principal and interest upon bonds or other evidences of indebtedness issued after January 1, 1967 and representing the capital cost of the facilities of the Regional School District shall be apportioned to each town on the basis of its census apportionment factor for the fiscal year in which such installment is due. The treasurer of each town shall pay to the treasurer of the district the amount of such town's

share of each installment of principal or interest 15 days before its due date, provided that if in 1973 the date of such installment shall precede the Annual Meeting of the Town and the treasurer may not legally make such payment, payment shall be made immediately after such Annual Meeting.

+ (c) Operating Expenses. Operating expenses shall be determined monthly and apportioned and billed by the district to each town on the basis of its use apportionment factor at November 1 the preceding fiscal year. Billing shall be made at the end of each month and payments made by each Town on or before the 15th day of the next month, except that the billings for June (including the estimated operating expenses for the rest of the month) shall be made on or before June 22 and payment made on or before June 30.

(d) Payments Not to Exceed Budget. The amounts required to be paid by each town under paragraphs (b) and (c) of this section shall in no event exceed in any fiscal year the amount of the annual budget certified in such town under General Laws, chapter 71, section 16B as amended, and section 8 of this agreement.

+ (e) Adjustments. As of September 30 in each year the apportionment of operating expenses for the preceding 12 months shall be recomputed by months on the basis of use apportionment factor at the close of each month (the use apportionment factor for the last month of academic year being taken at the close such academic year). Any resulting adjustment of the total annual operating expense payable by each town shall be made by credit or debit, as may be appropriate on each Town's share of the budget for the ensuing fiscal year.

(f) Apportionment of State and Federal Aid. Sums received by the district as federal or state aid shall be credited to each Town in the same proportion in which such Town has borne or is obligated to bear the expense with respect to which such a with granted.

(g) Apportionment Provisions Applicable Forthwith. The foregoing provisions of this section 4 shall be applicable forthwith on execution of this agreement and are intended to apply to expenses of the district prior to completion of the school as well as thereafter.

5. Transportation. Transportation to and from the Regional District School and any other transportation for Regional School purposes shall be the responsibility of the Regional School District and its cost an ordinary operating expense.

6. Separation – Admission of Other Towns. Neither town may separate from the district during the life of any bonds or other evidences of indebtedness issued by the Regional School District except as herein provided. If all such bonds or other indebtedness shall have been paid in full or the Town which desires to separate shall have paid its share of installments of principal and interest on such indebtedness to date and shall have made irrevocable deposit with a bank or trust company having combined capital were surplus of not less than five million dollars ($5,000,000.)

of funds for the purpose sufficient to meet such Town's share of any future maturing installments of principal and interest on any such bonds or other indebtedness, such Town may, upon the giving of one year's written notice of its intention to do so, pursuant to a majority vote of such Town at an annual or special meeting called for the purpose, withdraw from the Regional School District at the conclusion of any academic year. Until such future liability has been discharged, however, the withdrawing Town shall to the extent thereof, remain liable with respect to such bonds or other indebtedness as if it had not withdrawn. The withdrawing town's share of future maturing principal and interest shall be computed on the basis of its allocation factor at the time of giving such notice.

By amendment of this Agreement adopted in accordance with Section 7, and complying with the proviso therein contained, any other town or towns may be admitted to the Regional School District upon compliance with such provisions of law as may be applicable in such terms as may be set forth in such amendment. Such terms shall be comparable to those herein contained with any adjustments appearing desirable in light of the size and location of the additional town or other factors.

7. Amendment of Agreement. This agreement may be amended in any manner approved by both Towns at an annual meeting or special meeting called for the purpose, provided that no such amendment shall affect any obligation previously contracted by the Regional School District or affect in any manner the liability of the Regional School District upon or of the respective Towns with respect to the payment of principal or interest upon any bonds or other evidences of indebtedness issued by the Regional School District.

++8. Preparation and Submission of Budgets. At the opening of each academic year, the Regional District School Committee shall as promptly as practicable proceed with the preparation of a budget for the ensuing fiscal year including provision for any installment of principal or interest to become due in such year on any bonds or other evidences of indebtedness of the District. Upon the preparation of such budget, and not later than seven days prior to the date when the final budget is required to be adopted as provided herein, the Committee shall hold a public hearing in the Regional High School at which it shall present the proposed Regional School budget and shall answer any reasonable inquiries with respect thereto. Promptly after the holding of such hearing, the Regional District School Committee shall meet for the purpose of adopting a final budget with such modifications in the tentative budget as they may consider necessary or desirable. Not later than 45 days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but not later than March 31, the committee shall adopt a budget and shall deliver the same to its treasurer for certification as hereinafter provided, but said budget need not be adopted prior to February 1. Within 30 days from the date on which the budget is adopted by the Committee, but not later than April 30, the Treasurer of the Regional School Committee shall certify to the Treasurer of each of the respective Towns its share of such budget, subject to any adjustment required by paragraph (e) of section 4. The proportionate shares shall be based upon the apportionment factors of the respective towns at November 1 of the current year. Each Town shall at its next annual meeting appropriate the amount so certified.

File: AA-E

+++8 (a) Outside Special Education Costs. The net cost of all special education programs for school age children required by law to be placed in educational facilities other than those of the district shall not be included as an operating expense or apportioned but shall be paid in full by the Town which would otherwise have been liable for the same but for the fact of the child's enrollment in the District's schools.

9. Subcommittees. The Regional School Committee may from time to time create subcommittees, the members of which need not be members of the Regional District School Committee, and assign to such committees, subject to the supervision of the Regional District School Committee, such advisory functions as the Regional District School Committee may determine. Without limiting the generality of the foregoing the Regional District School Committee may, to assisted in the construction of the regional school building, appoint a building committee to advise it with respect to plans, specifications, appointment of architects, engineers, the awarding of contracts, the supervision of construction, and any other assistance which the Regional District School Committee may desire.

10. Agreement Not to Limit Statutory Powers. Except as otherwise expressly provided herein no provision of this Agreement shall in any manner be deemed to limit any power now or hereafter conferred by law upon the Regional School District or the Regional District School Committee established hereby.

REGIONAL SCHOOL DISTRICT PLANNING BOARD

s/ Sherwin D. Badger
s/ David H. Treadwell
s/ J. Wilbert Hutton
s/ Vivian B. Levya
s/ Alfred H. Lincoln
s/ Charles H. Stockton

Approved

The Commonwealth of Massachusetts
Department of Education
s/ John J. Desmond, Jr.

March 24, 1953,

The Commonwealth of Massachusetts
Emergency Finance Board
s/ Salvatore E Aloise
s/ Morton H. Burdick
s/ William A. Noonan
s/ Herman B. Dine

March 20, 1953

*As amended by votes taken at the annual town meetings, Monday, March 7, 1960, in the towns of Dover and Sherborn.

**This sentence amended by votes taken at the annual town meetings, Monday, March 9, 1964, in the town of Dover and Sherborn. (Refers to section 8, second sentence – later further amended, see ++ below.)

File: AA-E

***As amended by votes taken at the annual town meetings, March 14, 1966, in Dover and Sherborn.

****As amended by votes taken at the special town meetings, December 12, 1966, in Dover and Sherborn.

+ As amended by vote of the Dover Sherborn Regional School District Committee on January 2, 1973 as implemented under section 4 of chapter 1025 of the Acts of 1973 and is authorized under general law chapter 510 Acts of 1970. Amended by votes taken at annual town meetings: Sherborn on April 24, 1989, Dover on May 1, 1989, as follows: by deleting there from section 4 (e), which is known as the "prior year's adjustment" clause, to be effective for fiscal year 1992.

+ + As amended by vote of the Dover Sherborn Regional School District Committee on January 7, 1974, as implemented under section 4 of chapter 1025 of the Acts of 1973 and as authorized under General Law chapter 510 Acts of 1970.

+ + + As amended by votes taken at annual town meetings: Sherborn – April 20, 1980; Dover – May 12, 1980.

+ + + + As amended by votes taken at special town meetings: Dover – October 24, 1994; Sherborn – November 29, 1994

June, 1982

September, 1989

December, 1994

SOURCE: Dover-Sherborn

File: AB

THE PEOPLE AND THEIR SCHOOLS

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

The School Committees therefore affirm and declare their intent to:

1. Maintain two-way communication with citizens of the communities. The public will be kept informed of the progress and challenges of the Districts, and citizens will be urged to bring their aspirations and feelings about their schools to the attention of the School Committees, which have been chosen to represent them in the management of public education.

2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by the School Committees 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 Districts.

3. Act as a truly representative body for members of the communities in matters involving public education. The School Committees recognize that ultimate responsibility for public education rests with the state, but individual school committees have been assigned specific authority through state law. The School Committees will not relinquish any of this authority since they believe that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

File: AC

NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

The School Committees and the Districts are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. As such, discrimination, harassment and retaliation will not be tolerated in the Districts.

The Districts do not exclude from participation, deny the benefits of the Districts, or otherwise discriminate against, individuals on the basis of race*, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnicity, national origin, or any other category protected by state or federal law in the administration of the Districts' education and employment policies, or in the Districts' programs and activities.

The School Committees affirm their commitment to:

1. Promoting the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encouraging positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Working toward a more integrated society and enlisting the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Using all appropriate communication and action techniques to air and address the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the Districts, the potential benefits or adverse consequences that those decisions might have on the community or groups therein.
6. Initiating a process of reviewing policies and practices of the Districts in order to achieve to the greatest extent possible the objectives of all of the foregoing.

The Districts require all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117

CROSS REF:
ACE, Nondiscrimination on the Basis of Disability
ACAB, Sexual Harassment
GBA, Equal Employment Opportunity
IJ, Instructional Materials
JB, Equal Educational Opportunities

File: AC-R

NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

While this policy sets forth our goals of promoting an environment that is free of 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 constitutes harassment as defined in this policy.

Discrimination, harassment, and retaliation are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district; or through the use of technology or an electronic device owned, leased, or used by a school district, and
- 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 a school district, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

An incident that occurs during remote learning, or on a remote learning platform, will generally be treated as occurring in school or at a school-related event. Further, incidents that involve social media, texting, or other online activity may qualify as in-school incidents even if some of the activity originates outside of school during non-school hours. Because of its pervasive presence in students' lives, social media activity, in particular, may contribute to in-school bullying or harassment regardless of when or where it originally occurs.

Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal, written, or physical, that is based on any individual´s actual or perceived race*, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnicity, national origin, or any other category protected by state or federal law in the administration of the Districts' education and employment policies, or in the Districts' programs and activities.

"Discrimination" and "Harassment" include, but are not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group

described above.

- Written or verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of the District(s); or (ii) creates an intimidating, threatening or abusive educational or working environment.
- Any action or speech constituting a Hate Incident and/or Hate Crime.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the District's programs and activities or by unreasonably interfering with that individual′s education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

By law, what constitutes Harassment is determined from the perspective of a reasonable person who possesses the characteristic on which the Harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others. Note also that some conduct may also be covered by the District's Bullying Prevention and Intervention Policy (___) which has similar procedures for handling conduct that meets its definition of bullying[1], or the District's Policy Prohibiting Sexual Harassment (ACAB). Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Districts' Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

"Hate Crime" is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's Bias **(**Hatred, hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, disability, gender, gender identity, or sexual orientation)[2].

"Hate Incident" is an act, whether consisting of conduct, speech, or expression, to which a Bias motive is evident without regard to whether the act constitutes a crime.

Complaint and Investigation

Anyone who believes they have been harassed in violation of this policy, or who has witnessed or learned about the Harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with the Principal, or if the

[1] Conduct such as verbal statements, online or social media activity, graffiti, and violent or threatening physical conduct can constitute both Harassment and bullying. As a general matter, bullying and Harassment differ to the extent that bullying, by definition, is: (1) "repeated" conduct (2) "directed at a target". "Harassment" on the other hand: (1) does not have to be repeated; (2) does not have to be targeted at a particular victim (a single, severe hate incident may create an intimidating or hostile environment); and (3) is on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability.

[2] A Bias motive can be inferred from the presence of one or more Bias indicators (i.e. objective facts, circumstances, or patterns attending a criminal act(s) which, standing alone or in conjunction with other facts or circumstances, suggest that the offender's actions were motivated, in whole or in part, by any form of Bias). See 501 CMR 4.04.

Principal does not address the problem in an effective manner, the individual should inform the Superintendent. If the principal is the alleged harasser, the report should be made to the Superintendent. If the Superintendent is the alleged harasser, the report should be made to the School Committee.

Because the Districts take allegations of Harassment seriously, we will conduct a prompt, thorough, and impartial investigation of the Harassment allegations through designation of building based employees, who may include principals or their designees or, in the case of Sexual Harassment, the Title IX Coordinator. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. The District's investigation will follow the procedures prescribed by state and federal law.

With regard to alleged Hate Incidents, the District will act immediately to stop and address the incident in a manner that is consistent with its legal obligations and the District's policies and procedures including the Harassment Investigation Procedures and the Memoranda of Understanding between the District and the Dover and Sherborn Police Departments (the "MOU"). Measures the District will undertake include the following:

- Provide an immediate staff response to the report of a hate motivated incident.
- Actual and suspected Hate Crimes and sexual violence are classified as Mandatory Reporting Incidents under the MOU. As such, the designated official will notify law enforcement officers of the incident and request assistance, if necessary. Note that law enforcement may proceed with its own concurrent investigation.
- Have law enforcement officers photograph/copy graffiti, property damage, and documentation.
- Remove all graffiti (after it has been photographed) before students arrive at school so that the message is not seen by students.
- Inform the alleged victim's and alleged perpetrator's parents of the steps it is taking to address the incident.
- Take immediate steps to prevent the spread of misinformation including the designation of a media spokesperson to quickly disseminate accurate information regarding the incident.
- Utilize school or District crisis response teams to support students and provide victims of hate-motivated behavior or crime with support and assistance, including referral to victim support agencies, communicating with their parents/guardians, and assistance with completing school and law enforcement report paperwork).
- Work with students who are in formal and informal leadership roles to plan activities which will restore campus harmony: e.g., campuswide "No Put-Down" campaigns.
- Assign a district team to protect the victim, perpetrator and their families from the media.
- If appropriate, invite the media back to the school at a later date to observe positive campus activities and the effect of remedial measures/programs undertaken by the District.

Final Determination and Closure of Complaint

After the investigation is complete, the principal or designee will make a determination based upon all of the facts and circumstances. The principal or designee will prepare a final written report documenting their findings and notify the parents or guardians of the target and the alleged aggressor as soon as reasonably possible about the results of the investigation.

If, after investigation, Harassment or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. If the principal or designee decides that disciplinary

action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

The Complainant may also file a legal complaint with:

- The Massachusetts 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

Please note that the entities above have specific time limits for filing a claim.

Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committees, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Districts, and can be reached at:

Elizabeth McCoy, Superintendent
157 Farm Street
Dover, MA 02030
508-785-0036

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Districts. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Kate McCarthy, Director of Student Services
157 Farm Street
Dover, MA 02030
508-785-0036

Inquiries concerning the Districts' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Superintendent. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and

Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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 Districts do not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational programs and activities of the 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 Committees will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all students and employees.

The Committees will designate an individual to act as the school district'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

REFERENCE: USDOE Notice of Interpretation - https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity

CROSS REF.: AC, Nondiscrimination Policy Including Harassment and Retaliation

File: ACAB

SEXUAL HARASSMENT

The Dover, Sherborn, and Dover-Sherborn Regional School Committee and Dover and Sherborn Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Dover and Sherborn Public Schools.

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 clear and convincing evidence or 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 **(Name of District)** School District 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 District 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

File: ACE

NONDISCRIMINATION ON THE BASIS OF A DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the Districts' 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 Districts or be subject to discrimination. Nor shall the Districts 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 Districts.

Reasonable Modification

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

Communication

The Districts 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 Districts 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 Districts. In determining what type of auxiliary aid or service is necessary, the Districts 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, assistive 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.

Limit of Required Modification

A 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 cause undue financial and administrative burdens. Any decision that, in compliance, would fundamentally alter the service program, or activity or unduly burden the Districts shall be made by the School Committee after considering all resources available for use in funding and operating the program, service or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

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

Compliance Coordinator

The Districts shall designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging noncompliance or alleging any actions that would be prohibited under ADA. The Districts 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 Committees are of the general view that:

1. Discrimination against a qualified person solely on the basis of a disability is unfair; and

2. To the extent possible, qualified persons with a disability should be in the mainstream of life in a school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of the Committees to ensure nondiscrimination on the basis of disability.

The compliance coordinator is:
Assistant Superintendent
157 Farm St.
Dover, MA. 02030
(508) 785-0036:

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Education for All Handicapped Children Act of 1975
M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

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

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, snuff, 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 Districts 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 Committees shall only obtain a fingerprint background check for current and prospective employees for whom the School Committees have direct hiring authority. In the case of an individual directly hired by the School Committees,, the chair of each 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 Committees, 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 Committees, school or employed by the 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, they 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 DCJIS 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 Statewide Applicant Fingerprint Identification Services (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 their 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 their 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 their 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 them 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 they solicit information from an individual concerning their 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, "'Direct 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 they have 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, they 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

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 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 a new CORI check will be conducted.

ACCESS TO CORI CHECKS

A CORI check 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 Districts must maintain and keep a current list of each individual authorized to have access to, or view, CORI checks. 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 checks 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 checks 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 check 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 check 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 CHRI, 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 CHRI 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 CHECKS

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 check. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record.*

SECONDARY DISSEMINATION LOGS

A CORI check 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

SCHOOL DISTRICTS' WELLNESS PROGRAM

The School Committees recognize the relationship between student well-being and student achievement, and are therefore committed to ensuring that the Districts provide a comprehensive wellness program, including developmentally appropriate and sequential nutrition and physical education, opportunities for physical activity, as well as counseling and guidance services. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The Districts will establish a wellness committee that consists of at least one (1): parent/guardian, student, nurse, school food service representative, School Committee member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The Director of Student Services is designated as wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. The wellness coordinator(s), in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Nutrition Guidelines

It is the policy of the Districts that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The Districts will create procedures that address all foods available to students throughout the school day in the following areas:

- guidelines for maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderating portion size of each individual food or beverage sold within the school environment;
- separate guidelines for foods and beverages in the following categories:
    1. foods and beverages included in a la carte sales in the food service program on school campuses;
    2. foods and beverages sold in vending machines, snack bars, school stores, and concession stands;
    3. foods and beverages sold as part of school-sponsored fundraising activities; and
    4. refreshments served at parties, celebrations, and meetings during the school day; and
    5. specify that its guidelines will be based on nutrition goals, not profit motives.

Nutrition and Physical Education

The Districts will provide nutrition education aligned with standards established by the USDA's National School Lunch Program. The Districts will provide physical education training aligned with the standards established by the Dept. of Elementary and Secondary Education. The wellness program coordinator(s), in consultation with the wellness committee, will develop procedures that address nutrition and physical education.

Nutrition Education

The Districts shall promote education on healthy nutrition in the following ways:

- Identifying opportunities for students to receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.
- Identifying opportunities to conduct nutrition education in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers.
- Ensuring that students receive consistent nutrition messages from all aspects of the school program.
- Linking nutrition education activities with the coordinated school health and physical education programs, and integrating nutrition education into regular classroom lessons where appropriate.
- Ensuring that staff who provide nutrition education have appropriate training.

Physical Education

The Districts shall promote physical education in the following ways:

- Ensuring that students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Encouraging additional opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Encouraging parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Identifying opportunities for training to enable staff to promote enjoyable, lifelong physical activity among students.

Other School-Based Activities

The wellness program coordinator(s), in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

- An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Evaluation

The wellness program coordinator (in consultation with the wellness committee and relevant District departments as appropriate) will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. The wellness program coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and is charged with operational responsibility for ensuring that schools meet the goals of the Districts' wellness policy. The wellness program coordinator will report to the School Committee annually (or as needed).

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 1966, 42 U.S.C. §§ 1771 - 1789
M.G.L. 111:223
105 CMR 201

CROSS REFS.: EFC, Free and Reduced-Cost Food Services
IHAMA, Teaching About Alcohol, Tobacco and Drugs
KI, Public Solicitations/Advertising in District Facilities

File: AE

COMMITMENT TO ACCOMPLISHMENT

The School Committees accept ultimate responsibility for all facets of school operations. Because they are accountable to residents of the towns, the School Committees 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 towns.
- 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 Schools.
- 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 Schools.

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

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B of the NEPN classification system contains policies, regulations, and exhibits on the school board – how it is appointed or elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board's internal operating procedures.

GENERAL NOTE: The drafts that follow are a merger of current Dover-Sherborn policies with the draft policies recommended by the Massachusetts association of School Committees (MASC).

Changes will generally fall within five categories:

- **No changes made/Only references or titles updated.**
- **Significant edits but original policy largely remains.**
- **Changes are so numerous, a complete replacement is recommended.**
- **Policy does not currently exist in manual, and adding it is recommended.**

Policy is actually procedure, and does not belong in the policy manual.

Where necessary, language has been updated to reflect the most currently available legal language and grammatical conventions. Some policies have been combined for simplicity. Draft Notes in blue are included at the top of each policy to clarify what changes were made and why, and will not be included in the final language.

(DS) indicates that the policy is the current Dover-Sherborn policy. (MASC) indicates the current draft MASC policy.

"- R" denotes a regulation that accompanies a policy.

"-E" denotes an exhibit that provides additional information.

When the final versions are approved, the strikethroughs, notes, and sources will be removed.

SECTION B

BA **SCHOOL COMMITTEES' OPERATIONAL GOALS (DS)**
BA ~~**SCHOOL COMMITTEE OPERATIONAL GOALS (MASC)**~~
The wording in the paragraphs of the district policy has been appropriately adjusted. The only other difference is in bullet #4 where the district version says "simple" goals and the MASC version says "SMART" goals.

BAA **EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES (DS/MASC)**
The two versions match.

BAB **NUMBER OF MEMBERS AND TERM OF OFFICE (DS)**
While the description of the number of members of the various committees is appropriate, you may want to add an introductory paragraph defining the committees as the governing body for the respective districts.

BB **SCHOOL COMMITTEE LEGAL STATUS (MASC)**
MASC Only. Recommend adoption with district-specific language added.

BBA ~~**SCHOOL COMMITTEES' POWERS AND DUTIES (DS)**~~
BBA **SCHOOL COMMITTEES' POWERS AND DUTIES (MASC)**
The MASC version is more extensive than the district version. We should discuss the possibility of expanding the list of functions, as well as adding the section on Personnel Matters from the MASC version.

BBAA **SCHOOL COMMITTEE MEMBER AUTHORITY (DS/MASC)**
The versions match, except for some wording changes.

BBAAA ~~**INDIVIDUAL SCHOOL COMMITTEE MEMBER DUTIES (DS)**~~
We should look at this policy next to BCA – School Committee Member Ethics. There is some overlap in the two policies. It may be that one is sufficient to keep in place

BBBA/BBBB ~~**MEMBER QUALIFICATIONS/OATH OF OFFICE (DS)**~~
BBBA/BBBB **SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE (MASC)**
The MASC version has an additional paragraph outlining state regulations related to local officials. It also does not have the sentence about protected classes.

BBBC **SCHOOL COMMITTEE MEMBER RESIGNATION (DS/MASC)**
The policies match, with a couple of minor differences.

BBBE **FILLING VACANCIES (DS)**
BBBE ~~**UNEXPIRED TERM FULFILLMENT (MASC)**~~
The district version of this policy seems appropriately written for the committees.

BCA **SCHOOL COMMITTEE MEMBER ETHICS (DS/MASC)**
The two versions of the policy match. See note for policy BBAAA.

BDA **SCHOOL COMMITTEE ORGANIZATIONAL MEETING**
BDA ~~**SCHOOL COMMITTEE ORGANIZATIONAL MEETING**~~
The only substantive difference between the policies is the paragraph in the MASC version describing what happens if neither the Chair or Vice-Chair are on the committee.

BDB **SCHOOL COMMITTEE OFFICER DUTIES (DS)**
BDB ~~**SCHOOL COMMITTEE OFFICERS (MASC)**~~
I would suggest putting the information about the organizational meeting in BDA. Beyond that, the policies match with the appropriate adjustments in the district policy.

BDBA ~~**SIGNING OF WARRANTS**~~
This information generally resides in Section D – Fiscal Management. Recommend removal.

BDD **SCHOOL COMMITTEE/SUPERINTENDENT RELATIONSHIP (DS/MASC)**
The policies match, except for some wording differences.

BDE ~~**SUBCOMMITTEES OF THE SCHOOL COMMITTEE (DS)**~~
BDE **SUBCOMMITTEES OF THE SCHOOL COMMITTEE (MASC)**
The opening paragraph of the two policies differ slightly. The MASC paragraph does not contain bullet #5 in the district version. This avoids potential OML issues.

BDEA **UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP (DS)**
It would be helpful to clarify who is able to vote on the decisions before the Superintendency Committee. It may also be helpful to articulate the specific duties of the Superintendency Committee.

BDF **ADVISORY COMMITTEE TO THE SCHOOL COMMITTEE (DS/MASC)**
The MASC policy has an additional bullet about Advisory Committees needing to comply with the Open Meeting Law.

BDFA ~~**SCHOOL COUNCILS (DS)**~~
BDFA **SCHOOL ADVISORY COUNCILS (MASC)**
The MASC version has some additional paragraphs regarding the procedures of School Council meetings that are not in the district version. You might consider adding at least the paragraph that says the Councils are subject to the Open Meeting Law.

BDFA-E **SCHOOL IMPROVEMENT PLANS (MASC)**
MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

BDFA-E-1 ~~**SCHOOL IMPROVEMENT PLANS (DS)**~~
MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

BDFA -E-2 ~~**SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (DS)**~~
MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

BDFA -E-3 ~~**CONDUCT OF SCHOOL COUNCIL BUSINESS (DS)**~~
MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

BDFB ~~**STUDENT ADVISORY COMMITTEE (DS)**~~
This topic is covered in JIB – Student Involvement in Decision Making, in the MASC reference manual. The information could reside in either or both places.

BDG **SCHOOL ATTORNEY (DS)**
The policies differ in wording, but not necessarily in content. There is no reason to change the district policy if it is current.

BE **SCHOOL COMMITTEE MEETINGS (DS/MASC)**
The policies match in content. The legal reference should be updated in the district version. The content in BEA could be included here rather than having a separate policy.

BEA **MEETINGS (DS)**
This is a district policy only. Most committees who define Adjourned Meetings also include information about posting and continuing the meeting, which you might consider adding.

BEB ~~**SPECIAL MEETINGS (DS)**~~
The content of this policy is already included in BE, so this policy could be deleted.

BEC **EXECUTIVE SESSION (DS/MASC)**
The two versions of the policy match, except for the inclusion of the last sentence of the district policy.

BED ~~**PUBLIC AND EXECUTIVE SESSIONS (DS)**~~
The content of this policy is covered in the previous policy on Executive Sessions and in BEDH – Public Comment. Recommend deletion of this policy

BEDA ~~**NOTIFICATION OF SCHOOL COMMITTEE MEETINGS (DS)**~~
BEDA **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS (DS)**
The MASC version of this policy includes information on the posting of the agenda. Recommend adopting the MASC version.

BEDB **CONSTRUCTION OF THE AGENDA (DS)**
DS only. If retained, Committee should endure current practice.

BEDB **AGENDA FORMAT**

BEDB ~~**AGENDA FORMAT**~~

The MASC version of this policy has more information on the construction of the agenda. The distribution of the agenda and supporting materials in the district version seems very short.

BEDB-E ~~**AGENDA FORMAT (DS)**~~

The exhibit on agenda format was deleted from the MASC reference manual.

BEDC ~~**QUORUM (DS)**~~

A quorum is defined in the MASC version of BEDF. If you adopt that, this policy becomes redundant. If you choose to keep the policy, it would make sense to specifically define the number of members for each committee.

BEDD **SCHOOL COMMITTEE RULES OF ORDER (DS/MASC)**

The two versions of the policy match.

BEDF ~~**VOTING METHOD**~~

BEDF **VOTING METHOD**

The MASC version of the policy provides more information about voting and quorums. If the committees generally vote via roll call, the wording in the MASC version could be amended to reflect that.

BEDG ~~**MINUTES**~~

BEDG **MINUTES**

The MASC version contains more information about documents that should be attached to the minutes as well as information about timely approval. Recommend adoption of the MASC version.

BEDH ~~**PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS**~~

BEDH **PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS**

The MASC version of this policy was updated as a result of the Natick court case regarding public comment. Recommend adoption of the MASC version.

BEDI/BEDJ ~~**NEWS MEDIA AT COMMITTEE MEETINGS**~~

This appears to be the text of the prior version of the Open Meeting Law. Since the topics are covered in other policies, and the law has been revised, recommend deletion.

BEE **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS (DS/MASC)**

The two versions of the policy match.

BG/BGA **SCHOOL COMMITTEE POLICY DEVELOPMENT (DS/MASC)**

The two versions of the policy match, except for the text that is not in the MASC version.

BGB **POLICY ADOPTION (DS/MASC)**

The two versions of the policies match.

BGB-1 ~~**POLICY AND BYLAW PROPOSALS, AMENDMENTS AND ADOPTION (DS)**~~
This policy seems redundant to other documents regarding policy, but not always consistent. It is the only place, however, that bylaws are mentioned. Either this policy should be expanded to include information in the other policies, or the bylaw information should be included in other policies.

BGC ~~**POLICY REVIEW AND REVISION (DS)**~~
BGC **POLICY REVIEW AND REVISION (MASC)**
The two policies have much the same content, with the additional line in the district version about recalling manuals.

BGD **SCHOOL COMMITTEE REVIEW OF PROCEDURES**
The policies match, except for a wording difference.

BGE **POLICY DISSEMINATION (DS/MASC)**
The two versions match.

BGF **SUSPENSION OF POLICIES (DS/MASC)**
The two versions match.

BHC **SCHOOL COMMITTEE – STAFF COMMUNICATIONS (DS/MASC)**
The two versions match, except for the double-coding.

BHE ~~**USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**~~
BHE **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**
The two versions match, except for the addition of text messaging and social media posting in the MASC version.

BHF ~~**SCHOOL COMMITTEE REPORT**~~
This is a district document only. The topic is covered in Section C of the MASC reference manual, charging the superintendent with transmitting the report.

BIA ~~**NEW SCHOOL COMMITTEE MEMBER ORIENTATION**~~
BIA **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**
There seem to be two versions of this policy in the district documents. We should discuss the preferred content and wording.

BIBA ~~**SCHOOL COMMITTEE CONFERENCES CONVENTIONS AND WORKSHOPS (DS)**~~
BIBA **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS (MASC)**
The two policies match in content, while differing slightly in wording.

BID ~~**SCHOOL COMMITTEE COMPENSATION AND EXPENSES (DS)**~~
BID **SCHOOL COMMITTEE COMPENSATION AND EXPENSES (MASC)**
The first paragraph of the MASC version was edited and simplified. Recommend editing the district version as appropriate.

BJ **SCHOOL COMMITTEE LEGISLATIVE PROGRAM (DS/MASC)**
The two versions of the policy match.

BK **SCHOOL COMMITTEE MEMBERSHIPS (DS/MASC)**
The two versions of the policy match.

File: BA

SCHOOL COMMITTEES' OPERATIONAL GOALS

DRAFT NOTE: The wording in the paragraphs of the district policy has been appropriately adjusted. The only other difference is in bullet #4 where the district version says "simple" goals and the MAS version says "SMART" goals.

The School Committees are responsible to the people for whose benefit the Schools have been established. The Committees' current decisions will influence the course of education in our schools for years to come. The Committees and each of their 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~~ concerns.

The School Committees' primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committees are charged with accomplishing this while also being responsible for wise management of resources available to the ~~Schools~~ Districts. The Committees 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. The Committees ~~It~~ must carry out ~~its~~ their functions openly, while seeking the comments of the public, students, and staff in ~~its~~ their decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committees 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~~ SMART district goals.
5. Conducting a ~~concrete and~~ periodic review of performance against these goals.

~~CROSS REF.: ADA School Districts' Goals and Objectives~~

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BA

SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district 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 concerns.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. 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 the 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. Establishing practical and SMART district goals.

5. Conducting a periodic review of performance against these goals.

SOURCE: MASC Updated 2022

NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.

File: BAA

EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES

DRAFT NOTE: The two versions match.

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

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

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

When the Committees complete their self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committees 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 Committees believe that their performance will improve if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BAB

NUMBER OF MEMBERS AND TERM OF OFFICE

DRAFT NOTE: While the description of the number of members of the various committees is appropriate, you may want to add an introductory paragraph defining the committees as the governing body for the respective districts.

A. The ~~local School Committees~~ Dover School Committee and the Sherborn School Committee shall each consist of five (5) members who shall serve a term of three years. The terms will be staggered so as to maintain continuity on ~~the~~ each Committee.

B. The Regional ~~District~~ School Committee shall consist of six (6) members—three (3) from each community. One member shall be elected from each community each year for a term of three years. The terms will be staggered so as to maintain continuity on the Committee.

C. The Dover-Sherborn Union 50 Superintendency Committee shall consist of six (6) members—three (3) from each of the ~~constituent local Committees~~ Dover School Committee and the Sherborn School Committee. There shall also be, as observers, three non-voting members of the Regional ~~District~~ School Committee.

LEGAL REFS.: Ann. Laws of Massachusetts
M.G.L. 41:1; School Committee; Number; 71: 63
Agreement between the Towns of Dover and Sherborn with Respect to the Formation of a Regional School District, as Amended

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BB

SCHOOL COMMITTEE LEGAL STATUS

DRAFT NOTE: MASC Only. Recommend adoption with district-specific language added.

The School Committees are the governing boards of the municipalities' public school district. Although they function as duly elected Committees of their respective municipal governments, the School Committees have, unlike other municipal 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.

Three members each from Dover and Sherborn, as established in the Dover Sherborn Regional School District Agreement, govern the Regional School Committee. Five members each on the Dover and Sherborn School committees.

Established by law

SOURCE: MASC – Updated 2022

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

NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.

Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.

Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. 71:14B and 71:16A. A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. 71:63 would be required. The cross references are to related codes in the NEPN classification system.

File: BBA

SCHOOL COMMITTEES' POWERS AND DUTIES

DRAFT NOTE: The MASC version is more extensive than the district version. We should discuss the possibility of expanding the list of functions, as well as adding the section on Personnel Matters from the MASC version.

The School Committees have 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 Superintendent to implement its directions for the proper education of the children of the community.
The Committees take a broad view of their functions. They see them as:

1. ***Policy***. The Committees are responsible for the development of policy as guides for administrative action and for evaluating the effectiveness of its policies and their implementation.

2. ***Employment of Superintendent.*** The Committees are also responsible for employing a Superintendent who will implement its policies.

3. ***Provision of financial resources***. The Committees are responsible for adoption of a budget that will enable the Schools to carry out the Committees' policies.

LEGAL REF.: M.G.L. 71:37 specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.
M.G.L. 71:16 through 71:161

CROSS REF.: BB, School Committee Legal Status

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn Regional Committee

File: BBA

SCHOOL COMMITTEES' POWERS AND DUTIES

The School Committees ~~has~~ have all the powers conferred upon ~~it~~ them 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~~ their directions for the proper education of the ~~children~~ students of the community.

The Committees take~~s~~ a broad view of ~~its~~ their functions. ~~It~~ They see~~s~~ them as:

1. **Legislative or policymaking**. The Committee~~s is are~~ responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement ~~its~~ their policies.

2. **Appraisal**. The Committee~~s is~~ are responsible for evaluating the effectiveness of ~~its~~ their policies and their implementation.

3. **Provision of financial resources**. ~~The~~ Committee~~s is~~ are responsible for adoption of ~~a~~ budgets that will enable the ~~school d~~District to carry out the Committees' policies.

4. ~~**Public relations**~~**Communications**. ~~The~~ Each Committee is responsible for providing adequate and direct means for keeping the ~~local citizenry~~ community informed about the schools and providing an avenue for community feedback ~~for keeping itself and the school staff informed about the needs and wishes of the public.~~

5. **Educational planning and evaluation**. The Committee~~s is~~ are responsible for establishing educational goals and policies that will guide the Committees and staff for the administration and continuing improvement of the educational programs provided by the School District~~s~~.

Personnel Matters

The Superintendent shall be appointed by vote of the Union 50 Superintendency Committee and by vote of the Regional School Committee. The Superintendent ~~Committee and~~ shall directly report to ~~the~~ each 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 Committees shall appoint, upon the recommendation of the Superintendent, Assistant~~/Associate/Deputy~~ Superintendent~~(s), School~~ Business~~Administrator~~Manager, ~~Special Education Administrator~~Director of Student Services, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

SOURCE: MASC - Reviewed 2022

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

NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. 71:16 through 71:16I. A reference to an appropriate section(s) of regional agreement could also be added.

File: BBAA

SCHOOL COMMITTEE MEMBER AUTHORITY

DRAFT NOTE: The versions match, except for some wording changes.

Authority

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

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

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

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and school department.

2. To keep abreast of new laws and the latest trends in education.

3. To have a general knowledge of the goals, objectives, and programs of the ~~town's public schools~~ school district.

4. To work effectively with other Committee members without trying either to dominate the Committee or neglect ~~his/her~~ one's 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~~ all students.

7. To accept the will of the majority vote in all cases, and to remember that ~~he/she~~ each member is one member 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~~ District 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BBAAA

INDIVIDUAL SCHOOL COMMITTEE MEMBER DUTIES

DRAFT NOTE: We should look at this policy next to BCA – School Committee Member Ethics. There is some overlap in the two policies. It may be that one is sufficient to keep in place.

The effective School Committee member:

1. Serves all of the people of a town in both thought and action. He/She conceives of himself/herself as an elected official of all the people of the town, regardless of the vote cast for him/her, and serves accordingly.

2. Realizes that in all his/her actions concerning the operation of the Schools, he/she has one basic philosophy to consider; this philosophy is neither politically nor personally oriented. The philosophy simply is that his/her decisions and actions are predicted solely on his/her best understanding of what is best in the education of children and youth.

3. 3, Approaches each meeting and all his/her responsibilities with an open mind. He/She does not commit himself/herself, mentally or otherwise, in terms of decisions until he/she has studied and analyzed all materials presented to him/her concerning any issue and until he/she has understood the recommendations and has satisfactorily discussed issues to a point at which he/she is able to make a rational decision securely.

4. Treats certain written information from the administration as privileged communication. He/She is aware that unless the aspect of privileged communication exists between the Superintendent and Committee members, the administration can be placed in an untenable position whereby all facts of a situation cannot be presented, and the administration feels it is not able to speak freely and candidly concerning matters upon which the Committee must make final decisions.

5. Holds inviolate the oral discussion and written reports made by the Superintendent and the administration in any executive session of the Committee. He/She is aware that opinions, points of view, and the relating of facts made by the administration in executive session on certain issues, and particularly on personnel issues, are meant for the consumption and understanding of those presently serving on the Committee and who must make a decision and vote on an issue. Unless this point is well understood and well supported, he/she realizes that the effective relations of the administration with staff and citizens cannot be such that they are beneficial to the operation of the Schools.

6. Does not request detailed study or analysis of any particular problem unless he/she chooses to place the item on the Committee agenda for the consideration of his/her fellow members. In this way, the administration is not placed in the position of studying any particular aspects of concern of individual members, but rather, all study, analysis, and recommendations come forth at the request of the entire Committee by vote.

7. Exercises the right and responsibility to explore all problems confronting the operation of the Schools. He/She feels strongly a sense of duty to have complete understanding and discussion of any issue and to vote on the basis of his/her understanding and principle. However, he/she well realizes that the effective Committee, operating democratically, depends on members to unite

and understand once a vote in the majority has been cast on any issue.

8. Realizes that the responsibility of the Committee is to vote to establish policy for the operation of the Schools. He/she has an administrative understanding that the establishment of policy normally requires administratively constructed regulations in order to effectively execute policy.

9. Realizes that under the legal structure he/she is a member of a Committee which has broad and all- encompassing authority when it meets as a Committee. He/she is aware that he/she may assist or cooperate in establishing policy which affects the lives of many students. In view of these factors, he/she realizes that as a single Committee member not meeting in official meeting, he/she holds no authority; he/she is careful in all instances to qualify his/her statements and his/her actions and be fully understood when he/she speaks as an individual and not as a Committee member.

10. Accepts service on subcommittees and others special committees willingly, but with a knowledge that such special committees operate solely as fact-finding groups and that actions of any special committee are bound to be ineffective until a vote of approval of the full Committee is gained. With respect to such committees, he/she realizes that the nine points mentioned above are applicable to him/her as a member of a special committee, as they are applicable to him/her as a member of the larger action-oriented Committee.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BBBA/BBBB

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

DRAFT NOTE: The MASC version has an additional paragraph outlining state regulations related to local officials. It also does not have the sentence about protected classes.

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

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

Established by law

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BBBA/BBBB

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on ~~the~~ a School Committee, an individual must be a registered voter in the town from which they are 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 their official duties as a member of the Committee.

From the ~~Municipal or District~~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 Municipal or District Clerk.

~~Established by law~~

SOURCE: MASC - Updated 2022

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

NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.

The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.

File: BBBC

SCHOOL COMMITTEE MEMBER RESIGNATION

DRAFT NOTE: The policies match, with a couple of minor differences.

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

Should a School Committee member move out of their respective town ~~or District~~ in which ~~he or she~~ they hold~~s~~ office, that member shall be deemed to have vacated the office.

~~Established by law~~

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BBBE

FILLING VACANCIES

DRAFT NOTE: The district version of this policy seems appropriately written for the committees.

A. If there is a vacancy on ~~a~~ either the Dover School Committee or the Sherborn School Committee, the remaining members of that Committee shall give written notice within one month thereof to the ~~selectmen~~ select board, who, with the remaining members of ~~the~~ that Committee, shall, after one week's notice, fill such a vacancy by ballot. The ~~selectmen~~ select board shall fill such vacancy if a Committee fails to give notice within the time specified. A majority of the ballots of the officers entitled to vote shall be necessary for such election. The person so appointed or elected shall perform the duties of the office until the next annual election.

B. If there is a vacancy on the Regional School Committee during the term of office of a member, a successor shall be appointed to serve until the next annual election of such member's town by the remaining members of the Committee from such town, and a successor shall then be elected for the unexpired term, if any.

LEGAL REFS.: Ann. Laws of Massachusetts M.G.L. 41:11; Appointment to fill vacancy. Agreement between the Towns of Dover and Sherborn with Respect to the Formation of a Regional School District, as Amended

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BBBE

UNEXPIRED TERM FULFILLMENT

DRAFT NOTE; The district version of this policy seems appropriately written for the committees.

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

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

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

*** For the region - vacancy filled by town members.

SOURCE: MASC Updated 2022

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

NOTE: The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portions apply.

File: BCA

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

DRAFT NOTE: The two versions of the policy match. See note for policy BBAAA.

Preamble

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

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

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

1. Realize that ~~his/her~~ their primary responsibility is to the ~~children~~ students
2. Recognize that ~~his/her~~ their basic function is to be policy making and not administrative
3. Remember that ~~he/she is~~ they are 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~~ they represent the entire community at all times.
6. Accept the office as a Committee member as a means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from ~~his/her~~ their Committee activities.

A School Committee member in ~~his/her~~ their relations with ~~his/her~~ their 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~~ their professional duties and hold ~~him/her~~ them 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 member in ~~his/her~~ their relations with ~~his/her~~ their fellow Committee members should:

1. Recognize that action at official meetings is binding and that ~~he/she~~ they alone cannot bind the Committee outside of such meetings.
2. Realize that ~~he/she~~ they should not make statements or promises of how ~~he/she~~ they will vote on matters that will come before the Committee.

3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.

4. Not withhold pertinent information on school matters or personnel problems, either from members of ~~his/her~~ 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCES: Dover-Sherborn/MASC

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

DRAFT NOTE: The only substantive difference between the policies is the paragraph in the MASC version describing what happens if neither the Chair or Vice-Chair are on the committee.

For the purpose of organizing, each School Committee, at its first regular meeting following the town(s') annual elections, will elect from its membership a Chair, a Vice-Chair (Region), and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.The Superintendent shall serve as Chair Pro-Tem until a chair is elected.

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

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

2. Upon election, the new Chair will preside, calling for the election of a ~~vice~~ Vice Chair (Region) and secretary, in order. The procedure used for their election will be the same as that for electing the Chair.

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

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

LEGAL REFS.: M.G.L. 71:16A
M.G.L. 71:63

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDA

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

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

In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem.

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

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

SOURCE: MASC Reviewed 2022

NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifics on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. 71:16A; a School Committee participating in a superintendency union should cite M.G.L. 71:63 and correct the content of this policy in accordance with requirements of that section of the law.

File: BDB

SCHOOL COMMITTEE OFFICER DUTIES

DRAFT NOTE: I would suggest putting the information about the organizational meeting in BDA. Beyond that, the policies match with the appropriate adjustments in the district policy.

~~OFFICERS~~

~~A. The officers of the local School Committees shall be a Chair and Secretary, each to be elected by a majority vote of an entire Committee in the organization meeting to continue in office until the next annual organization meeting. The Superintendent will preside at the organization meeting. The first business of the first meeting following the annual town elections shall be the organization of the School Committee.~~

~~B. The officers of the Dover-Sherborn Regional District School Committee shall be a Chair, Vice-Chair, and Secretary, each to be elected by a majority vote of the entire Committee in the organization meeting to continue in office until the next annual election. The Superintendent will preside at the organization meeting. The first business of the first meeting following the annual town elections shall be the organization of the School Committee.~~

DUTIES OF THE CHAIR

The Chair of ~~the~~ each 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~~The Chairwill perform those duties that are consistent with ~~his/her~~ their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

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

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair (Region)

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to ~~him/her~~ them. The Vice Chair will attend agenda setting meetings with the Superintendent in the planning of joint meetings between three

Secretary

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

The Secretary will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to ~~him/her~~ them for the Dover and Sherborn School Committees.

LEGAL REFS.: Ann. Laws of Massachusetts
M.G.L. 71:36; Secretary; Records

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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

File: BDB

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

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

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.

2. Consult with the Superintendent in the planning of the Committee's agendas.

3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.

4. Appoint subcommittees, subject to Committee approval.

5. Call special meetings of the Committee as found necessary.

6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Committee meetings.

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

1. Call the meeting to order at the appointed time.

2. Announce the business to come before the Committee in its proper order.

3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if this is not clear to members.

6. Restrict discussion to the question when a motion is before the Committee.

7. Answer all parliamentary inquiries.

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

Duties of the Vice-Chair

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

Clerk

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

SOURCE: MASC Reviewed 2022

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

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

Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)

If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions. When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.

City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.

~~File: BDBA~~

~~SIGNING OF WARRANTS~~

DRAFT NOTE: This information generally resides in Section D – Fiscal Management. Recommend removal.

~~A. The Chair, or any other designated member, shall be required to sign the school payroll on behalf of the entire School Committee.~~

~~B. Three members of the Dover School Committee and of the Sherborn School Committee shall be authorized to sign the bill warrants on behalf of each of the local committees.~~

~~C. Four members of the Dover-Sherborn Regional District School Committee shall be authorized to sign the bill warrants on behalf of the entire Committee.~~

~~LEGAL REF.: Ann. Laws of Massachusetts M.G.L. 41:41~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

DRAFT NOTE: The policies match, except for some wording differences.

The Committees will leave to the Superintendent all matters of decision and administration that come within ~~his/her~~ the Superintendent's scope as executive officer or as professional leader of the ~~Schools~~ Districts. While the Committees reserve the ultimate decision of all matters concerning general policy or expenditures of funds, they normally proceed in these areas after receiving recommendations from ~~its~~ their executive officer. Further:

1. The Superintendent ~~will have the privilege of asking guidance~~ may seek guidance from a Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, ~~he/she~~ the Superintendent will submit the matter to a Committee for advice and direction.

2. The Superintendent will assist the Committees in reaching sound judgments and establishing policies, and will place before the Committees all relevant facts, information, and reports necessary to keep Committee members adequately informed of situations or business at hand.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BDE

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

DRAFT NOTE: The opening paragraph of the two policies differ slightly. The MASC paragraph does not contain bullet #5 in the district version. This avoids potential OML issues.

School Committees will have no standing committees. They may, however, establish special subcommittees as needed. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.

2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee Chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.

4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.

5. The Committee Chair 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.

CROSS REF.: BEC, Executive Sessions

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDE

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committees shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. ~~The~~ Each subcommittee will be established through action of the Committee.

2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.

3. The subcommittee will be provided with a list of its functions and duties.

4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.

5. All subcommittees of the School Committees are subject to the provisions of the Open Meeting Law.

SOURCE: MASC – Reviewed 2022

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: BEC, Executive Sessions

NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).

The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.

If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.

File: BDEA

UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP

DRAFT NOTE: It would be helpful to clarify who is able to vote on the decisions before the Superintendency Committee. It may also be helpful to articulate the specific duties of the Superintendency Committee.

The Union 50 Superintendency Committee was created when the Dover Sherborn Regional School District was formed in order to hire a shared superintendent for the local elementary districts. Since inception, the practice has been to share the same superintendent with the Dover Sherborn Regional School District. Three members each from the Dover School Committee and the Sherborn School Committee make up the Union 50 Superintendency Committee as described below.

Dover School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Dover School Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Sherborn School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Sherborn School Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Dover-Sherborn Regional District School Committee

The Chair ~~shall serve~~, with two additional appointed members, shall serve as observers to the Dover-Sherborn Union #50 Superintendency Committee, with the consent of the Dover and Sherborn School Committees ~~as observers to the Dover-Sherborn Union #50 Superintendency Committee~~.

LEGAL REF.: Ann. Laws of Massachusetts
M.G.L. 71:37; Duties of School Committee

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDF

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEES

DRAFT NOTE: The MASC policy has an additional bullet about Advisory Committees needing to comply with the Open Meeting Law.

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

1. Advisory committees may be created by a School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to a School Committee.

2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.

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

4. Appointments to such committees will be made by a Committee; appointment of staff members to such committees will be made by a School Committee upon recommendation of the Superintendent.

5. Tenure of committee members will be one year only unless the member is reappointed.

6. Each committee will be clearly instructed as to:

    a. The length of time each member is being asked to serve.
    b. The assignment a School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
    c. The resources a School Committee will provide.
    d. The approximate dates on which a School Committee wishes to receive major reports.
    e. School Committee policies governing citizens, committees and the relationship of these committees to a School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
    f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.

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

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDFA

SCHOOL COUNCILS

DRAFT NOTE: The MASC version has some additional paragraphs regarding the procedures of School Council meetings that are not in the district version. You might consider adding at least the paragraph that says the Councils are subject to the Open Meeting Law.

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

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

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

The following guidelines define the role of the school council:

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

1. Adoption of educational goals for the school consistent with state and local policies and standards.

2. Identification of the educational needs of the students attending the school.

3. Review of the school building budget.

4. Formulation of a school improvement plan, which may be implemented only after review and approval by the Superintendent and the appropriate School Committee.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDFA

SCHOOL ADVISORY COUNCILS

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

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

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

The 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.

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.

All meetings of the school council shall conform to the Open Meeting Law. 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 Committees upon request.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.

2. Identification of the educational needs of the students attending the school.

3. Review of the school building budget.

4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent and the appropriate School Committee.

SOURCE: MASC – Consolidated and Updated 2022

LEGAL REFS.: M.G.L. 71:38Q, 71:59C; C30A:18-15

File: BDFA-E

SCHOOL IMPROVEMENT PLANS

~~The~~ Each Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually.

This plan shall be written and submitted for approval to the Superintendent no later than July 1 of the year in which the plan is to be implemented and reviewed by the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with District mission and goals, and the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education.

2. An assessment of the needs of the school in light of the proposed educational goals.

3. The means to address student performance, with focus on improvement of student learning.

    a. Specify expected student outcomes and measurable/observable results.
    b. Clearly identify actions to be taken to implement the goals.
    c. Indicate anticipated costs and available funding sources.
    d. Delineate the method of evaluating and reporting progress and results.

4. Professional development for the school's professional staff.

5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.

    a. Include a plan on how to solicit community support for the changes being developed.

6. The development of means for meeting the diverse learning needs of every ~~child~~ student.

7. The establishment of a culture of inclusion and ~~respectful of~~ respect for diversity.

8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:

    a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
    b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

If the school improvement plan is not approved by the Superintendent and/or the School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

SOURCE: MASC – Consolidated and Updated 2022

File: BDFA-E-1

SCHOOL IMPROVEMENT PLANS

DRAFT NOTE: MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

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

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by a School Committee.

2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.

4. Professional development for the school's professional staff.

5. The enhancement of parental involvement in the life of the school, safety, and discipline.

6. The development of means for meeting the diverse learning needs of every student.

7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:

   (a) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and

   (b) the council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDFA-E-2

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

DRAFT NOTE: MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

The written school improvement plan shall be submitted by each Principal to the Superintendent and a School Committee for review and approval annually.

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

1. Focus on improvement of student learning.

2. Specify expected student outcomes and measurable/observable results.

3. Align with the Mission of the school and any goals and policies of the Schools.

4. Be consistent with state and federal law, School Committee policy, established curriculum and negotiated agreements.

5. Clearly identify actions to be taken on how changes will be implemented.

6. Include a plan on how to solicit community support for the changes being developed.

7. Indicate anticipated costs and available funding sources.

8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent and a School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BDFA-E-3

CONDUCT OF SCHOOL COUNCIL BUSINESS

DRAFT NOTE: MASC recently revised and consolidated E-1, E-2 and E-3 into a single, shorter document. Changing, or not, is at your discretion.

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, stipulating 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 a School Committee upon request.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

~~File: BDFB~~

~~STUDENT ADVISORY COMMITTEE~~

DRAFT NOTE: This topic is covered in JIB – Student Involvement in Decision Making, in the MASC reference manual. The information could reside in either or both places.

~~The Dover-Sherborn Regional District School Committee shall meet at least once every other month during the months school is in session with the Student Advisory Committee. The Student Advisory Committee shall consist of five representatives from grades 9 to 12.~~

~~LEGAL REF.: Ann. Laws of Massachusetts~~
~~M.G.L. 71:38M; Student Advisory Committees to School Committee~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BDG

SCHOOL ATTORNEY

DRAFT NOTES: The policies differ in wording, but not necessarily in content. There is no reason to change the district policy if it is current.

The School Committees may use the services provided by town counsel. The Committees and the Superintendent may seek ~~his/her~~ their services to counsel and represent the Schools at various times.

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

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

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

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BE

SCHOOL COMMITTEE MEETINGS

DRAFT NOTE: The policies match in content. The legal reference should be updated in the district version. The content in BEA could be included here rather than having a separate policy.

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

1. **Regular meeting**: the usual official legal action meeting, held regularly

2. **Special meeting**: an official legal action meeting called between scheduled regular meetings to consider specific topics.

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

LEGAL REFS.: ~~M.G.L. 39:23A; 39:23B; 39:23C~~
M.G.L. 30A:18-25

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEA

MEETINGS

DRAFT NOTE: This is a district policy only. Most committees who define Adjourned Meetings also include information about posting and continuing the meeting, which you might consider adding.

Regular Meetings

A. Dover School Committee meetings generally will be held on the third Tuesday of each month at 6:30 p.m. at Chickering School.
B. Sherborn School Committee meetings generally will be held on the second Tuesday of each month at 6:30 p.m. at Pine Hill School or at the Town Hall.
C. Dover-Sherborn Regional School Committee meetings generally will be held on the first Tuesday of each month at 6:30 p.m. in the middle school or other designated place.
D. The annual meeting of the Dover-Sherborn Union Superintendency Committee shall be held as prescribed by law at a day and place agreed upon by the Chair of the constituent committees.
E. The Committees shall meet in joint session at least three times each school year.
F. It is the intent of each Committee not to consider a new item of business after 10:45 p.m.

Meeting dates and times are subject to change from time to time as determined by the School Committee or administration.

Summer Meetings

The Committees may, at their discretion, discontinue their sessions during the months of July and August.

Adjourned Meetings

Any Committee may adjourn any regular meeting because of the lateness of the hour or other pressing reasons, provided a majority of those attending so vote.

LEGAL REF.: M.G.L. 30A: 20-22

FIRST READING: November 21, 2016
SECOND READING: January 31, 2017
ADOPTED: January 31, 2017

SOURCE: Dover-Sherborn

~~File: BEB~~

~~SPECIAL MEETINGS~~

DRAFT NOTE: The content of this policy is already included in BE, so this policy could be deleted.

~~Special meetings may be called as necessary by the Superintendent with the advice and consent of the Chair of each Committee.~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~
~~October 21, 2014 Dover School Committee October 28, 2014~~
~~Dover-Sherborn School Committee November 4, 2014~~
~~Sherborn School Committee November 18, 2014~~

~~SOURCE: Dover-Sherborn~~

File: BEC

EXECUTIVE SESSIONS

DRAFT NOTE: The two versions of the policy match, except for the inclusion of the last sentence of the district policy.

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

1. The Committee will first convene in an open session for which due notice has been given.

2. The Chairperson (or, in ~~his/her~~ the Chairperson's 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 Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, 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.

A 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.

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 Committees' 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

FIRST READING: October 21, 2014

SOURCE: Dover-Sherborn

File: BED

PUBLIC AND EXECUTIVE SESSIONS

DRAFT NOTE: The content of this policy is covered in the previous policy on Executive Sessions and in BEDH – Public Comment. Recommend deletion of this policy

All meetings of Committees shall be open to the public. All actions of a Committee shall be taken openly and the deliberation leading to Committee action shall likewise be conducted openly. The public is invited to attend Committee meetings and will be given limited time to voice opinions or problems.

Committees reserve the right to meet in an executive session as provided for in Section 23B of Chapter 39 of the General Laws of the Commonwealth of Massachusetts. No action shall be taken by any Committee while it is in executive session. All action shall be taken in an open meeting.

Recognizing the desirability of public participation in school affairs, Committees will set aside a portion of the agenda of regular meetings to allow questions and comments from the public audience. Guidelines are as follows:

1. No person shall address a Committee without leave of the presiding officer. A reasonable period of time will be allowed for the presentation with a Committee reserving the right to impose a limit.

2. Citizens should not expect an immediate reply from a Committee since this is a time for citizens to be heard and not the time for decisions to be made.

3. If a citizen, or a Committee, feels the citizen's interest should be further discussed it can be requested that the matter be put on the agenda for a future meeting.

4. If there are many citizens desiring to speak on the same subject they will be asked to limit their presentation so that each different subject be given fair presentation time.

LEGAL REF.: M.G.L. 30A: 20-22

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDA

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

DRAFT NOTE: The MASC version of this policy includes information on the posting of the agenda. Recommend adopting the MASC version.

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

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

LEGAL REFS.: M.G.L. 30A: 20-22

CROSS REF.: BE, School Committee Meetings

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 a 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 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, 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.

SOURCE: MASC - Reviewed 2022

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REF.: BE, School Committee Meetings

NOTE: Notification to the public as well as to School Committee members can be included under this code.

File: BEDB

CONSTRUCTION OF AGENDA

DRAFT NOTE DS only. If retained, Committee should endure current practice.

The order of business at each meeting shall be as set forth in the agenda for the meeting, but it may be suspended by general consent or majority vote of the members present.

Agenda items are to be received in the office of the Superintendent at least seven days prior to the meeting. Agenda will be set by the Chair and Superintendent and delivered to School Committee members at least one day prior to the meeting with back-up papers from the Superintendent.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDB

AGENDA FORMAT

DRAFT NOTE: The MASC version of this policy has more information on the construction of the agenda. The distribution of the agenda and supporting materials in the district version seems very short.

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

Committees 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 a Committee, or to expedite Committee business.

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

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

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

Agendas will be posted and made available to the press.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDB

AGENDA FORMAT

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

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

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

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

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

Agendas will be posted and made available to the press upon request.

SOURCE: MASC - Reviewed 2022

CROSS REFS: BEDH, Public Comment at School Committee Meetings

NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.

File: BEDB-E

AGENDA

DRAFT NOTE: The exhibit on agenda format was deleted from the MASC reference manual.

Order of Business

1. Call to Order
2. Approval of Minutes
3. Community Comments
4. Reports
5. Special Items
6. Future Business
7. New Business
    a. Citizen's Comments
    b. Committee Comments (Sherborn only)
    c. Staff Comments
8. Routine Business
9. Personnel Matters
10. Executive Session (if needed)
11. Adjournment

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDB-E

AGENDA FORMAT

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

~~File: BEDC~~

~~QUORUM~~

DRAFT NOTE: A quorum is defined in the MASC version of BEDF. If you adopt that, this policy becomes redundant. If you choose to keep the policy, it would make sense to specifically define the number of members for each committee.

~~A majority of an entire Committee shall constitute a quorum for the transaction of business. A majority of the quorum can take action unless otherwise directed by law.~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BEDD

RULES OF ORDER

DRAFT NOTE: The two versions of the policy match.

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BEDF

VOTING METHOD

DRAFT NOTE: The MASC version the policy provides more information about voting and quorums. If the committees generally vote via roll call, the wording in the MASC version could be amended to reflect that.

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

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

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDF

VOTING METHOD

DRAFT NOTE: The MASC version the policy provides more information about voting and quorums. If the committees generally vote via roll call, the wording in the MASC version could be amended to reflect that.

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~~ a 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.

A quorum is defined as three (3) of five (5) on the Dover and Sherborn Committees and four (4) of six (6) on the Regional Committee.

SOURCE: MASC – Reviewed 2022

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.

If sections of a town or city charter apply, the appropriate references should be added to the legal references.

File: BEDG

MINUTES

DRAFT NOTE: The MASC version contains more information about documents that should be attached to the minutes as well as information about timely approval. Recommend adoption of the MASC version.

The minutes of School Committee meetings constitute the written record of a Committee's actions; they are legal evidence of what the action was. Therefore, the secretary of each 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 a Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.

4. Notation of formal adjournment.

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

The approved minutes will become permanent records of a 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.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BEDG

MINUTES

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

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,

2. A complete record of official actions taken by ~~the~~ a 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.

3. 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. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

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

SOURCE: MASC – Reviewed 2022

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.

File: BEDH

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

DRAFT NOTE: The MASC version of this policy was updated as a result of the Natick court case regarding public comment. Recommend adoption of the MASC version.

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

School Committees desire citizens of the towns to attend their meetings so that they may become better acquainted with the operations and the programs of our Schools. In addition, Committees like the opportunity to hear the wishes and ideas of the public.

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

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public participation segment shall be determined by the Chair. .

2. Speakers' participation will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.

3. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individuals' privilege of address.

4. All remarks will be addressed through the Chair of the meeting.

5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session Committees will not hear personal complaints of school personnel nor against any member of a School. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

6. Written comments longer than three (3) minutes may be presented to a Committee before or after the meeting for Committee members' review and consideration at an appropriate time.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 individuals 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 public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner

2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.

3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.

4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.

5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Dover, Sherborn, and Dover-Sherborn School Committees.

6. Sign up instructions will be provided for those who wish to participate in Public Comment.

File: BEDH

LEGAL REFS.: M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS
BEC, EXECUTIVE SESSIONS
BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

SOURCE: MASC – Reviewed 2022

File: BEDI/BEDJ

NEWS MEDIA AT COMMITTEE MEETINGS

DRAFT NOTE: This appears to be the text of the prior version of the Open Meeting Law. Since the topics are covered in other policies, and the law has been revised, recommend deletion.

Representatives of all news media are welcome to attend all open meetings of School Committees. Meeting announcements and agendas will be publicly posted in advance of each meeting.

Summaries of the action for each meeting will be available upon request following each meeting.

All meetings of a governmental body shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by this section.

No quorum of a governmental body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as provided by this section.

No executive session shall be held until the governmental body has first convened in an open session for which notice has been given, a majority of the members have voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes, the presiding officer has cited the purpose for an executive session, and the presiding officer has stated before the executive session if the governmental body will reconvene after the executive session.

Nothing except the limitation contained in this section shall be construed to prevent the governmental body from holding an executive session after an open meeting has been convened and a recorded vote has been taken to hold an executive session. Executive sessions may be held only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the governmental body, at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

    a. to be present at such executive session during discussions or considerations which involve that individual.

    b. to have counsel or a representative of his/her own choosing present and attending or the purpose of advising said individual and not for the purpose of active participation in said executive session.

    c. to speak on his/her own behalf.

2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental

body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

a. to be present at such executive session during discussions or considerations which involve that individual.

b. to have counsel or a representative of his/her own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.

c. to speak on his/her own behalf.

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions. Such order may also include reinstatement without loss of compensation, seniority, tenure or other benefits for any employee discharged at a meeting or hearing held in violation of the provisions of this section. Added by St. 1983, C.648.

4. To discuss the deployment of security personnel or devices.

5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.

6. To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.

7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.

This section shall not apply to any chance meeting, or a social meeting at which matters relating to official business are discussed so long as no final agreement is reached, no chance meeting or social meeting shall be used in circumvention of the spirit or requirements of this section to discuss or act upon a matter over which the governmental body has supervision, control, jurisdiction, or advisory power.

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays, but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the "principal official bulletin board" of such city or town. The secretary of a regional school district committee shall be considered to be its clerk and he/she shall file the notice of meetings of the Committee with the clerk of each city or town within such district and each such clerk shall post the notice in his/her office or on the "principal official bulletin board" of the city or town and such secretary shall post such notice in his/her office or on the "principal official bulletin board" of the district. If the meeting shall be of a regional or district governmental body, the officer calling the meeting shall file the notice hereof with the clerk of each city and town within such region or

district, and each such clerk shall post the notice in his/her office or on the "principal official bulletin board" of the city or town. The notice shall be printed in easily readable type and shall contain the date, time and place of such meeting. Such filing and posting shall be the responsibility of the officer calling such meeting.

A governmental body shall maintain accurate records of its meetings, setting forth the date, time, place, members present or absent and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret as long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive sessions shall be recorded by roll call votes and shall become a part of the record of said executive sessions.

A meeting of a governmental body may be recorded by any person in attendance by means of a tape recorder or any means of sonic reproduction except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting.

Upon qualification for office following an appointment or the election to a governmental body, as defined in this section, the member shall be furnished by the city or town clerk with a copy of this section. Each such member shall sign a written acknowledgment that he/she has been provided with such a copy.

The district attorney of the county in which the violation occurred shall enforce the provisions of this section.

Upon proof of failure by any governmental body or by any member or officer thereof to carry out any of the provisions for public notice or meetings, for holding open meetings, or for maintaining public records thereof, any justice of the supreme judicial court or the superior court sitting within and for the county in which such governmental body acts shall issue an appropriate order requiring such governmental body or member or officer thereof to carry out such provisions at future meetings. Such order may be sought by complaint of three or more registered voters, by the attorney general, or by the district attorney of the county in which the city or town is located. The order of notice on the complaint shall be returnable no later than ten days after the riling thereof and the complaint shall be heard and determined on the return day or on such day thereafter as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders with respect to any of the matters referred to in this section may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of this section. In the hearing of such complaints the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by section eleven A 1/2 of chapter thirty A, by section nine G of chapter thirty-four or by this section. All processes may be issued from the clerk's office in the county in which the action is brought and, except as aforesaid, shall be returnable as the court orders.

Such order may invalidate any action taken at any meeting at which any provision of this section has been violated, provided that such complaint is filed within twenty-one days of the date when such action

~~is made public. Any such order may also, when appropriate, require the records of any such meeting to be made public, unless it shall have been determined by such justice that the maintenance of secrecy with respect to such records is authorized. The remedy created hereby is not exclusive but shall be in addition to every other available remedy. Such order may also include reinstatement without loss of compensation, seniority, tenure or other benefits for any employee discharged at a meeting or hearing held in violation of the provisions of this section.~~

~~The rights of an individual set forth in this section relative to his/her appearance before a meeting in an executive or open session, are in addition to the rights that an individual may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements, and the exercise or non exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual. Added by St. 1958, c.626, s.4; amended by St. 1960, c.437, s.4; St. 1975, c.303, s.3; St. 1976, c.397, s.6; St. 1977, c.527; St. 1977, c.829, s.3; St. 1978, c.372, s.10, s. l 1, s. 12; St. 1980, c.220, s.3; St. 1983, c.648.~~

~~No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him/her to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.~~

~~LEGAL REFS.: Ann. Laws of Massachusetts M.G.L. 39:23 B, 23 C~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BEE

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

DRAFT NOTE: The two versions of the policy match.

In conducting all public hearings required by law, and others as they deem advisable, School Committees 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 a Committees' policy.

The Chair of each 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 a Committee, or by others for a 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BG

SCHOOL COMMITTEE POLICY DEVELOPMENT

DRAFT NOTE: The two versions of the policy match, except for the text that is not in the MASC version.

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

The formulation and adoption of these written policies will constitute the basic method by which School Committees will exercise their leadership in providing for the successful and efficient functioning of the Schools. Through the study and evaluation of reports concerning the execution of their policies, School Committees will exercise their control over Schools' operations.

~~School Committees accept 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 School Committees 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BGB

POLICY ADOPTION

DRAFT NOTE: The two versions of the policies match.

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

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

1. Information item - distribution with agenda

2. Discussion item - first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting

3. Action item - discussion, adoption or rejection

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

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

Policies will be effective immediately unless otherwise specified on ~~upon the~~ a date set by a 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BGB-1

POLICY AND BYLAW PROPOSALS, AMENDMENT AND ADOPTION

DRAFT NOTE: This policy seems redundant to other documents regarding policy, but not always consistent. It is the only place, however, that bylaws are mentioned. Either the other this policy should be expanded to include information in the other policies, or the bylaw information should be included in other policies.

Policy proposals or suggested amendments to or revisions of existing policies shall be submitted to all members of a school committee and to the Superintendent in writing prior to a regularly scheduled School Committee meeting in which such proposal policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next succeeding regular School Committee meeting unless a Committee wishes to take action at once by unanimous vote.

Bylaw proposals and suggested amendments to or revisions of existing bylaws shall be by two-thirds vote of all members of a School Committee at two meetings held not more than thirty-one days apart and in the calls for which the proposed additions, amendments, or revisions shall have been described in writing.

A Committee may, by unanimous vote of all its members, waive such a rule when it wishes to take action immediately.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BGC

POLICY REVISION AND REVIEW

DRAFT NOTE: The two policies have much the same content, with the additional line in the district version about recalling manuals.

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, Committees will review their policies on a regular basis.

Committees will evaluate how the policies have been executed by the school staff and will weigh the results. They will rely on the school staff, students, and the community to provide evidence of the effect of adopted policies.

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

School Committees direct the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committees' review.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 Committees will review ~~its~~ their policies on a regular basis.

In ~~its~~ their review, the Committees will evaluate how policies have been implemented. ~~It~~ They will consider feedback from school staff, students, and the community when revising policies, as appropriate.

The Superintendent is expected to call to the attention of the Committee all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC – Updated 2022

File: BGD

SCHOOL COMMITTEE REVIEW OF ~~REGULATIONS~~ PROCEDURES

DRAFT NOTE: The policies match, except for a wording difference.

It is expected that the Superintendent and administrative staff will need to issue ~~regulations~~ procedures implementing School Committees' policies. 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 a Committee.

Committees may review the ~~regulations~~ procedures developed by the Superintendent for the Schools whenever they appear inconsistent with policy, goals, or objectives of the Schools, but they will revise or veto such ~~regulations~~ procedures only when, in a Committee's judgment, they are inconsistent with policies adopted by a Committee.

Committees will not officially approve ~~regulations~~ 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 ~~regulations~~ procedures to have a Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

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

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

CROSS REF.: CHB, School Committee Review of Regulations

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BGE

POLICY DISSEMINATION

DRAFT NOTE: The two versions match.

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

Accessibility is to extend at least to all employees of the Schools, to members of the School Committees, and, insofar as conveniently possible, to all persons in the towns of Dover and Sherborn. A policy concerning a particular group or groups in the Schools will be distributed to those groups prior to the policy's effective date.

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

School Committees' policy manuals will be considered a public record and will be available for inspection at the Superintendent's office upon request.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BGF

SUSPENSION OF POLICIES

DRAFT NOTE: The two versions match.

The operation of any section or sections of School Committees' 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.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BHC ~~(also GBD)~~

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

DRAFT NOTE: The two versions match, except for the double-coding.

The School Committees wish to maintain open channels of communication between themselves and staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to School Committees

All communications or reports to a Committee or any of their 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 a Committee for administrative decisions on important matters, except those matters that are outside of a Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with a 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 Committees' deliberations on problems of staff concern.

School Committees' 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 Committees' 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 a Committee's authorization.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BHE

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

DRAFT NOTE: The two versions match, except for the addition of text messaging and social media posting in the MASC version.

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

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which a 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, School Committee Chairs, in consultation with the Superintendent, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of each School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BHE

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

DRAFT NOTE: The two versions match, except for the addition of text messaging and social media posting in the MASC version.

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 Chair, 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. School Committee members agree to use their school-provided email accounts for all committee-related email correspondence. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L.4:7; 30A:18-25; 66:10

~~File: BHF~~

~~SCHOOL COMMITTEE REPORT~~

DRAFT NOTE: This is a district document only. The topic is covered in Section C of the MASC reference manual, charging the superintendent with transmitting the report. Recommend removal in favor of CM REGIONAL SCHOOL DISTRICT ANNUAL REPORT.

~~School Committees shall annually make a detailed report of the condition of the Schools. The local and regional School Committees shall transmit said reports to the appropriate boards of selectmen for inclusion in the annual town reports. The Superintendent shall transmit two copies thereof to the commissioner and shall deposit one copy in the office of each town clerk.~~

~~LEGAL REF.: Ann. Laws of Massachusetts M.G.L. 72:4; Report of School Committee~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

DRAFT NOTE: There seem to be two versions of this policy in the district documents. We should discuss the preferred content and wording.

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

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

1. How a community member (parent, teacher, etc.) may make a request of a Committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her.

2. How School Committee members may make arrangements to visit schools, and the protocol associated with such visits.

3. How School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.

4. How a School Committee receives and examines complaints relating to personnel.

5. How and why executive sessions may be held; what is considered privileged information.

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

The School Committees and Superintendent will review the Committees' functions, policies, and procedures after each Committee has reorganized after annual town elections. The discussion will address the following topics: policy making and oversight; contract negotiations; budget review and development; relationships with the Superintendent, Principals/headmasters, teachers, parents, finance Committees, public, and media; code of ethics; meetings: agenda, role of chair, role of members, role of administrators, public participation, open session/executive session; communication.

Each member will be given a copy of the School Committees' policy manual, *MASC Handbook for Massachusetts School Committee Members*, *General Laws of Education Relating to School Committees*, *Becoming a Better Board Member*, "School Law for School Committee Members," "Advisory on School Governance," and any other recommended documents.

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

~~CROSS REFS.: BBA, BAA, BBAA, BCA, BG, BDB/1540, BEDH/1664, BEC, BDD~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new School Committee is required to complete, within one year of ~~his/her~~ 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, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

School Committees and the Superintendent shall assist each new member in understanding Committee functions, as well as policies and procedures of the Committee as soon after election as possible. Each new member shall be given 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 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 to be necessary.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

CROSS REF.: BBBA/BBBB School Committee Member Qualifications/Oath of Office

SOURCE: Dover-Sherborn

File: BIBA

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

DRAFT NOTE: The two policies match in content, while differing slightly in wording.

To provide continuing in-service training and development for their members, School Committees encourage 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, Committees establish these principles and procedures for their guidance:

1. Committee secretaries will maintain a calendar of School Committee conferences, conventions, and workshops. Committees will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the Schools. At least annually, Committees 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, Committees will designate which of their members would be the most appropriate to participate at a given meeting.

3. Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BIBA

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committees encourage 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 Committees establish these principles and procedures for its guidance:

1. The School Committees will be made aware of School Committee conferences, conventions and workshops. ~~The~~ Each Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.

2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committees will designate which of its members would be the most appropriate to participate at a given meeting.

3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.

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

SOURCE: MASC Updated 2022

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

CROSS REFS.: BID, School Committee Member Compensation and Expenses
DKC, Expense Reimbursements

File: BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

DRAFT NOTE: The first paragraph of the MASC version was edited and simplified. Recommend editing the district version as appropriate or adopting the model policy.

School Committees shall serve without compensation, except that a member of a School Committee of a city, town, regional school district, or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

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

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, unless otherwise eligible under city or town charter or regional agreement. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.

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

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

SOURCE: MASC – Updated 2022

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

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

File: BJ

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

DRAFT NOTE: The two versions of the policy match.

School Committees, as agents of the state, must operate within the bounds of state and federal laws affecting public education. If the Committees are to meet their responsibilities to the residents and students of the towns, they 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. Committees will keep themselves informed of pending legislation and actively communicate their concerns and make their position known to elected representatives at both the state and national level.

2. Committees will work with their 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 Committees' legislative program will be to seek full funding for all state and federally mandated programs.

3. Committees will annually designate a person, who may or may not be a member of a Committee, to serve as their legislative representative. This person will be authorized to speak on a 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, a Committee's representative will be bound by the official positions taken by ~~his/her~~ their School Committee.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: BK

SCHOOL COMMITTEE MEMBERSHIPS

DRAFT NOTE: The two versions of the policy match.

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

They 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 Committees and staff.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

SECTION B

BA	SCHOOL COMMITTEES' OPERATIONAL GOALS
BAA	EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES
BAB	NUMBER OF MEMBERS AND TERM OF OFFICE
BB	SCHOOL COMMITTEE LEGAL STATUS
BBA	SCHOOL COMMITTEES' POWERS AND DUTIES
BBAA	SCHOOL COMMITTEE MEMBER AUTHORITY
BBBA/BBBB	SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE
BBBC	SCHOOL COMMITTEE MEMBER RESIGNATION
BBBE	FILLING VACANCIES
BCA	SCHOOL COMMITTEE MEMBER ETHICS
BDA	SCHOOL COMMITTEE ORGANIZATIONAL MEETING
BDB	SCHOOL COMMITTEE OFFICER DUTIES
BDD	SCHOOL COMMITTEE/SUPERINTENDENT RELATIONSHIP
BDE	SUBCOMMITTEES OF THE SCHOOL COMMITTEE
BDEA	UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP
BDF	ADVISORY COMMITTEE TO THE SCHOOL COMMITTEE
BDFA	SCHOOL ADVISORY COUNCILS
BDFA-E	SCHOOL IMPROVEMENT PLANS
BDG	SCHOOL ATTORNEY
BE	SCHOOL COMMITTEE MEETINGS
BEA	MEETINGS
BEC	EXECUTIVE SESSION
BEDA	NOTIFICATION OF SCHOOL COMMITTEE MEETINGS
BEDB	CONSTRUCTION OF THE AGENDA
BEDB	AGENDA FORMAT
BEDD	SCHOOL COMMITTEE RULES OF ORDER
BEDF	VOTING METHOD
BEDG	MINUTES
BEDH	PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS
BEE	SPECIAL PROCEDURES FOR CONDUCTING HEARINGS
BG/BGA	SCHOOL COMMITTEE POLICY DEVELOPMENT
BGB	POLICY ADOPTION
BGC	POLICY REVIEW AND REVISION
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

BIBA **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**
BID **SCHOOL COMMITTEE COMPENSATION AND EXPENSES**
BJ **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**
BK **SCHOOL COMMITTEE MEMBERSHIPS**

File: BA

SCHOOL COMMITTEES' OPERATIONAL GOALS

The School Committees are responsible to the people for whose benefit the Schools have been established. The Committees' current decisions will influence the course of education in our schools for years to come. The Committees and each of their 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 concerns.

The School Committees' primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committees are charged with accomplishing this while also being responsible for wise management of resources available to the Districts. The Committees 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. The Committees must carry out their functions openly, while seeking the comments of the public, students, and staff in their decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committees 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 SMART district goals.
5. Conducting a periodic review of performance against these goals.

File: BAA

EVALUATION OF SCHOOL COMMITTEES' OPERATIONAL PROCEDURES

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

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

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

When the Committees complete their self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committees 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 Committees believe that their performance will improve if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

File: BAB

NUMBER OF MEMBERS AND TERM OF OFFICE

A. The Dover School Committee and the Sherborn School Committee shall each consist of five (5) members who shall serve a term of three years. The terms will be staggered so as to maintain continuity on each Committee.

B. The Regional School Committee shall consist of six (6) members—three (3) from each community. One member shall be elected from each community each year for a term of three years. The terms will be staggered so as to maintain continuity on the Committee.

C. The Dover-Sherborn Union 50 Superintendency Committee shall consist of six (6) members—three (3) from each of the Dover School Committee and the Sherborn School Committee. There shall also be, as observers, three non-voting members of the Regional School Committee.

LEGAL REFS.: Ann. Laws of Massachusetts
M.G.L. 41:1; School Committee; Number; 71: 63
Agreement between the Towns of Dover and Sherborn with Respect to the Formation of a Regional School District, as Amended

File: BB

SCHOOL COMMITTEE LEGAL STATUS

The School Committees are the governing boards of the municipalities' public school district. Although they function as duly elected Committees of their respective municipal governments, the School Committees have, unlike other municipal 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.

Three members each from Dover and Sherborn, as established in the Dover Sherborn Regional School District Agreement, govern the Regional School Committee. Five members each on the Dover and Sherborn School committees.

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 COMMITTEES' POWERS AND DUTIES

The School Committees have all the powers conferred upon them 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 their directions for the proper education of the students of the community.

The Committees take a broad view of their functions. - They see them as:

1. **Legislative or policymaking**. The Committee responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement their policies.

2. **Appraisal**. The Committee are responsible for evaluating the effectiveness of their policies and their implementation.

3. **Provision of financial resources**. Committee are responsible for adoption of budgets that will enable the District to carry out the Committees' policies.

4. **Communications**. Each Committee is responsible for providing adequate and direct means for keeping the community informed about the schools and providing an avenue for community feedback.

5. **Educational planning and evaluation**. The Committee are responsible for establishing educational goals and policies that will guide the Committees and staff for the administration and continuing improvement of the educational programs provided by the School Districts.

Personnel Matters

The Superintendent shall be appointed by vote of the Union 50 Superintendency Committee and by vote of the Regional School Committee. The Superintendent shall directly report to each 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 Committees shall appoint, upon the recommendation of the Superintendent, Assistant Superintendent Business Manager, Director of Student Services, 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 School Committees derived from state laws are granted in terms of action as a group, members of each School Committee have authority only when acting as a committee legally in session.

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

No member of a Committee, by virtue of their office, will exercise any administrative responsibility with respect to the Districts or command the services of any school employee.

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and school department.

2. To keep abreast of new laws and the latest trends in education.

3. To have a general knowledge of the goals, objectives, and programs of the school district.

4. To work effectively with other Committee members without trying either to dominate the Committee or neglect one's 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 all students.

7. To accept the will of the majority vote in all cases, and to remember that each member is one member of a team and must abide by, and carry out, all Committee decisions once they are made.

8. To represent the Committee and the District 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 a School Committee, an individual must be a registered voter in the town from which they are 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 their 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 Municipal or District Clerk.

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

File: BBBC

SCHOOL COMMITTEE MEMBER RESIGNATION

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

Should a School Committee member move out of their respective town in which they hold office, that member shall be deemed to have vacated the office.

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

File: BBBE

FILLING VACANCIES

A. If there is a vacancy on either the Dover School Committee or the Sherborn School Committee, the remaining members of that Committee shall give written notice within one month thereof to the select board, who, with the remaining members of that Committee, shall, after one week's notice, fill such a vacancy by ballot. The select board shall fill such vacancy if a Committee fails to give notice within the time specified. A majority of the ballots of the officers entitled to vote shall be necessary for such election. The person so appointed or elected shall perform the duties of the office until the next annual election.

B. If there is a vacancy on the Regional School Committee during the term of office of a member, a successor shall be appointed to serve until the next annual election of such member's town by the remaining members of the Committee from such town, and a successor shall then be elected for the unexpired term, if any.

LEGAL REFS.: Ann. Laws of Massachusetts M.G.L. 41:11; Appointment to fill vacancy. Agreement between the Towns of Dover and Sherborn with Respect to the Formation of a Regional School District, as Amended

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 (3) relationships to fellow Committee members.

A School Committee member in their relations with their community should:

1. Realize that their primary responsibility is to the students
2. Recognize that their basic function is to be policy making and not administrative
3. Remember that they are 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 they represent the entire community at all times.
6. Accept the office as a Committee member as a means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.

A School Committee member in their relations with their 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 their professional duties and hold them 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 member in their relations with their fellow Committee members should:

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

4. Not withhold pertinent information on school matters or personnel problems, either from

members of 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

For the purpose of organizing, each School Committee, at its first regular meeting following the town(s') annual elections, will elect from its membership a Chair, a Vice-Chair (Region), and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected. The Superintendent shall serve as Chair Pro-Tem until a chair is elected.

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

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

2. Upon election, the new Chair will preside, calling for the election of a Vice Chair (Region) and secretary, in order. The procedure used for their election will be the same as that for electing the Chair.

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

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

LEGAL REFS.: M.G.L. 71:16A
M.G.L. 71:63

File: BDB

SCHOOL COMMITTEE OFFICER DUTIES

DUTIES OF THE CHAIR

The Chair of each 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. The Chairwill perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

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

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

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

Duties of the Vice-Chair (Region)

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them. The Vice Chair will attend agenda setting meetings with the Superintendent in the planning of joint meetings between three

Secretary

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

The Secretary will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them for the Dover and Sherborn School Committees.

LEGAL REFS.: Ann. Laws of Massachusetts
M.G.L. 71:36; Secretary; Records

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committees will leave to the Superintendent all matters of decision and administration that come within the Superintendent's scope as executive officer or as professional leader of the Districts. While the Committees reserve the ultimate decision of all matters concerning general policy or expenditures of funds, they normally proceed in these areas after receiving recommendations from their executive officer. Further:

1. The Superintendent may seek guidance from a Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, the Superintendent will submit the matter to a Committee for advice and direction.

2. The Superintendent will assist the Committees in reaching sound judgments and establishing policies, and will place before the Committees all relevant facts, information, and reports necessary to keep Committee members adequately informed of situations or business at hand.

File: BDE

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committees shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. Each subcommittee will be established through action of the Committee.

2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.

3. The subcommittee will be provided with a list of its functions and duties.

4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.

5. All subcommittees of the School Committees are subject to the provisions of the Open Meeting Law.

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: BEC, Executive Sessions

File: BDEA

UNION #50 SUPERINTENDENCY COMMITTEE MEMBERSHIP

The Union 50 Superintendency Committee was created when the Dover Sherborn Regional School District was formed in order to hire a shared superintendent for the local elementary districts. Since inception, the practice has been to share the same superintendent with the Dover Sherborn Regional School District. Three members each from the Dover School Committee and the Sherborn School Committee make up the Union 50 Superintendency Committee as described below.

Dover School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Dover School Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Sherborn School Committee

The Chair shall serve, with two additional appointed members, with the consent of the Sherborn School Committee, on the Dover-Sherborn Union #50 Superintendency Committee.

Dover-Sherborn Regional District School Committee

The Chair, with two additional appointed members, shall serve as observers to the Dover-Sherborn Union #50 Superintendency Committee, with the consent of the Dover and Sherborn School Committees.

LEGAL REF.: Ann. Laws of Massachusetts
M.G.L. 71:37; Duties of School Committee

File: BDF

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEES

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

1. Advisory committees may be created by a School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to a School Committee.

2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.

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

4. Appointments to such committees will be made by a Committee; appointment of staff members to such committees will be made by a School Committee upon recommendation of the Superintendent.

5. Tenure of committee members will be one year only unless the member is reappointed.

6. Each committee will be clearly instructed as to:

    a. The length of time each member is being asked to serve.
    b. The assignment a School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
    c. The resources a School Committee will provide.
    d. The approximate dates on which a School Committee wishes to receive major reports.
    e. School Committee policies governing citizens, committees and the relationship of these committees to a School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
    f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.

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

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

A Committee will have the sole power to dissolve any of its advisory committees and will reserve the

right to exercise this power at any time during the life of any committee.

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

File: BDFA

SCHOOL ADVISORY COUNCILS

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

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

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

The 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.

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.

All meetings of the school council shall conform to the Open Meeting Law. 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 Committees upon request.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.

2. Identification of the educational needs of the students attending the school.

3. Review of the school building budget.

4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent and the appropriate School Committee.

LEGAL REFS.: M.G.L. 71:38Q, 71:59C; C30A:18-15

File: BDFA-E

SCHOOL IMPROVEMENT PLANS

Each Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually.

This plan shall be written and submitted for approval to the Superintendent no later than July 1 of the year in which the plan is to be implemented and reviewed by the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with District mission and goals, and the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education.

2. An assessment of the needs of the school in light of the proposed educational goals.

3. The means to address student performance, with focus on improvement of student learning.

    a. Specify expected student outcomes and measurable/observable results.
    b. Clearly identify actions to be taken to implement the goals.
    c. Indicate anticipated costs and available funding sources.
    d. Delineate the method of evaluating and reporting progress and results.

4. Professional development for the school's professional staff.

5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.

    a. Include a plan on how to solicit community support for the changes being developed.

6. The development of means for meeting the diverse learning needs of every student.

7. The establishment of a culture of inclusion and respect for diversity.

8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:

    a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
    b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

If the school improvement plan is not approved by the Superintendent and/or the School Committee, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

File: BDG

SCHOOL ATTORNEY

The School Committees may use the services provided by town counsel. The Committees and the Superintendent may seek their services to counsel and represent the Schools at various times.

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

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

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

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

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

File: BE

SCHOOL COMMITTEE MEETINGS

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

1. **Regular meeting**: the usual official legal action meeting, held regularly

2. **Special meeting**: an official legal action meeting called between scheduled regular meetings to consider specific topics.

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

LEGAL REFS.: M.G.L. 30A:18-25

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

File: BEA

MEETINGS

Regular Meetings

A. Dover School Committee meetings generally will be held on the third Tuesday of each month at 6:30 p.m. at Chickering School.
B. Sherborn School Committee meetings generally will be held on the second Tuesday of each month at 6:30 p.m. at Pine Hill School or at the Town Hall.
C. Dover-Sherborn Regional School Committee meetings generally will be held on the first Tuesday of each month at 6:30 p.m. in the middle school or other designated place.
D. The annual meeting of the Dover-Sherborn Union Superintendency Committee shall be held as prescribed by law at a day and place agreed upon by the Chair of the constituent committees.
E. The Committees shall meet in joint session at least three times each school year.
F. It is the intent of each Committee not to consider a new item of business after 10:45 p.m.

Meeting dates and times are subject to change from time to time as determined by the School Committee or administration.

Summer Meetings

The Committees may, at their discretion, discontinue their sessions during the months of July and August.

Adjourned Meetings

Any Committee may adjourn any regular meeting because of the lateness of the hour or other pressing reasons, provided a majority of those attending so vote.

LEGAL REF.: M.G.L. 30A: 20-22

File: BEC

EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.

2. The Chairperson (or, in the Chairperson's 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 Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, 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.

A 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.

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

LEGAL REFS.: M.G.L. 30A:21; 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 a 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 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, 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

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

Committees 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 a Committee, or to expedite Committee business.

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

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

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

Agendas will be posted and made available to the press.

File: BEDD

RULES OF ORDER

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

In accordance with Robert's Rules, Committees 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 a 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.
A quorum is defined as three (3) of five (5) on the Dover and Sherborn Committees and four (4) of six (6) on the Regional Committee.

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50

File: BEDG

MINUTES

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

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,

2. A complete record of official actions taken by a 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.

3. 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. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

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.

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

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 individuals 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 public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner

2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.

3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.

4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.

5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Dover, Sherborn, and Dover-Sherborn School Committees.

6. Sign up instructions will be provided for those who wish to participate in Public Comment.

File: BEDH

LEGAL REFS.: M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS
BEC, EXECUTIVE SESSIONS
BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

File: BEE

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

In conducting all public hearings required by law, and others as they deem advisable, School Committees 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 a Committees' policy.

The Chair of each 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 a Committee, or by others for a 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

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

The formulation and adoption of these written policies will constitute the basic method by which School Committees will exercise their leadership in providing for the successful and efficient functioning of the Schools. Through the study and evaluation of reports concerning the execution of their policies, School Committees will exercise their control over Schools' operations.

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

File: BGB

POLICY ADOPTION

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

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

1. Information item - distribution with agenda

2. Discussion item - first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting

3. Action item - discussion, adoption or rejection

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

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

Policies will be effective immediately unless otherwise specified on a date set by a 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.

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 Committees will review their policies on a regular basis.

In their review, the Committees will evaluate how policies have been implemented. They will consider feedback from school staff, students, and the community when revising policies, as appropriate.

The Superintendent is expected to call to the attention of the Committee all policies that are out of date or for other reason appear to need revision.

File: BGD

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing School Committees' policies. 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 a Committee.

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

Committees 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 procedures to have a Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

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

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

CROSS REF.: CHB, School Committee Review of Regulations

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 Committees and the procedures needed to put them into effect.

Accessibility is to extend at least to all employees of the Schools, to members of the School Committees, and, insofar as conveniently possible, to all persons in the towns of Dover and Sherborn. A policy concerning a particular group or groups in the Schools will be distributed to those groups prior to the policy's effective date.

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

School Committees' policy manuals will be considered a public record and will be available for inspection at the Superintendent's office upon request.

File: BGF

SUSPENSION OF POLICIES

The operation of any section or sections of School Committees' 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 School Committees wish to maintain open channels of communication between themselves and staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to School Committees

All communications or reports to a Committee or any of their 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 a Committee for administrative decisions on important matters, except those matters that are outside of a Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with a 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 Committees' deliberations on problems of staff concern.

School Committees' 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 Committees' 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 a Committee's 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 district shall provide district e-mail addresses, which are archived. School Committee members agree to use their school-provided email accounts for all committee-related email correspondence. 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; 66:10

File: BIA

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, each new 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, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

School Committees and the Superintendent shall assist each new member in understanding Committee functions, as well as policies and procedures of the Committee as soon after election as possible. Each new member shall be given 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 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 to be necessary.

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: BIBA

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committees encourage 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 Committees establish these principles and procedures for its guidance:

1. The School Committees will be made aware of School Committee conferences, conventions and workshops. Each Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.

2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committees will designate which of its members would be the most appropriate to participate at a given meeting.

3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.

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.

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

CROSS REFS.: BID, School Committee Member Compensation and Expenses
DKC, Expense Reimbursements

File: BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, unless otherwise eligible under city or town charter or regional agreement. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which their town participates.

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

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

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

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

File: BJ

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

School Committees, as agents of the state, must operate within the bounds of state and federal laws affecting public education. If the Committees are to meet their responsibilities to the residents and students of the towns, they 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. Committees will keep themselves informed of pending legislation and actively communicate their concerns and make their position known to elected representatives at both the state and national level.

2. Committees will work with their 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 Committees' legislative program will be to seek full funding for all state and federally mandated programs.

3. Committees will annually designate a person, who may or may not be a member of a Committee, to serve as their legislative representative. This person will be authorized to speak on a 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, a Committee's representative will be bound by the official positions taken by their School Committee.

File: BK

SCHOOL COMMITTEE MEMBERSHIPS

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

They 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 Committees and staff.

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the NEPN classification system contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration – including the administrative aspect of special programs and systemwide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators (management team), and school principals. All phases of policy implementation – procedures or regulations – are properly located in this section.

GENERAL NOTE: The drafts that follow are a merger of current Dover-Sherborn policies with the draft policies recommended by the Massachusetts association of School Committees (MASC).

Changes will generally fall within five categories:

- **No changes made/Only references or titles updated.**
- **Significant edits but original policy largely remains.**
- **Changes are so numerous, a complete replacement is recommended.**
- **Policy does not currently exist in manual, and adding it is recommended.**

Policy is actually procedure, and does not belong in the policy manual.

Where necessary, language has been updated to reflect the most currently available legal language and grammatical conventions. Some policies have been combined for simplicity. Draft Notes in blue are included at the top of each policy to clarify what changes were made and why, and will not be included in the final language.

(DS) indicates that the policy is the current Dover-Sherborn policy. (MASC) indicates the current draft MASC policy.

"- R" denotes a regulation that accompanies a policy.

"-E" denotes an exhibit that provides additional information.

When the final versions are approved, the strikethroughs, notes, and sources will be removed.

SECTION C
GENERAL SCHOOL ADMINISTRATION

CA **ADMINISTRATION GOALS (DS)**
~~CA ADMINISTRATION GOALS (MASC)~~
DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

CA-1 **THE CONCEPT OF ADMINISTRATION (DS)**
DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

CB **REGIONAL SCHOOL SUPERINTENDENT (DS)**
~~CB REGIONAL SCHOOL SUPERINTENDENT (MASC)~~
DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the grammatical update.

CBD **SUPERINTENDENT'S CONTRACT (DS)**
~~CBD SUPERINTENDENT'S CONTRACT (MASC)~~
DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the additional update.

~~CBI EVALUATION OF THE SUPERINTENDENT (DS)~~
CBI **EVALUATION OF THE SUPERINTENDENT (MASC)**
DRAFT NOTE: Policies are similar, but the MASC model policy was updated in 2022 and better reflects the current evaluation process. Recommend MASC version.

CCB ~~LINE AND~~ **STAFF RELATIONS (DS with MASC update)**
DRAFT NOTE: The MASC Reference Manual retitles this policy to "STAFF RELATIONS."

CE **ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES (DS/MASC)**
DRAFT NOTE: Policies match, with grammatical updates.

~~CEA ADMINISTRATIVE COUNCIL (DS)~~
DRAFT NOTE: Covered in the above policy, and the implementation of said council is the purview of the Superintendent. Recommend removal.

CH **POLICY IMPLEMENTATION (DS with MASC updates)**
DRAFT NOTE: Policies match with the exception of the MASC Reference Manual replaces "regulations" with "procedures."

~~CHA DEVELOPMENT OF REGULATIONS (DS)~~
CHA/CHC **DEVELOPMENT AND DISSEMINATION OF PROCEDURES (MASC)**
DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

~~CHB SCHOOL COMMITTEE REVIEW OF REGULATIONS (DS)~~
DRAFT NOTE: DS only, recommend removal and relocation of any desired language to CHA/CHC.

~~CHC REGULATIONS DISSEMINATION (DS)~~
DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

CHCA **APPROVAL OF HANDBOOKS AND DIRECTIVES (DS)**
~~CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES (MASC)~~
DRAFT NOTE: Policies are similar with MASC edits. Committee should review administrative titles.

~~CHD ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY (DS)~~
CHD **ADMINISTRATION IN POLICY ABSENCE (MASC)**
DRAFT NOTE: Policies are similar. Version is at the discretion of the Committee.

CK ~~CONSULTANTS (DS)~~
DRAFT NOTE: DS only. More appropriate in Section G - Personnel. Recommend removal.

~~CM REGIONAL SCHOOL DISTRICT ANNUAL REPORT (DS)~~
CM **REGIONAL SCHOOL DISTRICT ANNUAL REPORT (MASC)**
DRAFT NOTE: MASC model policy is more up to date. Recommend MASC version.

File: CA

ADMINISTRATION GOALS

DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

It is the intent of the School Committees that the Schools 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 appropriate School Committee.

The organization and administration of the Schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committees. This means that a staff member, when assigned a responsibility or a position, will be given 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~~ their area of operation.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CA

ADMINISTRATION GOALS

The School Committee intends to employ qualified personnel to administer the school district 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. The Superintendent will establish channels 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 their area of operation.

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

SOURCE: MASC Updated 2022

File: CA-1

THE CONCEPT OF ADMINISTRATION

DRAFT NOTE: DS only. Retention is at the discretion of the committee.

The purpose of the school administration is to help create and to foster an environment in which ~~pupils~~ students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to more effective learning, which will result in the development of worthwhile citizens who have the ability to think and who are capable of using that ability wisely. One of the most important single responsibilities that rest upon the Administration is to select ~~good~~ qualified teachers who will discover and develop the abilities of each student. In ~~connection~~ alignment with ~~the above~~ this policy, written job descriptions for each administrative position ~~should~~ will be developed and reviewed periodically by the Superintendent of Schools.

LEGAL REF.: M.G.L. 71:37; Duties of School Committee

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CB

REGIONAL SCHOOL SUPERINTENDENT

DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the grammatical update.

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee shall employ a Superintendent of Schools and fix ~~his/her~~ their compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committees may determine. ~~He/she~~ They shall also prepare such reports as may be required by the U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committees' annual reports to the ~~selectmen~~ Select Boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

The Superintendent, in ~~his/her~~ their discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committees. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CB

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the mayors of member cities and the select boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

SOURCE: MASC - Updated 2022

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

File: CBD

SUPERINTENDENT'S CONTRACT

DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the additional update.

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committees and the Superintendent. In accordance with the existing 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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 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.

SOURCE: MASC - Updated 2022

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

DRAFT NOTE: Policies are similar, but the MASC model policy was updated in 2022 and better reflects the current evaluation process. Recommend MASC version.

To be further defined by Superintendent Evaluation Subcommittee

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

1. Clarify for the Superintendent his/her role in the Schools as seen by the School Committees.

2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committees and the Superintendent.

3. Develop harmonious working relationships between the School Committees and Superintendent.

4. Provide administrative leadership of excellence for the Schools.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 their 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 goals 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 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.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. 30A:18-25
603CMR35:00

File: CCB

~~LINE AND~~ STAFF RELATIONS

DRAFT NOTE: The MASC Reference Manual retitles this policy to "STAFF RELATIONS."

The School Committees expect the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the Schools.

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 Schools.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CE

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

DRAFT NOTE: Policies match, with grammatical updates.

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as ~~he/she~~ they deem~~s~~ 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 a Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with each 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~~ their discretion. However, the School Committees wish 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 Schools, but only within budgetary allotments and when approved in advance by the Superintendent.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: CEA

ADMINISTRATIVE COUNCIL

DRAFT NOTE: Covered in the above policy, and the implementation of said council is the purview of the Superintendent. Recommend removal.

This administrative council is responsible for advising the Superintendent regarding matters of administrative, supervisory and management practices, as well as matters pertaining to the development and improvement of curriculum and instruction.

Membership on this council shall be as follows:

(a) All Principals/Headmasters
(b) Assistant Superintendent
(c) Business Administrator

The Superintendent shall chair the group.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CH

POLICY IMPLEMENTATION

DRAFT NOTE: Policies match with the exception of the MASC Reference Manual replaces "regulations" with "procedures."

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

The policies developed by Committees and the ~~regulations~~ procedures developed to implement policy are designed to increase the effectiveness and efficiency of the Schools. Consequently, it is expected that all School employees and students will carry them out.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: CHA

DEVELOPMENT OF REGULATIONS

DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the Schools will operate in accordance with School Committees' policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committees and will be one of the means by which the Schools are governed.

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHA/CHC

DEVELOPMENT AND DISSEMINATION OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committees policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committees and will be one of the means by which the school district 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/caregivers, and the public. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committees approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committees, they 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.

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.

CROSS REF.: BDG, School Attorney

SOURCE: MASC - Updated 2023

~~File: CHB~~

~~SCHOOL COMMITTEE REVIEW OF REGULATIONS~~

DRAFT NOTE: DS only, recommend removal and relocation of any desired language to CHA/CHC The information contained in the final paragraph has been relocated to sections governing Students and Personnel.

~~It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committees. 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 a Committee.~~

~~Committees may review the regulations developed by the Superintendent for the Schools whenever they appear inconsistent with policy, goals, or objectives of the Schools, but will revise or veto such regulations only when, in a Committee's judgment, they are inconsistent with policies adopted by a Committee.~~

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

~~Rules Pertaining to Staff and Student Conduct~~

~~Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of 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 School Committees.~~

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

~~CROSS REF.: BGD~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

~~File: CHC~~

~~REGULATIONS DISSEMINATION~~

DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

~~It will be the responsibility of the Superintendent to see that the regulations developed to implement Committees' policies and administer the Schools are appropriately coded and included as regulations in School Committees' policy manuals.~~

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

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

DRAFT NOTE: Policies are similar with MASC edits. Committee should review administrative titles.

The principal~~/headmaster~~, in consultation with the School Council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each spring to consider changes to recommend to the School Committee. The Committee shall approve all changes made to the handbook.

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 district or one of its schools be of a quality that reflects favorably on the school districts. 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. The Superintendent will use ~~his/her~~ their 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

CROSS REF.: BGD, School Committee Review of Procedures

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

The Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect at the beginning of the next school year.

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 district 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 their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE: MASC – Updated 2022

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

CROSS REF.: BGD, School Committee Review of Procedures

~~File: CHD~~

~~ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY~~

DRAFT NOTE: Policies are similar. Version is at the discretion of the Committee.

~~The Superintendent shall have the authority to implement action within the Schools if an emergency situation should develop for which a School Committee has provided no administrative guidelines. However, the Superintendent's decision shall be subject to review by a Committee at its next regular meeting. In each instance the Superintendent shall notify the appropriate School Committee Chair as soon as possible.~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: CHD

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school district 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 Committees at their next regular meetings. In each instance, the Superintendent shall notify the appropriate School Committee Chair as soon as possible.

SOURCE: MASC – Reviewed 2022

~~File: CK~~

~~CONSULTANTS~~

DRAFT NOTE: DS only. More appropriate in Section G - Personnel. Recommend removal. Covered in policy XXXXXXXX.

~~The School Committees are pleased to have members of their staff serve as consultants or workers for outside individuals and organizations, provided that their responsibilities to paid positions in the Dover-Sherborn Public Schools are adequately met. Each staff member is expected to restrict his/her outside work to his/her non-Dover-Sherborn paid hours. In each case the appropriate School Committee shall be notified by the Superintendent.~~

~~A supervisor who observes that an employee's outside work activities are adversely affecting his/her job performance should help the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor should make a report to the Superintendent.~~

~~The Superintendent will oversee the carrying out of the policy, advise the School Committees of any policy abuse, request any policy exceptions, and notify the Committees of any need for policy change.~~

~~FIRST READING: September 22, 2009~~
~~SECOND READING: May 22, 2012~~
~~ADOPTED: May 22, 2012~~

~~SOURCE: Dover-Sherborn~~

File: CM

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

DRAFT NOTE: MASC model policy is more up to date. Recommend MASC version.

Annual reports covering the diverse activities of the Schools will be prepared by the Superintendent, each headmasters/principals, and school committees and communicated to each town for inclusion in the annual Town Report.

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CM

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district 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 shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the NEPN classification system contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration – including the administrative aspect of special programs and systemwide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators (management team), and school principals. All phases of policy implementation – procedures or regulations – are properly located in this section.

GENERAL NOTE: The drafts that follow are a merger of current Dover-Sherborn policies with the draft policies recommended by the Massachusetts association of School Committees (MASC).

Changes will generally fall within five categories:

- **No changes made/Only references or titles updated.**
- **Significant edits but original policy largely remains.**
- **Changes are so numerous, a complete replacement is recommended.**
- **Policy does not currently exist in manual, and adding it is recommended.**

Policy is actually procedure, and does not belong in the policy manual.

Where necessary, language has been updated to reflect the most currently available legal language and grammatical conventions. Some policies have been combined for simplicity. Draft Notes in blue are included at the top of each policy to clarify what changes were made and why, and will not be included in the final language.

(DS) indicates that the policy is the current Dover-Sherborn policy. (MASC) indicates the current draft MASC policy.

"- R" denotes a regulation that accompanies a policy.

"-E" denotes an exhibit that provides additional information.

When the final versions are approved, the strikethroughs, notes, and sources will be removed.

SECTION C
GENERAL SCHOOL ADMINISTRATION

CA **ADMINISTRATION GOALS (DS)**
CA **ADMINISTRATION GOALS (MASC)**
DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

CA-1 **THE CONCEPT OF ADMINISTRATION (DS)**
DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

CB **REGIONAL SCHOOL SUPERINTENDENT (DS)**
CB **REGIONAL SCHOOL SUPERINTENDENT (MASC)**
DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the grammatical update.

CBD **SUPERINTENDENT'S CONTRACT (DS)**
CBD **SUPERINTENDENT'S CONTRACT (MASC)**
DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the additional update.

CBI **EVALUATION OF THE SUPERINTENDENT (DS)**
CBI **EVALUATION OF THE SUPERINTENDENT (MASC)**
DRAFT NOTE: Policies are similar, but the MASC model policy was updated in 2022 and better reflects the current evaluation process. Recommend MASC version.

CCB ~~LINE AND~~ **STAFF RELATIONS (DS with MASC update)**
DRAFT NOTE: The MASC Reference Manual retitles this policy to "STAFF RELATIONS."

CE **ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES (DS/MASC)**
DRAFT NOTE: Policies match, with grammatical updates.

CEA ~~**ADMINISTRATIVE COUNCIL (DS)**~~
DRAFT NOTE: Covered in the above policy, and the implementation of said council is the purview of the Superintendent. Recommend removal.

CH **POLICY IMPLEMENTATION (DS with MASC updates)**
DRAFT NOTE: Policies match with the exception of the MASC Reference Manual replaces "regulations" with "procedures."

CHA ~~**DEVELOPMENT OF REGULATIONS (DS)**~~
CHA/CHC **DEVELOPMENT AND DISSEMINATION OF PROCEDURES (MASC)**
DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

CHB ~~SCHOOL COMMITTEE REVIEW OF REGULATIONS (DS)~~
DRAFT NOTE: DS only, recommend removal and relocation of any desired language to CHA/CHC.

CHC ~~REGULATIONS DISSEMINATION (DS)~~
DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

CHCA **APPROVAL OF HANDBOOKS AND DIRECTIVES (DS)**
CHCA **APPROVAL OF HANDBOOKS AND DIRECTIVES (MASC)**
DRAFT NOTE: Policies are similar with MASC edits. Committee should review administrative titles.

CHD **ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY (DS)**
CHD **ADMINISTRATION IN POLICY ABSENCE (MASC)**
DRAFT NOTE: Policies are similar. Version is at the discretion of the Committee.

CK ~~CONSULTANTS (DS)~~
DRAFT NOTE: DS only. More appropriate in Section G - Personnel. Recommend removal.

CM ~~REGIONAL SCHOOL DISTRICT ANNUAL REPORT (DS)~~
CM **REGIONAL SCHOOL DISTRICT ANNUAL REPORT (MASC)**
DRAFT NOTE: DS only. More appropriate in Section G - Personnel. Recommend removal.

File: CA

ADMINISTRATION GOALS

DRAFT NOTE: Policies match with the exception of a slight wording variation in paragraph one, and a grammatical update.

It is the intent of the School Committees that the Schools 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 appropriate School Committee.

The organization and administration of the Schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committees. This means that a staff member, when assigned a responsibility or a position, will be given 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~~ their area of operation.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CA

ADMINISTRATION GOALS

The School Committee intends to employ qualified personnel to administer the school district 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. The Superintendent will establish channels 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 their area of operation.

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

SOURCE: MASC – Updated 2022

File: CA-1

THE CONCEPT OF ADMINISTRATION

DRAFT NOTE: DS only. Retention is at the discretion of the committee.

The purpose of the school administration is to help create and to foster an environment in which pupils can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to more effective learning, which will result in the development of worthwhile citizens who have the ability to think and who are capable of using that ability wisely. One of the most important single responsibilities that rest upon the Administration is to select good teachers who will discover and develop the abilities of each student. In connection with the above, written job descriptions for each administrative position should be developed and reviewed periodically by the Superintendent of Schools.

LEGAL REF.: M.G.L. 71:37; Duties of School Committee

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CB

REGIONAL SCHOOL SUPERINTENDENT

DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the grammatical update.

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committees may determine. ~~He/she~~ They shall also prepare such reports as may be required by the U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committees' annual reports to the ~~selectmen~~ Select Boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

The Superintendent, in ~~his/her~~ their discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committees. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CB

REGIONAL SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the mayors of member cities and the select boards of the member towns in sufficient time for printing in the annual reports of the member municipalities.

SOURCE: MASC - Updated 2022

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

File: CBD

SUPERINTENDENT'S CONTRACT

DRAFT NOTE: DS version is more tailored to the district, and retention is appropriate with the additional update.

The Union #50 Superintendency Committee and the Dover-Sherborn Regional School Committee, upon the appointment of a candidate or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committees 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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 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.

SOURCE: MASC - Updated 2022

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

DRAFT NOTE: Policies are similar, but the MASC model policy was updated in 2022 and better reflects the current evaluation process. Recommend MASC version.

To be further defined by Superintendent Evaluation Subcommittee

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

1. Clarify for the Superintendent his/her role in the Schools as seen by the School Committees.

2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committees and the Superintendent.

3. Develop harmonious working relationships between the School Committees and Superintendent.

4. Provide administrative leadership of excellence for the Schools.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

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 their 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 goals 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 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.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. 30A:18-25
603CMR35:00

File: CCB

~~LINE AND~~ STAFF RELATIONS

DRAFT NOTE: The MASC Reference Manual retitles this policy to "STAFF RELATIONS."

The School Committees expect the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the Schools.

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 Schools.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CE

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

DRAFT NOTE: Policies match, with grammatical updates.

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as ~~he/she~~ they deem~~s~~ 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 a Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with each 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~~ their discretion. However, the School Committees wish 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 Schools, but only within budgetary allotments and when approved in advance by the Superintendent.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: CEA

ADMINISTRATIVE COUNCIL

DRAFT NOTE: Covered in the above policy, and the implementation of said council is the purview of the Superintendent. Recommend removal.

This administrative council is responsible for advising the Superintendent regarding matters of administrative, supervisory and management practices, as well as matters pertaining to the development and improvement of curriculum and instruction.

Membership on this council shall be as follows:

(a) All Principals/Headmasters
(b) Assistant Superintendent
(c) Business Administrator

The Superintendent shall chair the group.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CH

POLICY IMPLEMENTATION

DRAFT NOTE: Policies match with the exception of the MASC Reference Manual replaces "regulations" with "procedures."

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

The policies developed by Committees and the ~~regulations~~ procedures developed to implement policy are designed to increase the effectiveness and efficiency of the Schools. Consequently, it is expected that all School employees and students will carry them out.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn/MASC

File: CHA

DEVELOPMENT OF REGULATIONS

DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the Schools will operate in accordance with School Committees' policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committees and will be one of the means by which the Schools are governed.

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

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHA/CHC

DEVELOPMENT AND DISSEMINATION OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district 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 district 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. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They 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, they 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.

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.

CROSS REF.: BDG, School Attorney

SOURCE: MASC - Updated 2023

File: CHB

SCHOOL COMMITTEE REVIEW OF REGULATIONS

DRAFT NOTE: DS only, recommend removal and relocation of any desired language to CHA/CHC.

It is expected that the Superintendent and administrative staff will need to issue regulations implementing policies of the School Committees. 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 a Committee.

Committees may review the regulations developed by the Superintendent for the Schools whenever they appear inconsistent with policy, goals, or objectives of the Schools, but will revise or veto such regulations only when, in a Committee's judgment, they are inconsistent with policies adopted by a Committee.

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

Rules Pertaining to Staff and Student Conduct

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of 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 School Committees.

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

CROSS REF.: BGD

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHC

REGULATIONS DISSEMINATION

DRAFT NOTE: The model policy combines what are currently DS CHA and CHC into one policy. Recommend MASC version.

It will be the responsibility of the Superintendent to see that the regulations developed to implement Committees' policies and administer the Schools are appropriately coded and included as regulations in School Committees' policy manuals.

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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

DRAFT NOTE: Policies are similar with MASC edits. Committee should review administrative titles.

The principal/headmaster, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes to recommend to the School Committee. The Committee shall approve all changes made to the handbook.

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 district 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. The Superintendent will use ~~his/her~~ their 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

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

The Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect at the beginning of the next school year.

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 district 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 their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE: MASC – Updated 2022

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

CROSS REF.: BGD, School Committee Review of Procedures

File: CHD

ADMINISTRATIVE RESPONSIBILITY IN ABSENCE OF COMMITTEE POLICY

DRAFT NOTE: Policies are similar. Version is at the discretion of the Committee.

The Superintendent shall have the authority to implement action within the Schools if an emergency situation should develop for which a School Committee has provided no administrative guidelines. However, the Superintendent's decision shall be subject to review by a Committee at its next regular meeting. In each instance the Superintendent shall notify the appropriate School Committee Chair as soon as possible.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CHD

ADMINISTRATION IN POLICY ABSENCE

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

SOURCE: MASC – Reviewed 2022

File: CK

CONSULTANTS

DRAFT NOTE: DS only. More appropriate in Section G - Personnel. Recommend removal.

The School Committees are pleased to have members of their staff serve as consultants or workers for outside individuals and organizations, provided that their responsibilities to paid positions in the Dover-Sherborn Public Schools are adequately met. Each staff member is expected to restrict his/her outside work to his/her non-Dover-Sherborn paid hours. In each case the appropriate School Committee shall be notified by the Superintendent.

A supervisor who observes that an employee's outside work activities are adversely affecting his/her job performance should help the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor should make a report to the Superintendent.

The Superintendent will oversee the carrying out of the policy, advise the School Committees of any policy abuse, request any policy exceptions, and notify the Committees of any need for policy change.

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CM

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

DRAFT NOTE: MASC model policy is more up to date. Recommend MASC version.

Annual reports covering the diverse activities of the Schools will be prepared by the Superintendent, each headmasters/principals, and school committees and communicated to each town for inclusion in the annual Town Report.

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)

FIRST READING: September 22, 2009
SECOND READING: May 22, 2012
ADOPTED: May 22, 2012

SOURCE: Dover-Sherborn

File: CM

REGIONAL SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district 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 shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 72:4
M.G.L. 71:16(k)

Red line Version – Proposed Revisions

Formatted: Footer distance from edge: 0.4"

ACCEPT Education Collaborative

Articles of Agreement

Amended Pursuant to *MGL c 40, § 4E*

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

TABLE of CONTENTS

PREAMBLE / AUTHORIZATION 3
SECTION I: MEMBERSHIP 3
SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES 3
SECTION III: PROGRAMS AND SERVICES 4
SECTION IV: GOVERNANCE 5
SECTION V: CONDITIONS OF MEMBERSHIP 6
SECTION VI: POWERS AND DUTIES OF THE BOARD 7
SECTION VII: FINANCE 9
SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT 12
SECTION IX: PROCEDURE FOR ADMITTING NEW MEMBER DISTRICTS 12
SECTION X: PROCEDURE FOR WITHDRAWAL OF MEMBER DISTRICT 13
SECTION XI: PROCEDURE FOR TERMINATION OF A MEMBER SCHOOL DISTRICT 14
SECTION XII: TERMINATION OF THE COLLABORATIVE AGREEMENT 15
SECTION XIII: GENERAL PROVISIONS 16
SECTION IV: INDEMNIFICATION 16
SECTION V: COMPLIANCE WITH SECTION 501(c)(3) STATUS 18
SECTION XVI: NON-DISCRIMINATION 18

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Formatted: Normal, Tab stops: Not at 6.49"
Formatted: Font: (Default) +Headings (Cambria), Bold, Check spelling and grammar
Formatted: Font: +Headings (Cambria), 11 pt
Formatted: Font: +Headings (Cambria), 11 pt
Deleted: ¶
Deleted: XIII
Formatted: Font: (Default) +Headings (Cambria), Check spelling and grammar
Deleted: 17
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: XIV
Deleted: XIV

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

ACCEPT Education Collaborative Agreement
Pursuant to *MGL c 40, § 4E*

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement of the ACCEPT Educational Collaborative (hereinafter ACCEPT or the Collaborative), established pursuant to the provisions of MGL Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00.

This Agreement replaces the original Agreement dated September 1, 1976, as most recently amended on May 19, 2015, entered into by and between the School Committees and charter school boards which are listed in Section I (hereinafter, the "member districts") and will be effective upon the approval of the member districts and the Massachusetts Board of Elementary and Secondary Education as indicated on the signatory page.

Deleted: January 22, 2003

SECTION I: MEMBERSHIP

All member districts will appoint their superintendents or charter school board member as their appointed representatives. The membership of the ACCEPT Education Collaborative, as of the effective date of this Agreement, includes the School Committees from the following school districts, as indicated by the Chairs of the School Committees:

- Ashland
- Dover
- Dover-Sherborn
- Framingham
- Franklin
- Holliston
- Hopkinton
- South Middlesex Regional Vocational (Joseph P. Keefe Technical)
- Medfield
- Medway
- Millis
- Natick
- Needham
- Sudbury
- Sherborn
- Wellesley
- Westborough

Formatted: Condensed by 0.05 pt
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

Mission, Purpose and Focus
Since its formation in 1974, ACCEPT Education Collaborative has established trusted partnerships to promote excellence and innovation in educational practice. The mission and purpose of ACCEPT is to leverage the collective power and resources of member school districts to provide excellent, cost-effective

regional programs and services to unlock the potential of students, their families, educators and communities. ACCEPT currently offers a wide range of programs and services whose focus is to minimize the impact of student disabilities or weakness and maximize student outcomes including achievement, independence and participation in the community.

To carry out the mission and purpose of the Collaborative, ACCEPT, acting through its Board of Directors, (hereinafter the Board or Collaborative Board) may contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for a member district. In addition, the Collaborative, with the approval of the Board, will continue to increase and expand its level of service in general and special education, occupational-vocational education, professional development and training, home based and consultative services, research and development of innovative programs, and in any such area determined to be a need of member districts if such new programs are in alignment with ACCEPT's mission, vision and core values.

Objectives of ACCEPT Education Collaborative are to:

- Deliver efficient, cost-effective and high-quality programs and services that minimize the impact of student disabilities and maximize student outcomes including achievement, independence and participation in the community
- Develop and implement programs and an array of services that increase educational opportunities for students, families, educators and districts when it is determined that such programs and services can most effectively, efficiently and economically be provided on a Collaborative basis and complement, strengthen and meet the evolving needs of the member districts
- Expand program options in alignment with the mission and purpose of the Collaborative to help districts maximize cost-efficiency and program effectiveness through a Collaborative effort
- Provide safe, reliable and efficient transportation services for students with disabilities
- Offer quality professional development opportunities to general and special education teachers, administrators, and related service providers, focused on closing the achievement gap, preventing unnecessary referrals to special education and personalizing learning for students

Deleted: high quality

SECTION III: PROGRAMS AND SERVICES

ACCEPT will offer cost-effective programs and services deemed appropriate by the Board that complement and supplement the educational programs and services of the member districts. ACCEPT currently provides the following services and programs:

1. Special education programs, particularly for low incidence populations
2. Special education transportation
3. Home-based parent training
4. Behavioral and educational consultation and assessment services
5. Professional development
6. Support of initiatives from the Massachusetts Department of Elementary and Secondary Education
7. Grant writing and implementation on behalf of school districts
8. Exploration and pursuit of grants and other funding to support identified needs of the member districts
9. Education technology
10. Medicaid reimbursement services

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

The programs/services listed above are not all-inclusive; the Board, acting at the request of the Executive Director and/or member districts, may consider and approve other programs and services to be provided by the Collaborative so long as such programs/services are in the best interest of the member districts and are not inconsistent with this agreement and MGL c 40, § 4E and 603 CMR 50.00, et seq., as amended from time to time.

Commented [GP(1)]: Please add "this agreement and"

SECTION IV: GOVERNANCE

Each member district executing this Collaborative Agreement shall annually appoint the superintendent of schools or charter school board member to serve as its representative (hereinafter referred to as appointed representatives) on the ACCEPT Education Collaborative Board. ~~An appointed representative of the Commissioner of Elementary and Secondary Education Shall be a voting member of the Board.~~ The Board shall provide overall management and supervision of ACCEPT. No employee , including the Executive Director, Treasurer, and Business Manager, of the Collaborative may serve on the Board. All appointed representatives and employees shall be public employees subject to MGL c 268A, which requires compliance with the conflict-of-interest law.

Formatted: Strikethrough

Formatted: Strikethrough

Deleted: An appointed representative of the Commissioner of Elementary and Secondary Education shall be a voting member of the Board

Deleted:

Deleted: conflict of interest

It is the function and responsibility of the Board to formulate policy for ACCEPT and to oversee the operation of ACCEPT to the end that the educational needs of students enrolled in its programs are met in an effective and economical way, and that the needs of the member districts for efficient, joint programs and services are addressed.

A quorum for conducting business shall consist of a simple majority of the appointed representatives. A quorum is not needed to close the meeting. In order to pass any motion, a majority vote of the appointed representatives present shall be required, except that a vote to terminate the Collaborative shall require a 2/3 vote of the Board and be approved in accordance with Section XII of this Agreement. The Executive Director, or designee, will act as executive secretary to the Board. The Executive Director shall attend all Board meetings, but shall not be entitled to a vote.

Deleted: Each appointed representative shall be entitled to one vote.

Deleted:

The Board shall hold at least six (6) meetings each fiscal year. The schedule for the meetings will be determined by the Board Chairperson in collaboration with the Executive Director at the last meeting of the year in preparation for the new fiscal year. The Executive Director may call special meetings for special purposes with consent of the Board Chairperson or by the Board Chairperson him/herself. Meetings will be posted in accordance with MGL c 30A §§ 18-25.
At the last Board Meeting of the year, the Board will elect a Chairperson and vice-Chairperson by a majority vote of the appointed representatives present. The Chairperson, by vote of the Board, may appoint such subcommittees or advisory or operating committees of the Board as will facilitate the work of the Board.

Each appointed representative shall be responsible for providing the following information to the representative's member district in accordance with the provisions of MGL c 40, § 4E and 603 CMR 50.00, et seq.

- Quarterly information and updates to the member district, at an open meeting, on the programs and services provided by the Collaborative
- A copy of the Collaborative Agreement and any amendments
- A copy of the annual budget and tuition rate
- A copy of the annual report and financial audit
- Notification of applications for real estate mortgages

Commented [HR(5]: You may want to add, "and any regional collaborative efforts" language from the amended regulations.

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

- A copy of any capital plan approved by the Board
- Any additional information as may be requested by a vote of the member district or required in MGL c 40 § 4E, 603 CMR 50.00, et seq. and any amendments thereto

SECTION V: CONDITIONS OF MEMBERSHIP

1. Each appointed representative shall be entitled to a vote, which cannot be delegated to any other individual. No appointed representative shall delegate his/her powers or send a representative in his/her place as a voting appointed representative and no member district shall delegate the rights, responsibilities, or duties of its appointed representative to any other individual, unless the member district is replacing the appointed representative with that individual.

1. Each appointed representative is expected to attend each Board meeting. If a representative has missed one half of the meetings within a fiscal year, the Board Chair or Vice Chair will meet with the representative to discuss the representative's attendance and determine a plan for attending Board meetings regularly.

   A representative who misses two-thirds of the Board's meetings in a fiscal year will have a letter sent from the Chair or Vice Chair to the School Committee which appointed the representative detailing the lack of attendance, the need for active and regular participation in the business of the Board, and a notice that the representative's participation in the Board will become inactive. An inactive representative will not count toward a quorum and will not have voting rights on the Board but will continue to have other rights and obligations of membership. The Chair or Vice-Chair, in consultation with the representative, will determine when an inactive member can resume regular participation on the Board.

2. ~~Each appointed representative is expected to attend every Board meeting. If an appointed representative has missed one half (1/2) of the meetings within a fiscal year, the Board Chair or Vice-chair and/or Executive Director will meet with the appointed representative to discuss attendance. Notice will be given to the appointing member district within a week of the meeting in an attempt to remedy the situation. An appointed representative who misses more than two-thirds (2/3) of the Board meetings within a fiscal year will no longer be considered an appointed representative on the Board. The Board will notify the respective member district that the seat will remain vacant until such time as the member district, by appropriate vote, ensures attendance of the appointed representative. When a seat becomes vacant, the member district shall automatically become an inactive appointed representative of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership.~~

3. Each appointed representative must complete the training required by the Department of Elementary and Secondary Education (Department), as outlined in MGL c 40, § 4E and 603 CMR 50.05. Should an appointed representative fail to complete the required training within the timelines set in law and regulations, their member district, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The member district's voting rights shall be reinstated once the appointed representative completes the training.

Commented [GP(6]: Add "...for each district they represent,"

Commented [GP(7R6]: See earlier comment and maintain consistency throughout.

Commented [GP(8R6]: See earlier comment. PJ will research.

Deleted: When

Deleted: chair

Deleted: ,

Deleted: e

Deleted: o

Commented [GP(9]: This doesn't read right. The district doesn't become an inactive appointed representative of the board. Maybe the district's representative will become an inactive appointed representative....

Commented [GP(10]:

Commented [GP(11R10]:

Commented [GP(12]: We have provided replacement language in this paragraph.

Deleted: attend

Deleted: shall automatically become an inactive appointed representative

Commented [GP(13]: Quorum and votes are defined by representatives, not member districts, so this should be reworked. Could say the member district's representative shall not count toward a quorum and shall not have voting rights.

Deleted: shall become an active member and

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

4. No appointed representative shall be eligible to serve in the positions of Executive Director, Treasurer, Business Manager or a person with responsibilities similar to those of a town accountant, or on the Board of Directors or as an officer or employee of any related for-profit or non-profit organization. No employee of the Collaborative may serve on the Board of ACCEPT (603 CMR 50.06 (2) (c)).

5. No appointed representative shall receive an additional salary or stipend for his/her service as a Board member.

6. Each member district will pay a yearly membership fee established by the Board in accordance with Section VII.

SECTION VI: POWERS AND DUTIES OF THE BOARD

The Board shall have all the powers and duties conferred and imposed upon Educational Collaborative boards by law and conferred and imposed upon it by this Agreement and such other additional powers and duties as are specified in MGL c. 40, §4E, 603 CMR 50.00 and any amendments thereof, or as may be specified in any other applicable general or special law.

Commented [GP(14]: Lowercase c here
Deleted: C

The Board is responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational Collaborative including but not limited to what follows:

The Board shall:

Commented [HR(15]: You may want to consider adding something like...."considering regional needs and opportunities" This is new language in the regulations. 50 04 3. d. 3

- Be vested with the authority to enter into agreements with member and non-member districts or other Collaboratives to establish mutually beneficial programs and services or pricing arrangements.
- Ensure adherence to this Agreement and progress toward achieving the purpose and objectives set forth in the Agreement; determine the appropriateness and cost-effectiveness of any borrowing, loans or mortgages, consistent with Section VII C; approve all expenditures, including contracts, borrowing, and the purchase and sale of real estate; and ensure an annual report and independent financial audit for the previous fiscal year be completed annually and upon approval of the Board be submitted to the Commissioner and Chair of each member district no later than January 1 of each year.
- Ensure the audit report is completed annually and made available on the Collaborative's website and provided upon request.
- Ensure that the Collaborative makes the annual report available on the Collaborative's website and that the Collaborative must provide a printed hard copy of the most recent annual report to members of the public upon request.

Commented [GP(16]: Most of this is in prior bullet. Maybe combine this bullet and next - make audit and annual report available on website and upon request in hard copy
Deleted: must be

- Establish policies to support the operation of ACCEPT, and shall, from time to time, review the policies for their effectiveness and appropriateness.
- Develop/ amend policies on personnel, students, finance and internal controls, and health and nursing.
- Determine the amount of cumulative surplus revenue that may be held by ACCEPT at the end of a fiscal year consistent with the requirements of law and Section VII E of this Agreement; how and under what conditions surplus funds may be returned to member districts or credited to support Collaborative programs and services offered to member districts.
- Appoint the Executive Director, Business Manager, and Treasurer and ensure there is segregation of duties among the Executive Director, Business Manager, and Treasurer. The Board will evaluate the Executive Director and Treasurer annually.

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

- **The Executive Director** shall serve under the general direction of the Board and have the day to day responsibility for all activities of the Collaborative, and shall be responsible for development and implementation and oversight of all of its programs. The Executive Director is responsible for recruitment, retention, supervision and discipline of personnel, with the exception of the Treasurer, and shall be responsible for implementing Board policies and procedures consistent with the policies of the Board. In addition, the Executive Director shall have the authority granted by MGL c40, §4E and any amendments thereto. The Executive Director shall maintain a website in accordance with MGL c 40 § 4E that shall include the list of appointed representatives serving on the Collaborative Board, copies of Board meeting minutes, a copy of the Collaborative Agreement and any amendments, a copy of the annual report and annual independent audit, and key contact information for the key educational Collaborative staff members. The Executive Director will give public notice of the date, time, location, and agenda items of all Board meetings in accordance with the MGL c 30A, §§ 18-25 pertaining to the open meetings of state governmental bodies. Detailed, accurate records of every meeting will be kept in accordance with the law pertaining to the open meetings and made available on the Collaborative website.

- **The Business Manager** shall be subject to MGL c 41, Sec 52 and have the powers and responsibilities, similar to those of a town accountant and consistent with 603 CMR 50.00 and the Board approved job description. The Business Manager may not be the Treasurer of the Collaborative. The Board shall ensure an annual evaluation of such employee's performance and effectiveness.

- **The Treasurer,** appointed by the Board, need not necessarily be a Treasurer of a member town or regional school district. The Treasurer is authorized, subject to the direction of the Board, to receive and disburse all monies of the ACCEPT fund without further appropriation. At the discretion of the Board, the Treasurer may make appropriate investments of ACCEPT's funds when such funds are not immediately necessary for operations, consistent with MGL c 44, § 55B. The Treasurer shall manage all receipts and disbursements through the education collaborative fund. The Treasurer is also responsible for other tasks as determined by the Board and as stipulated in the Board approved job description, consistent with 603 CMR 50.00. No Collaborative employee or appointed representative to the Board may be the Treasurer. The Treasurer shall report directly to the Board. The Treasurer must give bond annually for the faithful performance of duties as Collaborative Treasurer in a form approved by the department of revenue and in a sum not less than the amount established by the Department as shall be fixed by the Board. The Collaborative Board of Directors shall annually evaluate the Treasurer's performance and effectiveness.

- Oversee the operation of the Collaborative to the end that the educational needs of students enrolled in Collaborative programs, as well as the goals of any cooperative program of the Collaborative, are met in an effective and economical way.
- Employ teachers, at least one registered nurse and other professional personnel, and shall enter into contracts for the services of persons who are necessary for the operation of ACCEPT programs and services.
- Ensure that the Collaborative shall annually prepare financial statements, including a statement of net assets (government-wide); statement of activities (government-wide); governmental funds balance sheet; governmental funds statement of revenues, expenditures, and changes in fund balance; general fund statement of revenues, expenditures and changes in fund balance, budget and actual; statement of fiduciary net assets; statement of changes in fiduciary fund net assets; and capital plan identifying current capital obligations or future planned capital projects.

Formatted: Indent: Left: 0.5", No bullets or numbering

Deleted: website

Deleted: a

Formatted: Indent: Left: 0.75", No bullets or numbering

Deleted: .

Commented [GP(17]: Does this need to be defined? Is it the same as the education collaborative fund mentioned later in the paragraph?

Found answer to my own first question - you should make a reference here to section VII B where it is defined

Formatted: No bullets or numbering

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

- Enter into contracts for the purchase of supplies and materials and for the leasing of land, buildings, and equipment as deemed necessary by the Board and which the Board has found to be cost-effective and in the best interests of ACCEPT, the member districts and consistent with Section VII C of this Agreement (Subject to MGL c 30B).
- Create, amend, and repeal all by-laws, policies, and rules for the management and operation of ACCEPT. The Board has all other powers and duties consistent with MGL c 40 §4E.
- Borrow money for any purpose consistent with the terms of this Agreement, including, but not limited to, to meet ongoing payroll obligations, to finance the purchase and/or lease of any real or personal property, including equipment, land, and/or a building(s) (including portables), and/or to finance any renovation, reconstruction and/or construction of any real property.

No employee of the Collaborative may serve on the Board or shall be eligible to serve concurrently in the positions of Executive Director, Treasurer, or Business Manager or person with responsibilities similar to those of a town accountant.

Commented [GP(18]: Here it says leasing of land - above it says purchase and sale (second bullet)

Which is it or is it both? Please provide clarifying language.

SECTION VII: FINANCE

A. Financial Terms

1. Membership fees shall be assessed to each member district on July 1 of each year. Membership fees are to be used to offset the cost for administration and overhead. Each member district shall be charged membership dues based on a flat rate that offsets some of the administrative and overhead costs of the Collaborative determined annually by the Board as part of the budget process. Capital costs will be included in program fees and tuitions.

2. The remaining administrative costs of the Collaborative will be distributed across all programs operated by the Collaborative through an administration allocation expense proportionate to the operating budget for each program. The proportional share of administrative costs will be added to the operating budget of each program operated by the Collaborative.

3. The Board will set the fees, tuitions, and rates to be charged to districts for all Collaborative services annually based on the cost of providing the program or service. These include tuitions for specialized programs for students, hourly rates for therapy, evaluative, consultative, and the like services, and overhead calculations. Fees, tuitions, and rates will be calculated through the annual budgeting process for each program, including the administrative cost allocation noted in 2 above, with projections based on past usage.

4. Districts will be charged per unit of usage, e.g. per student enrolled, per hour of service delivery, per mile per student on transportation route, per participant enrolled in courses or workshops, or per district for multi-district initiatives. Each type of service may require a different schedule of billing, e.g. 3-4 times per year for program tuitions, per use for courses/PD, monthly for transportation, etc. Non-member districts will be charged a 20% surcharge on all services to help offset the cost of Collaborative operations.

5. The Board may enter into Agreements with member and non-member districts or other Collaboratives to establish mutually beneficial pricing arrangements.

6. The Collaborative Board may apply, by an appropriate majority vote, for state, federal, corporate, or foundation grants, and may enter into contracts to obtain the funds necessary to carry out the

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

purpose for which the Collaborative was established; and the Board may accept gifts, grants, or contributions from governmental and private sources, whether in cash or in kind.

Deleted: s

7. The Board may enter into contracts to obtain the funds necessary to carry out the purpose for which the Collaborative was established.

8. The Collaborative is subject to MGL c 30B for the procurement of goods and services. Procurement awards require Board approval.

B. Collaborative Fund

The Board shall establish and manage a fund to be known as the *ACCEPT Educational Collaborative Fund* (herein, "the ACCEPT fund"). The ACCEPT fund shall be the depository of all monies paid by the member districts and non-member districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative and deposited in the fund.

C. Borrowing

At public meetings of the Board, the Board may authorize the borrowing of funds or enter into short- or long-term agreements or mortgages to acquire or improve real property and/or equipment to support Collaborative operations. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms are the most favorable available at the time of the application. Through a majority vote, the Board will determine that the terms related to borrowing, loans, or mortgages are cost-effective and are the most favorable available at the time of the application; and shall determine, through a majority vote, that the borrowing, loans, and mortgages are necessary to carry out the purposes for which the Collaborative is established, in the best interest of the collaborative and its member districts and consistent with the terms of the Collaborative Agreement.

In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property the Board shall provide notice to each member district within 30 calendar days of applying for real estate mortgages; and discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Collaborative Board at which the final vote is taken; see 603 CMR 50.07(8).

D. Capital Reserve Fund

ACCEPT may create a capital reserve fund to support costs associated with the acquisition, maintenance, and/or improvement of fixed assets, including real property, pursuant to a capital plan. Funds in a capital reserve fund may be used only for the project or purpose for which the account was established. The establishment of a capital reserve shall be subject to the approval of two-thirds of the member districts. The request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve. Deposits into the capital reserve shall be proposed and approved through the budget process.

In the event that the purpose for which the capital reserve was created requires modification, the Collaborative Board shall revise its capital plan and provide notice to all member districts. If the member district does not vote to disapprove the revised capital plan within a 45-day period, that member district shall be deemed to have approved the revised capital plan. Two-thirds (2/3) approval of the member districts is required to revise the capital plan.

E. Surplus Funds

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus. The determination of cumulative surplus shall not include funds deposited in a capital reserve as

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with MGL c 32B, § 20, and any amounts prepaid for tuition or services in accordance with MGL c 40, § 4E.

The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5)(b) 10. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by the Collaborative or whether all or some portion will be refunded to the member districts or credited to support programs and services offered to member districts by the Collaborative.

In the event an amount is to be refunded to the member districts, each member district share will be apportioned in accordance with the percentage of usage in the program/service area that generated the surplus for the previous fiscal year, as determined by the annual financial audit.

F. Annual Budget Preparation and Assessment of Costs
The Board shall annually determine the Collaborative budget consistent with the timelines, terms, and requirements in MGL c 40, § 4E and 603 CMR 50.00.

The Board shall identify the programs or services to be offered by Collaborative in the upcoming fiscal year and the corresponding costs. In the fall of each year, the Executive Director will consult with staff, look at trends and examine the prior year profit and loss statements to formulate and project expenses for the next fiscal year to run each program. The budget assumptions are based on the mission and core values of the Collaborative. The proposed budget shall contain all planned financial activity for all programs offered by the Collaborative for the upcoming fiscal year classified into line item categories. The line item projections include but are not limited to needed staff, supplies, rent, materials and equipment to run the program. Fees for service are determined by computing the expenses vs. the projected participation in each program for the next fiscal year. Forecasting of students that will be enrolled in special education and transportation programs in the next fiscal year is based on past history and ongoing discussions with key constituent leaders from member districts.

The projected budget and fee structure is presented to the Finance and Budget Subcommittee, a subset of the appointed representatives, for feedback and review prior to presentation to the full Board. The Board shall hold a public meeting on the proposed budget prior to its adoption and shall adopt the final budget by an affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed but no later than March 30 of the preceding fiscal year. The Treasurer shall certify and transmit the budget and the tuition rates, membership dues and fees-for-service for the upcoming fiscal year to each member district not later than June 30 of the preceding fiscal year. Adoption of the budget shall require a majority vote of the appointed representatives to the Board.

Commented [GP(19]:

Commented [GP(20R19]:

Deleted: no later than May 30

G. Budget Amendments
The Collaborative Board must approve all budget amendments including but not limited to those that decrease the budget and move funds across line items. Any amendment to the budget that results in an increase in the tuition rates, membership dues or fees for services shall adhere to the following procedures:

a. All appointed representatives shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their member districts the content of the proposed amendment

Deleted: those
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

b. The Board at a second public meeting of the Board next following the Board meeting at which the amendment was first proposed shall vote on all amendments; adoption shall require a majority vote

c. The Treasurer shall certify and transmit the amended tuition rates, membership dues and fees for services to each member district not later than ten (10) working days following the affirmative vote of the Board

H. Payment Terms

ACCEPT shall submit invoices to member and non-member districts for program tuitions on a quarterly basis. Fees for services to member and non-member districts will be billed on a monthly basis. Membership fees will be invoiced quarterly and paid within thirty (30) days of receipt of the ACCEPT invoice. Districts will pay for programs and services within thirty (30) days of receipt of ACCEPT's invoice.

I. Financial Accounting System

The Collaborative shall adopt and maintain a financial accounting system, in accordance with generally accepted accounting principles as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the commissioner of elementary and secondary education and the commissioner of revenue, in consultation with the state auditor. At a minimum, the financial accounting system shall delineate: (a) administration and overhead; (b) rental of real property; (c) program costs; (d) capital expenditures, including fixed assets, real property or the improvement of real property; (e) debt payments; (f) deposits into a capital reserve; and (g) all additional disclosures required in 50.08(2).

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

Any member district, any appointed representative, or the Executive Director, may initiate a proposal for amendment of this Agreement. The proposed amendment shall be presented in writing to the Executive Director of the Board no less than ten (10) days prior to a meeting of the Board at which it shall first be read. The proposed amendment shall be read a second time at the regular meeting next subsequent to its first majority reading, at which time it may be approved by a two-thirds (2/3) vote of the Board. If approved by the Board, the proposed amendment shall then be submitted to member districts. If approved by a simple majority of member districts the proposed amendment shall be submitted for approval to the Board of Elementary and Secondary Education; following approval the proposed amendment shall become effective.

SECTION IX: PROCEDURE FOR ADMITTING NEW MEMBER DISTRICTS

A new School Committee or Charter School Board may be added to ACCEPT consistent with approval of the Board and subsequent to amendment of the ACCEPT Collaborative Agreement, consistent with the provisions of Section VIII, MGL c 40, § 4E, and 603 CMR 50.03, and Department guidelines to reflect such membership. The applicant School Committee or Charter School Board shall apply in writing for admission to ACCEPT no later than December 31 of the fiscal year prior to the fiscal year in which the applicant School Committee or Charter School Board seeks membership. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the Board of Elementary and Secondary Education, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new member School Committee or Charter School Board is to be admitted to the Collaborative. If the process for amendment

Commented [GP(21]: This language seems unnecessarily complicated. How about: The Board shall vote on the amendment at the next public meeting after the meeting at which the amendment was first proposed.

Also , should it have to be at least X days after first vote, so all of the districts are informed (under a.)?

Commented [GP(22R21]: 1st and 2nd readings?

Commented [GP(23]: What is a majority reading?

Commented [GP(24R23]: Please clarify word choice

Commented [HR(25]: We suggest that you include the following general language..."The collaborative agreement shall be amended from time to time, in accordance with the following procedures, MGL c 40, § 4E, 603 CMR 50.00 and Department guidelines..."

No amendment to this Agreement shall be effective until approved and authorized
by a majority of the member districts and by the Board of Elementary and
Secondary Education.

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

of the ACCEPT Agreement has not been finalized by April 30th, the new member district may appoint a non-voting representative to the ACCEPT Board. During the first year of membership, a newly admitted district will pay a 10% surcharge for all programs and services. During the second year of membership the surcharge will be reduced to 5%; in the following years member district rates will apply.

Deleted: by July 1

Commented [HR(26]: We are checking on this language.

Commented [GP(27R26]: Clarify membership fees vs. surcharges

Commented [GP(28R26]: Research.

SECTION X: PROCEDURE FOR WITHDRAWAL OF MEMBER DISTRICT

Any member district may withdraw from ACCEPT at the end of any fiscal year, provided that all necessary approvals have been obtained consistent with 603 CMR 50.00 et seq. subject to the following terms:

A. At least 180 days prior to the end of the current fiscal year, the withdrawing member district shall provide written notice to every other member district that is party to this Agreement as well as to the Executive Director of the Collaborative and the Collaborative Board of intent to withdraw.

B. Written notification of a member district's intent to withdraw from the Collaborative at the end of a fiscal year shall include the following:

   1. Notification addressed to the Chair of the Board and the Executive Director that the member district has voted to withdraw from the Collaborative with the effective date of withdrawal; and
   2. A copy of the minutes from the School Committee meeting in which the member district voted to withdraw from the Collaborative.

C. Within thirty (30) days of notification of a member district's intent to withdraw from the Collaborative, an amendment shall be prepared to reflect changes in the Agreement caused as a result of the change in membership of the Collaborative.

Deleted: .

D. Upon a two-thirds (2/3) affirmative vote of the Board, the Collaborative Agreement will be amended to withdraw the exiting member district. The Collaborative Agreement shall be amended consistent with Section VIII of this Agreement. The withdrawal is not in effect until and unless the Board of Elementary and Secondary Education has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.

E. Upon withdrawal from the Collaborative, a former member district shall not be entitled to any assets or a portion of any assets of the ACCEPT Collaborative, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.

F. Any member district who has voluntarily withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of any debts, claims, demands, or judgment incurred, including obligations for post-employment benefits incurred during the district's membership in the Collaborative, based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years.

G. A withdrawing member district will be charged a one-time exit fee, equal in amount to the annual membership fee established by the Board. This fee will be due prior to the end of the fiscal year that would mark the withdrawing district's final year as a member of the Collaborative.

Deleted: against the Collaborative

Commented [GP(29]: 10 years prior to withdrawal

Commented [GP(30]: Do you still want to keep this provision?

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

H. Following the final audit of that fiscal year's financial records, the withdrawing district will be reimbursed any funds that remain on balance at the Collaborative as a result of prepayments to the Collaborative by the member district for tuition or services under MGL c 40, § 4E.

I. The withdrawal of any member district(s) at any time shall not affect the status of the Collaborative Agreement and the same shall remain in full force and effect until amended and approved by a 2/3 majority the Board and subsequently approved by a majority of the member districts and the Board of Elementary and Secondary Education.

J. Any School Committee or Charter School Board who has voluntarily withdrawn from the Collaborative may re-apply for admission to the Collaborative in accordance with Article IX of this Agreement.

SECTION XI: PROCEDURE FOR TERMINATION OF A MEMBER SCHOOL DISTRICT

The Board may vote to initiate the termination of the membership of any member district by a two-thirds (2/3) vote of the entire voting membership of the Board. The only reasons for such action shall be:

1. The non-payment of certain obligations such as the non-payment of fees or assessments owed to the Collaborative; or
2. Any other action that would seriously jeopardize the financial stability of the Collaborative.

Procedure for such termination:

1. The Executive Director of the Collaborative, with the authorization of the chairperson of the Board, must provide written notice to the member district of the facts on which any possible termination action may be based. This notice must give the member district thirty (30) days to correct the situation.
2. The member district may work with the Executive Director and the Board Chair to develop a plan to address the situation.
3. If the member district does not correct the situation within thirty (30) days, then the Board shall schedule the vote to terminate that district's membership at the next Board meeting, which is scheduled sixty (60) days after the expiration of the thirty (30) day period referenced in Paragraph 1.
4. The Executive Director shall provide written notice to the chairperson of the member district school committee and to the superintendent of that member district of the date and time for the meeting at which the Board will consider initiation of termination of that member district's membership in the Collaborative. The notice will include a copy of the proposed amendment to this Agreement reflecting the termination of the member district. Such written notice shall be sent by certified mail or by overnight mail, both of which require acknowledgement of receipt of the written notice. In the written notice, the Board shall invite the member district to present any and all reasons why the Board should not terminate membership.
5. Whether or not the member district appears at the Board meeting at which the initiation of termination of membership is to be discussed, the Board shall vote on the motion to initiate the termination the member district's membership in the Collaborative and on the amendment to the Agreement reflecting such termination. In order to initiate the termination of the membership, the Board must vote by two-thirds majority to do so and an amendment shall be prepared in accordance with Section VIII and submitted to the member districts and to the Board of Elementary and Secondary Education for approval. Termination of the membership of the member district in ACCEPT shall not be effective until the

Commented [GP(31)]: For discussion.

Commented [HR(32R31)]: Let's discuss...*all procedures related to amending the agreement must be followed as stated in Section VIII of the Agreement, including the approval of the amended agreement by member districts and the Board of Education.

Deleted: specifically changed or

Commented [GP(33)]: We do not believe the Board of Directors has this authority to do this.

Commented [GP(34R33)]: BOD may vote to recommend discussion with school committees the removal of a member

Commented [GP(35)]: Do you really want to do this? We need more information about this section.

Commented [GP(36R35)]: Is it to deal with financial issues? Couldn't you just say they don't get to use the services if they fail to meet certain requirements?

Deleted: 's

Deleted: school

Deleted: participation

Deleted: participation

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

Collaborative has fully complied with Article VIII of this Agreement, a majority of the member districts have approved the amendment and the Board of Elementary and Secondary Education has approved the amendment to the Agreement.

6. The effective date of a member district's termination from the Collaborative shall take effect on the next July 1 provided that the procedure outlined in paragraphs 1-5 has been completed by April 30.
7. Upon termination from the Collaborative, a former member district shall not be entitled to any assets or a portion of any assets of the ACCEPT Collaborative, including any surplus funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.
8. Any member district of which membership has been terminated will continue to be liable to the Collaborative for its share of any debts, claims, demands, or judgment incurred, including obligations for post-employment benefits incurred during the district's membership in the Collaborative, based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years.

Deleted: against the Collaborative

SECTION XII: TERMINATION OF THE COLLABORATIVE AGREEMENT

The Executive Director, any appointed representative of the Board, or a member district may propose the termination of the Collaborative by submitting such a proposal in writing to the Chairperson of the Board and, by giving notice to all other member districts and the Executive Director at least twelve (12) months before the end of the current fiscal year.

Commented [GP(37]: This needs to be revised. It is not possible to achieve as written.

Commented [GP(38R37]: Gives advanced notice

Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate the Collaborative and determine next steps. The Collaborative may only be terminated at the end of any fiscal year (June 30) by a two-thirds (2/3) vote of the entire Board, subject to compliance with this section of this Agreement and compliance with the closing guidelines of the Department.

Commented [GP(39]: Please remove this sentence.

Commented [GP(40R39]: Add in accordance with statute, regulations and Department guidelines.

Should the Board secure a two-thirds (2/3) vote, to initiate termination proceedings, notice must be provided to all member districts within ten (10) working days of such vote. Any Board vote to terminate the Collaborative must be confirmed by a vote of two-thirds (2/3) of the member districts. Following the affirmative votes to terminate this Collaborative Agreement, the Executive Director shall inform the member and non-member districts who are served by the Collaborative and the Department in writing at least 180 days prior to the effective date of any termination along with the information required to be submitted to the Department pursuant to 603 CMR 50.11.

Prior to ACCEPT's termination, the ACCEPT Board shall arrange for a final fiscal audit of ACCEPT Collaborative. Such audit will be completed within ninety (90) days of the date of termination of ACCEPT. A copy of such audit report shall be sent to each member district and to the Department. Such audit must be completed before any assets (or liabilities) are disbursed.
By January 31 of the fiscal year in which the termination shall occur, the ACCEPT Board will:

1. Determine the appropriate disposition of the ACCEPT Collaborative funds, equipment and supplies
2. Determine the fair market value of all assets for the Collaborative, including, but not limited to, real estate, capital property, equipment and supplies owned by the Collaborative;
3. Determine the process for the appropriate disposition of federal/state funds.

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

4. Identify the member district responsible for maintaining all fiscal, employee and program records.

5. Identify the member and non-member district(s) responsible for maintaining student records.

6. Determine the means of meeting all liabilities (debts and obligations) of the Collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to member districts.

7. Ensure the appropriate disposition of all assets of the Collaborative, including any unencumbered funds held by the Collaborative, and any capital property and real estate owned by the Collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be distributed to the member districts based on the member district's average per pupil enrollment in the Collaborative, in any Collaborative service, over the prior ten (10) fiscal years, ensuring fairness and equity for all members.

8. Determine the plans for member districts to address the needs of students that were being addressed by the Collaborative.

ADDED And Required by DESE

No part of the net earnings of the Collaborative shall inure to the benefit of any appointed representative, Executive Director, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Collaborative by a private individual who is not a member, director or officer of the Collaborative), and no appointed representative or officer shall be entitled to share in the distribution of any of the assets upon dissolution of the Collaborative.

Following the affirmative vote of the member districts to terminate the Collaborative Agreement the Board shall notify the Department of the official termination date of the Collaborative, and shall submit the documentation required by 603 CMR 50.11 to the Department.

If the Collaborative receives a notice of intent to revoke approval of its Agreement, it shall immediately begin planning for termination of the Collaborative by providing notice to member districts and non-member districts and by following the procedures of 603 CMR 50.11.

~~XIII. GENERAL PROVISIONS~~

~~A. Waivers: Upon written request from a collaborative or member district, the Commissioner may waive the applicability of one or more provisions in 603 CMR 50.00, upon certification that the collaborative or member district has made a good faith effort to comply with said provisions or has presented a reasonable alternative to the commissioner. The waiver request shall include sufficient documentation to support the need for relief. Waivers of 603 CMR 50.00 shall be considered only under circumstances the Commissioner deems exceptional and shall be granted only to the extent allowed by law.~~

~~B. State Ethics Law: The Collaborative Board Members and all Collaborative employees shall be public employees subject to M.G.L.c.268A.~~

~~C. Related Organizations:~~

~~1. No appointed representative shall serve on the Board of Directors or as an officer or employee of a related for-profit or non-profit organization.~~

Commented [GP(41]: What made you decide to include this? It is directly from 603 CMR 50 and therefore not necessary for you to copy it here.

Formatted: Font: Bold, Strikethrough

Formatted: Centered

Formatted: Font: Bold, Strikethrough

Formatted: Indent: Left: 0.25", Hanging: 0.31", Tab stops: 0.56", List tab + 1.44", Left + Not at 1.5"

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

~~2. The Executive Director, Treasurer, and Business Manager shall not serve as a Board Member, Officer, or employee of any related for-profit or non-profit organization.~~

~~3. No Collaborative employee shall be employed at any related for-profit or non-profit organization.~~

~~Severability: If any section or portion of a section or 603 CMR 50.00, or the applicability of 603 CMR 50.00 to any person, entity, or circumstance is held invalid by a court, the remainder of 603 CMR 50.00 and/or the applicability of such provisions to other persons, entities or circumstances shall not be affected thereby.~~

SECTION XIV: INDEMNIFICATION

Deleted: XIII

Neither the Executive Director nor any member of the Board shall be liable to the Collaborative or to any member district hereof for any act or omission of the Executive Director or any member of the Board or be held personally liable in connection with the affairs of the Collaborative except only liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative or its member districts.

Neither the Executive Director nor any member of the Board shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against, or with respect to the Collaborative or arising out of any action taken or omitted for or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each member of the Board and any Executive Director shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provisions hereof, such Board member or Executive Director shall be held personally liable. Any person dealing with the Collaborative shall be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director and his/her legal representatives and each Board member and his/her legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid to the Collaborative, including judgments, fines, penalties, amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such member of the Board or Executive Officer or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as member of the Board or Executive Officer, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as final adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such member of the Board or Executive Officer may be entitled as a matter of law or which may be lawfully granted to him/it.

The costs of such liabilities or expenses which are not borne by the ACCEPT's insurance carriers shall be apportioned among, assessed to and paid by the member districts that were members of ACCEPT at the time of the occurrences giving rise to the liability or expenses, whether or not any such member district has thereafter withdrawn from ACCEPT, in accordance with the provisions concerning the apportionment, assessment and payment of operating costs applicable at the time of the occurrences giving rise to the liability or expense.

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

SECTION XV: COMPLIANCE WITH SECTION 501(c)(3)

Notwithstanding any other provision of these articles, the ACCEPT Education Collaborative, while a public entity, is organized exclusively for educational purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Collaborative shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SECTION XVI: NON-DISCRIMINATION

The ACCEPT Education Collaborative does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, disability or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study. The Board's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business.

The ACCEPT Education Collaborative is an Equal Opportunity Employer.

This Agreement shall take effect on the date of approval by the Board of Elementary and Secondary Education and shall continue indefinitely. This Agreement has been approved by duly authorized votes at public meetings held by the individual School Committees and Charter School Boards whose Chairpersons have signed below.

Date of first reading: _____

Date of second reading: _____

Date approved by Collaborative Board of Directors: _____

Signatures and Dates approved by member School Committees/Charter School Boards:

_____ _____

Chairperson, School Committee of Town of Ashland **Date of Vote**

_____ _____

Chairperson, School Committee of Town of Dover **Date of Vote**

_____ _____

Chairperson, School Committee of Dover/Sherborn Regional School District **Date of Vote**

_____ _____

Commented [GP(42]:

Commented [HR(43R42]:

Formatted: Heading 1, Right: 0", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Deleted: XIV

Deleted: STATUS

Deleted: XIV

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: 809708v1

Formatted: Font: +Headings (Cambria)

Formatted: Font: +Headings (Cambria)

Deleted: Rev. 4/2023

Formatted: Font: +Headings (Cambria)

Formatted: Footer, Tab stops: 4.54", Left

Chairperson, School Committee of Town of Framingham _____ Date of Vote

_____ _____ _____

Chairperson, School Committee of Town of Franklin _____ Date of Vote

_____ _____

Chairperson, School Committee of Town of Holliston Date of Vote

_____ _____

Chairperson, School Committee of Town of Hopkinton Date of Vote

_____ _____

Chairperson, School Committee of Town of Medfield Date of Vote

_____ _____

Chairperson, School Committee of Town of Medway Date of Vote

_____ _____

Chairperson, School Committee of Town of Millis Date of Vote

_____ _____

Chairperson, School Committee of Town of Natick Date of Vote

_____ _____

Chairperson, School Committee of Town of Needham Date of Vote

_____ _____

Chairperson, School Committee of South Middlesex Regional Vocational Technical School District Date of Vote

_____ _____

Chairperson, School Committee of Town of Sudbury Date of Vote

_____ _____

Chairperson, School Committee of Town of Sherborn Date of Vote

_____ _____

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

Chairperson, School Committee of Town of Wellesley **Date of Vote**

Chairperson, School Committee of Town of ~~Wellesley~~ Westborough **Date of Vote**

Commented [GP(44]: This should be Westborough, right?

Approved on behalf of the Board of Elementary and Secondary Education, by the Commissioner of Elementary and Secondary Education:

Jeffrey C. Riley, Commissioner **Effective Date**

Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: 809708v1
Formatted: Font: +Headings (Cambria)
Formatted: Font: +Headings (Cambria)
Deleted: Rev. 4/2023
Formatted: Font: +Headings (Cambria)
Formatted: Footer, Tab stops: 4.54", Left

Dover-Sherborn Academic Calendar

2024-2025

Elementary Schools: 7:50 AM - 2:15 PM
Middle/High Schools: 8:35 AM - 3:10 PM

Elementary Early Release: 11:15am
Middle/High Early Release: 12:00pm

2024

VERION 1: STATUS QUO FOR DECEMBER BREAK

AUGUST/SEPTEMBER

S	M	T	W	T	F	S
25	**26**	27	**28**	**29**	30	31
1	**2**	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(23 days)

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(22 days)

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	**11**	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	**27**	**28**	**29**	30

(18 days)

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	28
29	**30**	**31**				

(15 days)

IMPORTANT DATES

AUGUST

26	EDUCATORS' FIRST DAY
28	FIRST DAY OF SCHOOL GRADES 1-12
29	FIRST DAY OF PRE-K & KINDERGARTEN

SEPTEMBER

2	LABOR DAY - NO SCHOOL

OCTOBER

14	INDIGENOUS PEOPLES' DAY - NO SCHOOL

NOVEMBER

11	VETERANS DAY- NO SCHOOL
27	EARLY DISMISSAL - ALL
28-29	THANKSGIVING BREAK - NO SCHOOL

DECEMBER

2	EDUCATOR PROF. DEVELOPMENT- NO SCHOOL for students
23-31	WINTER BREAK - NO SCHOOL

2025

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

(21 days)

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	**17**	**18**	**19**	**20**	**21**	22
23	24	25	26	27	28	

(15 days)

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(21 days)

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	26
27	28	29	30			

(17 days)

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	17
18	19	20	21	22	23	24
25	**26**	27	28	29	30	31

(21 days)

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	**19**	20	21
22	23	24	25	26	27	28
29	30					

(10 + 5 snow days)

JANUARY

1	NEW YEAR'S DAY- NO SCHOOL
2	SCHOOLS REOPEN
20	MARTIN LUTHER KING, Jr. DAY - NO SCHOOL

FEBRUARY

17-21	FEBRUARY BREAK - NO SCHOOL

APRIL

21-25	SPRING BREAK - NO SCHOOL

MAY

16	EARLY RELEASE- MIDDLE SCHOOL & HIGH SCHOOL
26	MEMORIAL DAY - NO SCHOOL

JUNE

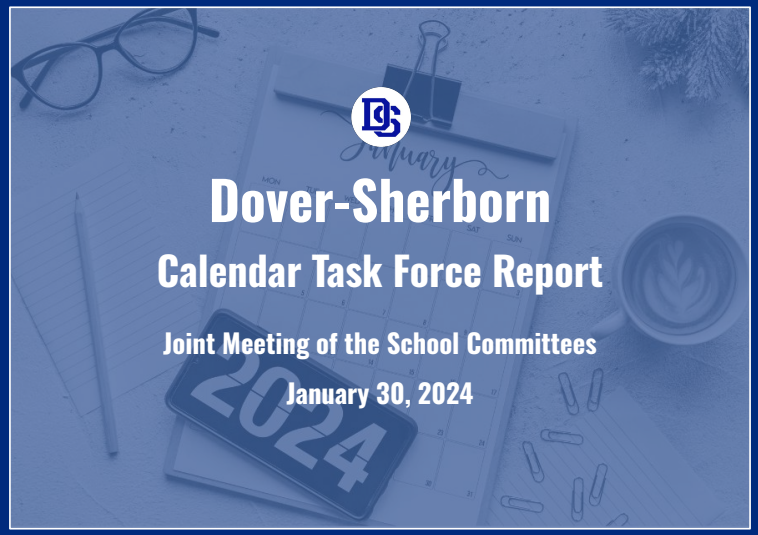
5	HIGH SCHOOL GRADUATION
11	LAST DAY of SCHOOL (181st day)

June 12-18: Snow make-up days

If no snow days, the last day for students will be June 11

NOTE: None of these non-federally mandated holidays are included (yet) in this calendar: Rosh Hashanah: Thursday, October 3; Yom Kippur: Saturday, October 12; Diwali: Friday, November 1; Christmas Eve: Tuesday, December 24; Lunar New Year: Wednesday, January 29; Eid Al-Fitr: Sunday, March 30; Good Friday: Friday, April 18

	2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		2030-2031		2031-2032		2032-2033	
REQUIRED HOLIDAYS																		
Labor Day	9/2 (Mon)	1	9/1 (Mon)	1	9/7 (Mon)	1	9/6 (Mon)	1	9/4 (Mon)	1	9/3 (Mon)	1	9/2 (Mon)	1	9/1 (Mon)	1	9/6 (Mon)	1
Indig Peoples Day	10/14 (Mon)	1	10/13 (Mon)	1	10/12 (Mon)	1	10/11 (Mon)	1	10/9 (Mon)	1	10/8 (Mon)	1	10/14 (Mon)	1	10/13 (Mon)	1	10/11 (Mon)	1
Veteran's Day	11/11 (Mon)	1	11/11 (Tues)	1	11/11 (Wed)	1	11/11 (Thurs)	1	11/11 (Sat)	1	11/11 (Sun)	1	11/11 (Mon)	1	11/11 (Tues)	1	11/11 (Wed)	1
Thanksgiving	11/28, 11/29	2	11/27, 11/28	2	11/26, 11/27	2	11/25, 11/26	2	11/23, 11/24	2	11/22, 11/23	2	11/28, 11/29	2	11/27, 11/28	2	11/25, 11/26	2
Christmas (12/25)	Wed	1	Thurs	1	Fri	1	Sat (Fri counts)	1	Mon (vac)	0	Tues (vac)	0	Wed	1	Thurs	1	Sat (Fri counts)	1
MLK Jr. Day	1/20 (Mon)	1	1/19 (Mon)	1	1/18 (Mon)	1	1/17 (Mon)	1	1/15 (Mon)	1	1/21 (Mon)	1	1/20 (Mon)	1	1/19 (Mon)	1	1/17 (Mon)	1
President's Day	2/17 (Mon) vac	0	2/16 (Mon) vac	0	2/15 (Mon) vac	0	2/21 (Mon) vac	0	2/19 (Mon) vac	0	2/18 (Mon) vac	0	2/17 (Mon) vac	0	2/16 (Mon) vac	0	2/14 (Mon) vac	0
Good Friday	4/18	1	4/3	1	3/26	1	4/14	1	3/30	1	4/19 (vac)	0	4/11	1	3/26	1	4/15	1
Memorial Day	5/26	1	5/25	1	5/31	1	5/29	1	5/28	1	5/27	1	5/26	1	5/31	1	5/30	1
Juneteenth (6/19)	6/19 (Thurs)	1	6/19 (Fri)	1	6/19 (Sat)	1	6/19 (Mon)	1	6/19 (Tues)	1	6/19 (Wed)	1	6/19 (Thurs)	1	6/19 (Sat)	1	6/19 (Sun)	1
Total		**10**		**10**		**10**		**10**		**9**		**8**		**10**		**10**		**10**
NON-REQUIRED HOLIDAYS CURRENTLY IN DS CALENDAR																		
Rosh Hashanah (Fall)	10/3	1	9/23	1	9/12 (Sat)	0	10/2/ (Sat)	0	9/21	1	9/10	1	9/28 (Sat)	0	9/18	1	9/6 (same as Labor Day)	0
Yom Kippur (Fall)	10/12 (Sat)	0	10/2	1	9/21	1	10/11 (same as Ir	0	9/30 (Sat)	0	9/19	1	10/7	1	9/27 (Sat)	0	9/15 (Wed)	1
Christmas Eve Day (Winter)	Tues	1	Wed	1	Thurs	1	Fri	1	Sun	0	Mon (vac)	0	Tues	1	Wed	1	Fri	1
Good Friday (Spring)	4/18	1	4/3	1	3/26	1	4/14	1	3/30	1	4/19 (vac)	0	4/11	0	3/26	1	4/15	1
Total		**3**		**4**		**3**		**2**		**2**		**2**		**2**		**3**		**3**
CURRENT DS DAYS OFF		**13**		**14**		**13**		**12**		**11**		**10**		**12**		**13**		**13**
WITH NO ADDED HOLIDAYS		**1**		**1**		**1**		**1**		**1**		**0**		**1**		**1**		**1**
Last Day (0 Snow Days)	6/18 (Wed)		6/18 (Thurs)		6/21 (Mon)		6/14 (Wed)		6/14 (Thurs)		6/13 (Thurs)		6/18 (Wed)		6/16 (Wed)		6/15 (Wed)	
Last Day (5 Snow Days)	6/26 (Thurs)		6/26 (Fri)		6/28 (Mon)		6/22 (Thurs)		6/22 (Fri)		6/21 (Fri)		6/26 (Thurs)		6/24 (Thurs)		6/23 (Thurs)	
OTHER NON-REQUIRED HOLIDAYS TO CONSIDER																		
Diwali (Fall)	11/1	1	10/21	1	11/8 (Sun)	0	10/29	1	10/17	1	11/5	1	10/26 (Sat)	0	11/14	1	11/2	1
Lunar New Year (Spring)	1/29	1	2/17 (vac)	0	2/6 (Sat)	0	1/26	1	1/3 (Sat)	0	2/3 (Sun)	0	1/23	1	2/11	1	1/31	1
Eid al-Fitr (Spring)	3/30 (Sun)	0	3/20	1	3/9	1	2/26 (Sat/vac)	0	2/14	1	2/4	1	1/24	1	1/14	1	1/2 (Sun)	0
Total		**2**		**2**		**1**		**2**		**2**		**2**		**2**		**3**		**2**



Dover-Sherborn

Calendar Task Force Report

Joint Meeting of the School Committees

January 30, 2024

Convening a Task Force

- **Community Comments at September 20, 2022 and January 17, 2023 Meetings**

  "There were motions to approve the 2023-24 District Calendar as submitted and to direct the Superintendent to form a Task Force comprised of school committee members, educators, students, and community members to review the school calendar for greater inclusivity of religious and cultural holidays." (Minutes, January 17, 2023 joint meeting)

- **Recommendations in the 2022 Equity Audit:**

  "We heard widespread appreciation for recent efforts to acknowledge, teach about, and celebrate a wider range of cultural and religious holidays, and to accommodate student absences for important celebrations. Elementary students appreciated finding books about Diwali, Eid, and other holidays in classroom and school libraries."

  "Another goal could be a plan to move beyond the "food, festivals, fun" approach to incorporating learning about diverse cultures and religions. Parents and students largely appreciate the work done so far to celebrate a broader range of holidays and highlight family traditions, but there's room to integrate diverse cultures into academic instruction more regularly and authentically."

Task Force Members

- *6 High School Students*
- *Marina Baklanova - Parent*
- *Renee Grady - Chickering Educator*
- *Beth Hecker - High School Educator*
- *Kelly Hodge - Pine Hill Educator*
- *Fiona Hu - Parent*
- *Zahra Ishikawa - Parent*
- *Keith Kaplan - High School Educator*
- *Beth McCoy - Superintendent*
- *Andrea Moran - Middle School Educator*
- *Judi Miller - Regional School Committee*
- *Deb Reinemann - Chickering Principal*
- *Goli Sepehr - Dover School Committee*
- *Tracy Sockalosky - Middle School Asst. Principal*
- *Parag Tandon - Parent*
- *Christine Walsh - Sherborn School Committee*

Goals

- **Maintaining academic excellence and the continuity of learning for all students.**
- **Providing opportunities for students to learn about various holidays/observances throughout the school year.**
- **Honoring the diverse religious and cultural practices of community members.**
- **Adhering to state and federal regulations relative to mandated holidays and instructional time.**

Timeline

May	Outline process
June	Finalize community survey
September	Launch survey & conduct research
October	Review survey results & research
November	Develop proposals & gather feedback
January	Finalize proposal
	Present proposal to school committees

Areas of Research

- Student, family and staff demographics and priorities relative to the school calendar.
- Student and staff attendance rates on holidays on which school is in session.
- Celebrations and rituals for each of the community-identified holidays/observances and the types of accommodations students, families and staff may need as a result (no homework, an early release day, a full day off from school, etc.).
- School calendars of comparable districts and those we compete with via sports and extracurricular activities.
- The impact of additional no-school days on the length of the school year and the schedules/child-care needs of families and staff.

Current Practice

- School begins Wednesday before Labor Day
- 181 School Days
- Federal Holidays (required)
  - *New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, Christmas Day*
- Additional Holidays
  - *Yom Kippur, Rosh Hashanah, Day before Christmas, Good Friday*
- School Vacations
  - *December, February, April*
- Early Release Days
  - *Day before Thanksgiving plus 10 elementary, 8 middle, 6 high*

Parameters & Considerations

- STATE LAW
  - 180 School days
  - Elementary schools - 900 hours of time on learning
  - Secondary schools - 990 hours of time on learning
  - Seniors must attend a minimum of 168 days
  - School year cannot extend beyond June 30
- CONSIDERATIONS
  - Consistency of learning/exams
  - Activities & athletic schedules (MIAA, competing schools)
  - Educator professional development
  - Employee contracts
  - Childcare/family schedules (DS families & families of staff)

Survey #1 Questions

- Do you need an exemption or time off from school for any religious or cultural observance (other than the mandated holidays already provided for)?
- In order for DS to have more accurate information about the religious diversity within our community, please check ALL that apply to you/your family.
- Below is a list of some religious or cultural observances. For any of the observances that APPLY TO YOU, please indicate the related impact on your availability for a school day.
- Please tell us about any other religious or cultural observances that are not listed and may have an impact on a school day. Add any information that helps the committee understand more about the observance or holiday.
- DS Schools must meet the state-required minimum numbers of days. As we are gaining perspectives from the community, do you have any suggestions on how we may accommodate both additional observed holidays and meet the required in-school number of days?
- With 181 days to work with, we have competing priorities in terms of allocating in-school and out-of-school days. Please indicate which factors are important to you.
  - Honoring diversity, representation, and inclusivity in our observed holidays
  - Maximizing continuity of learning with the fewest interruptions (days off) possible
  - Securing the earliest possible last day of school
- To address your top priority above, please select your preference from the following options:
  - Maintain current calendar; Reduce non-mandated holidays; Eliminate non-mandated holidays; Add additional holidays
- If you have any additional suggestions or thoughts regarding the questions above, please share your thoughts here.

Survey #1 Questions

STUDENT ONLY QUESTIONS

- When school is NOT in session due to a cultural/religious observance, please select the option that best describes your experience with work that is assigned and due on the following day. Select all that apply.
- In the past, if school HAS been in session during a religious or cultural holiday you observe, did you attend school anyway?
- Do you (or would you) feel comfortable asking teachers for flexibility with assignments, homework and exams so that you can observe a cultural or religious holiday?
- Have extra-curricular activities or athletics ever affected your ability to celebrate a religious or cultural observance? If so, how?

Results: Community Survey #1

- **In total there were 845 respondents, including 204 students, 499 parents/caregivers and 142 staff members.**
- **Students prioritized honoring diversity, representation and inclusivity in the school calendar; families prioritized the continuity of learning with the fewest interruptions possible; staff prioritized securing the earliest possible last day of school (for purpose of equity) with the other two factors close behind.**
- **Students indicated stress and tension as a result of having to choose between their faith/family/culture and school when school is in session on a holiday they observe; more than half choose to attend school anyway.**

District Demographic - Religion

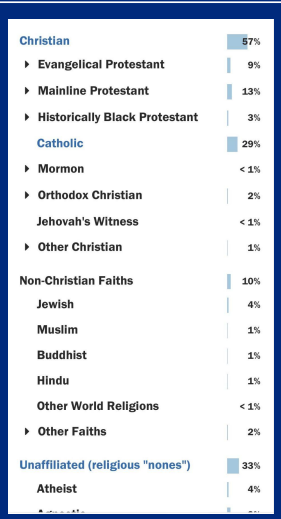
Of 499 family responses...

Catholic	24.8%
Protestant	17.4%
Jewish	11.6%
Agnostic	11.6%
None	9%
Atheist	7%
Other	4%
Prefer Not Say	3.9%
Muslim	2.8%
Hindu	2.5%
Orthodox Christian	2.4%
Buddhist	1.2%
Christian Scientist	0.3%
Jain	0.3%
Mormon	0.3%
Jehovah's Witness	0%
Sikh	0%

Catholic Protestant	Total 42.4%
Prefer Not Say Agnostic Atheist None	Total 31.5%
Other	Total 16%
Jewish	Total 11.6%
Muslim	Total 2.8%
Hindu	Total 2.5%
Orthodox Christian	Total 2.4%
Buddhist	Total 1.2%

Boston Area Religions

The Pew Center

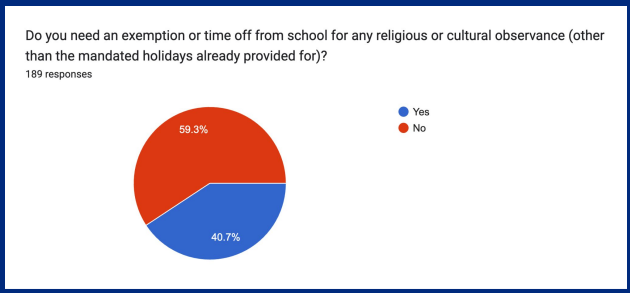


District Demographic - Race

***Numbers represent % of total population**

	Chickering	Pine Hill	Middle School	High School
African Am/Black	2	4	2	2
Asian	12	9	11	13
Hispanic	4	4	5	5
Multi-Racial	7	5	7	7
White	73	75	72	70

Students - Need Accommodations?



Most Requested Days Off

	STUDENTS N = 204	FAMILIES N = 499	STAFF N = 142
IDENTIFY WITH RELIGION	Christmas Eve (69) Yom Kippur (48) Good Friday (47) Rosh Hashanah (24) Ash Wednesday (21) Diwali (18) Holy Thursday (18) Maha Shivaratri (11)	Christmas Eve (135) Yom Kippur (46) Rosh Hashanah (39) Good Friday (33) Eid Al-Fitr (13) Eid Al-Adha (12)	Christmas Eve (70) Good Friday (28)
DO NOT IDENTIFY WITH RELIGION	Christmas Eve (47) Lunar New Year (33)* Orth. Christmas (28) Good Friday (21) Orth. Good Fri. (12) Diwali (11) Holy Thursday (11)	Christmas Eve (77) Good Friday (30) Lunar New Year (23)*	Christmas Eve (17)

*Lunar New Year is associated with a culture, not a religion.

NOTE: Tally included if more than 10 individuals in that group indicated needing a full day off. Holidays with less than 10 requests by one or more stakeholder groups include Ash Wednesday, Ashura, Dussehra, Eid Al-Adha, Maha Shivaratri, Nowruz, Orthodox Christmas, Orthodox Good Friday, Yalda.

Student Attendance

Diwali

Chickering: +22% dismissals (+2)

Pine Hill: +11% tardies (+2)

DSMS : +19% tardies (+3)

DSHS : +6% absences (+1)

Lunar New Year

DSMS : + 4% absences (+1), +100% tardies (+16), +38% dismissals (+8)

Eid al-Fitr

(no substantial shifts in attendance)

*(#) indicates number of students

Comparable District Calendars

An "X" indicates NO SCHOOL on that day

	Rosh Hashanah	Yom Kippur	Diwali	Day Before Christmas	Lunar New Year	Good Friday	Eid Al-Fitr
Dover-Sherborn CURRENT CALENDAR	X	X	-	X	-	X	-
Acton-Boxborough	X	X	X	X	X	X	X
Concord-Carlisle	-	-	-	-	-	-	-
Holliston	X	X	X	-	-	X	-
Hopkinton	X	X	X	X	X	X	X
Lexington	X	X	-	X	-	X	-
Lincoln-Sudbury	X	X	-	X	-	X	-
Natick	X	X	X	X	X	X	X
Needham	X	X	-	X	-	X	-
Medfield	X	X	-	X	-	X	-
Wayland	X	X	-	X	X	X	-
Wellesley	X	X	X	X	X	X	X
Weston	X	X	-	X	-	X	-

District Calendars with Only Mandated Holidays

Abington
Bedford
Burlington (+Good Friday)
Concord-Carlisle
Easton
Hadley
Littleton
Millis
Nashoba Regional
North Adams
Norton
Provincetown
Shrewsbury
Stoneham
Stoughton
Sutton
Watertown (+.5 Good Friday)

Local Private School Calendars

DAYS OFF FROM SCHOOL INCLUDE:

- **Charles River** — Yom Kippur (& early release on Good Friday)
- **Dana Hall** — Yom Kippur & Good Friday
- **Dedham Country Day** — Yom Kippur
- **Milton Academy** — Yom Kippur
- **Nobles & Greenough** — Yom Kippur
- **Rivers** — Rosh Hashanah, Yom Kippur & Good Friday
- **Roxbury Latin** — (none)

School End Dates

- **Maintaining the non-mandated holidays included in the current calendar (Rosh Hashanah, Yom Kippur, Day Before Christmas, Good Friday)**
- **Attend school 181 days**

	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
No Snow End	W 6/18	Th 6/18	M 6/21	W 6/14	Th 6/14	Th 6/13	W 6/18	W 6/16	W 6/15
5 Snow Day End	Th 6/26	F 6/26	M 6/28	Th 6/22	F 6/22	F 6/21	Th 6/26	Th 6/24	Th 6/23
# Add'l Days*	2	2	1	2	2	2	2	3	2

*The addition of Diwali, Lunar New Year and Eid Al-Fitr would add this number of days beyond the dates listed above. June 19th is a federally mandated holiday and school cannot be held.

Agreements

- **Educate students about various holidays as they occur throughout the year.**
- **Ensure students and faculty adhere to school committee policies relative to attendance and coursework on/around various holidays.**
- **Consider the impact of scheduled athletic events and extracurricular activities on/around various holidays.**
- **Strong community support for starting December vacation on/before the 24th, not necessarily for religious reasons, but rather to extend the break.**

School Committee Policy IMDC

"Teachers should use good judgment and be especially sensitive to the feelings of students who might not wish to participate for religious reasons. Requests for excusal in school activities associated with these holidays should be granted.

When students are absent from school for the purpose of religious observance during religious holidays, it is expected that:

1. teachers should not, in good faith, conduct special or unique activities which will cause those students to miss out on an important curriculum event;
2. teachers should not, in good faith, administer quizzes/tests on that day;
3. teachers will keep homework expectations reasonable and the due date will be extended as needed to allow for religious observances;
4. teachers will provide opportunity and time to make up any work missed on that day as defined in the student handbook;
5. teachers will give extra help and additional support to those who require such attention;
6. teachers will not, in good faith, require projects or long term assignments due on the day of or the day after a religious holiday."

Results: Community Survey #2

	Students		Families		Staff	
Only Mandated Holidays	18	6%	159	36%	52	29%
Status Quo	88	34%	**182**	**42%**	**83**	**46%**
Add Three (Lunar New Yaer, Diwali, Eid Al-Fitr)	**156**	**60%**	95	22%	46	25%
Total responses	*262*		*436*		*181*	
Good Friday - School Day	14	5%	**233**	**53%**	55	30%
Good Friday - Early Release	69	26%	73	17%	**68**	**38%**
Good Friday - Day Off	**179**	**68%**	130	30%	58	32%
Total responses	*262*		*436*		*181*	

Perspective: Federally Mandated Holidays Only

"NO MORE BREAKS. ONLY SCHOOL. LONG SUMMERS." STUDENT

"The most equitable solution is to create a secular / federal holiday calendar. My suggestion is that the high school should create a no-assessment calendar that recognizes the need for students to be able to take a day off without worry that they will fall behind with regards to making up assessments. They may need to make up assignments, but they will be given the time to do so. Adding in these days in addition to the ones we already recognize will open a door to all religions needing the same recognition. There is no way to be equal given the number of religions and number of holidays that could be recognized, and the interruptions in the educational process are not helpful for learning or keeping students engaged." STAFF

"Public schools are a secular institution and should not be endorsing any religion through the formal recognition of its holidays. Additionally, in recognition of our commitment to equity and diversity, adding the additional proposed holidays does not recognize major holidays for all religions and, therefore, only serves to perpetuate the discrimination in our system. The only way for us to treat the religious diversity in our communities with equity would be to not formally recognize any religious holidays." STAFF

"Our building doesn't have air-conditioning, so ending school before the end of June would be ideal if we have to use snow days. It's just too hot in the building to teach young children, without air-conditioning." STAFF

"In order to maintain continuity with our students we should not include additional days off that will further fragment our school calendar and make it difficult for staff, students, and families to be on a consistent routine. As exhausting as March can be; 4-5 uninterrupted weeks of learning is actually very beneficial for our school community and helps our students focus, and it would be helpful if the calendar included more uninterrupted weeks of learning. Additional days off will further fragment our calendar and make a consistent educational routine even more difficult for some of our most challenged students/families. Thank you for all your efforts to find an equitable solution to a complex issue. " STAFF

"I believe that the most equitable calendar is one that does not prioritize one group over another; a 'secular' calendar would still allow for students and staff to take days off as needed. " STAFF

Perspective: Federally Mandated Holidays Only

"While I appreciate the inclusion of a few holidays, I am apprehensive about the potential discrimination against forgotten minority groups, including East Asian-Americans and Iranian-Americans. My own experiences since immigrating to the United States in 2002 have led me to believe that there are numerous minority voices that are not adequately represented in these discussions... It is essential to recognize that while some communities may be smaller in size within the district, they are not voiceless." PARENT

"We shouldn't over complicate Holidays for school. Parents need to work, and when school is out for holidays not universally recognized, it puts unnecessary pressure on those families. You also don't need a full day to celebrate holidays. You can maintain traditions in the evenings, just like people have been doing for a long time. We need to prioritize education, stability and predictably. " PARENT

"We are Jewish, but I prefer to have no non-mandated holidays, begin summer as soon as possible, and allow people to celebrate their holidays without penalty such as counting missing school that day as an excused absence." PARENT

"This should not be a popular vote. This Country is secular, and all religious holidays should be eliminated. The school administration will never please all groups and adding holidays will only result in more controversy and demands. You are all on a slippery slope if you keep or add new religious holidays." PARENT

"Our calendar year extending to late June (or potentially early July with 5 snow days) limits career opportunities such as camps, summer jobs, internships, etc. " PARENT

"Given the increasing diversity in our community, I personally believe it would work best to remove all non-federal holidays. This would allow us to treat all religious and cultural holidays equally and give everyone a fair opportunity to request accommodations as needed. This would also allow our students to keep up with the required instructional hours while finishing the school year with a reasonable end time. Proposal #2 prioritizes Jewish and Christian holidays over the other non-federal holidays and contradicts with our mission to achieve equality. Proposal #3 on the other hand, is subject to further changes as the population in our community continues to grow and diversify. Proposal #3 also significantly delays the last day of school and takes away well-deserved summer break time from our students." PARENT

Considerations: Federally Mandated Holidays Only

- **Consistency of learning throughout the year**
- **Access to learning prior to spring MCAS and AP exams**
- **Shorter year reduces concern with lack of air conditioning at Pine Hill**
- **Families would not need additional child care**
- **Students/families have greater options for summer travel, programs, etc**

- **Last day of school would range from June 10-June 16 (assuming no snow days)**

- **DS staff with children in other districts may have conflicting schedules**

Perspective: Status Quo

"I don't celebrate any of these holidays, I just want days off school." STUDENT

"This is a terrible time in history to dishonor the Jewish people by taking away school observation of their holidays. 'Creating a secular calendar' does only that, it does not actually remove any Christian Holidays from the calendar.." STAFF

"Consider/continue making accommodations for personal and religious observances but do not extend the school year. As it is, we have many students leaving early for athletic events, summer jobs, camps, etc. Even without snow days, students are looking for ways to take final exams early and leave before the last day of school. Adding more days will only make this worse." STAFF

"Generally lean towards a 'floating holiday' type approach where only the federal holidays are given holidays, but the programming (e.g. tests and homework) is very light on days like Good Friday, Yom Kippur, Diwali so that people can take those days off as desired without being treated as an absence and without missing anything material. That would allow school to end as early as possible while giving individuals the freedom to recognize their own holidays. " PARENT

"It is helpful for my family if the holidays are aligned with other districts. I am a teacher in Holliston public schools and it can be difficult to find childcare when our holidays and start/end dates don't match. Thanks for taking on this issue! " PARENT

"I really appreciate the thoughtfulness and forward thinking that is going into this process. I hope the voices of the majority don't drown out those of the minority, otherwise there will never be forward progress. " PARENT

Considerations: Status Quo

- **Does not increase equity or inclusivity of additional religions/cultures**
- **Doesn't pick and choose between which religions/cultures' holidays to add**

- **Holds plurality vote with family/staff**
- **More desirable to people who just like days off than only having mandated holidays**

Perspective: Add Three Holidays

"The projections seem to make it that adding the three holidays have very little impact on the length of the school year, and some educationally strong schools have already included these holidays. Since such holidays uphold diversity and most likely don't majorly affect education it seems like a good idea to incorporate them." STUDENT

"I'm not well versed in the religious background of these holidays, but I am in favor of giving students a day to observe the holidays they celebrate." STUDENT

"I think we should get chinese new year off. " STUDENT

"I would like to have Eid-al-Fitr off since it is a very important holiday to me and many others. It is also very hard to make up a day's worth of work during a holiday so it would be very helpful to get the day off. " STUDENT

"Holidays should incorporate all cultures. Days off are also beneficial to student's health and education since it provides a break AND gives students time to catch up on work or continue extracurriculars." STUDENT

"At the end of the day, we can't do it all but I believe having these holidays off from school will significantly help create windows and mirrors for our students. Especially students who may not currently feel 'seen'." STAFF

Perspective: Add Three Holidays

"The beauty of living in a community in America is discovering and respecting a wide array of different spiritual and cultural celebrations. The question to either remove all non-federal holidays or to include more to reflect the religions of our community is a rather simple one in my mind. Do it. There is something powerful about inclusion and I think it's something the Dover Sherborn community could use more. To remove all 'excess' holidays would be to say 'there is too much diversity that we can not include all of it'. That is not the Dover Sherborn I've come to know and love. So we have a slightly shorter summer than we could if we abolished all holidays. It is a small price to pay.

As a practicing Catholic I would be devastated if my religious life ever had to come into conflict with my professional life. The thought of having to potentially take a personal day to practice my faith on Good Friday is frustrating. If the thought of having it removed is so frustrating to me, imagine how frustrating it is for students and faculty who have to either come into school, or take the day off, in order to celebrate holidays we have refused to recognize for decades.

If we want to honestly say that people of all different walks of life are welcome in this community we need to show that by actually welcoming them into our community. We don't need to strip away tenants and values that we have held forever, but we can alter them. In order to accept we must integrate new families into our own.

We have never had Lunar New Year, Eid Al-Fitr, or Diwali off as a school system. If we choose to adhere to only federal holidays, the three aforementioned holidays will never be legitimized by our community. I know very little about the practices of these holidays, and I would love to learn about them through the excitement of students who can't wait for the day off to practice them. I'd rather be a part of a community that incorporates actions and words to make our towns better for all of its inhabitants. I'd be repulsed by a community that sings boldly of their acceptance, while their actions are that of gross hypocrisy." STAFF

Considerations: Add Three Holidays

- **Additional religions/cultures are recognized with days off**
- **Students appreciate opportunities for rest and work completion**

- **Last day of school would range from June 18-23 (assuming no snow days)**

- **Some religions/cultures are still not recognized**
- **Families who require child care need to find coverage**
- **With a longer year, lack of air conditioning at Pine Hill is a concern**
- **Potential delay with the dates of senior activities and graduation**

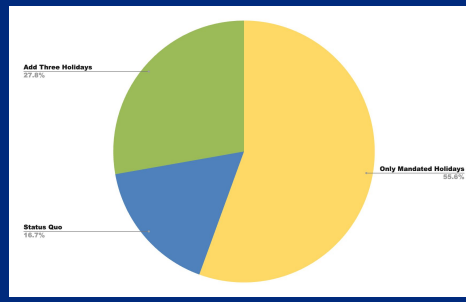
Additional Thoughts

"I think you should also add in orthodox holidays. As a student where my Easter is a few weeks after American Easter having to go to school on Good Friday/ Easter week is hard because of having to do my work while also celebrating the holiday." STUDENT

"We should remove Good Friday and Rosh Hashanah to make room for more non Judeo-Christian holidays. I think we should prioritize days off for fasting holidays." STAFF

"I think we should have school off on the day after Halloween because we will most definitely not be focused if we stayed up really late and that would be bad for our health if we get not enough sleep. We also could become sick if we don't have enough sleep." STUDENT

Calendar Task Force Support



Make Good Friday an early release day if the 3 proposed holidays are added to the calendar

Next Steps



A Memo From the Calendar Task Force

TO DOVER-SHERBORN STUDENTS, FAMILIES & STAFF MEMBERS
January 11, 2024

This document is intended to provide an overview of the objectives, process undergone and findings of the Calendar Task Force in anticipation of a second community survey that will be distributed the week of January 15th.

CALENDAR TASK FORCE OVERVIEW

Some Dover-Sherborn students, parents/caregivers and educators have expressed interest in updating the school calendar to be more inclusive of the various holidays and traditions observed by and celebrated within our community.

As a result, the Dover, Sherborn, and Dover-Sherborn Regional School Committees convened a task force to conduct research and bring forth proposals for possible implementation during the 2024-25 school year. The goals of the Calendar Task Force include:

- Maintaining academic excellence and the continuity of learning for all students.
- Providing opportunities for students to learn about various holidays/observances throughout the school year.
- Honoring the diverse religious and cultural practices of community members.
- Adhering to state and federal regulations relative to mandated holidays and instructional time.

Over multiple meetings, the Calendar Task Force has engaged in the analysis of data and information relative to:

- Student, family and staff demographics and priorities relative to the school calendar.
- Student and staff attendance rates on holidays on which school is in session.
- Celebrations and rituals for each of the community-identified holidays/observances and the types of accommodations students, families and staff may need as a result (no homework, an early release day, a full day off from school, etc.).
- School calendars of comparable districts and those we compete with via sports and extracurricular activities.
- The impact of additional no-school days on the length of the school year and the schedules/child-care needs of families.

STATE/FEDERAL REQUIREMENTS

- Elementary students are required to have a minimum of 900 hours of instruction per year.
- Secondary students are required to have a minimum of 990 hours of instruction per year.
- School calendars must include a minimum of 180 school days.
- The school year cannot extend beyond June 30.
- Federally mandated holidays that require a day off from school include: *New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, Christmas Day.*

COMMUNITY SURVEY RESULTS

- In total there were 845 respondents, including 204 students, 499 parents/caregivers and 142 staff members.
- Students prioritized honoring diversity, representation and inclusivity in the school calendar; families prioritized the continuity of learning with the fewest interruptions possible; staff prioritized securing the earliest possible last day of school with the other two factors close behind.
- Students indicated stress and tension as a result of having to choose between their faith/family/culture and school when school is in session on a holiday they observe; more than half choose to attend school anyway.

INITIAL FINDINGS

Based on the analysis of survey data, regardless of how the district structures its calendar, the Dover-Sherborn community feels it is important to:

- Educate students about various holidays as they occur throughout the year.
- Ensure students and faculty adhere to school committee policies relative to attendance and coursework on/around various holidays.
- Consider the impact of scheduled athletic events and extracurricular activities on/around various holidays.

Based on the review of calendars from comparable districts, there are significant variations in holidays/observances that are recognized with days off from school. For example:

An “X” indicates NO SCHOOL on that day

	Rosh Hashanah	Yom Kippur	Diwali	Day Before Christmas	Lunar New Year	Good Friday	Eid Al-Fitr
Dover-Sherborn CURRENT CALENDAR	X	X	-	X	-	X	-
Acton-Boxborough	X	X	X	X	X	X	X
Concord-Carlisle	-	-	-	-	-	-	-
Holliston	X	X	X	-	-	X	-
Hopkinton	X	X	X	X	X	X	X
Lexington	X	X	-	X	-	X	-
Lincoln-Sudbury	X	X	-	X	-	X	-
Natick	X	X	X	X	X	X	X
Needham	X	X	-	X	-	X	-
Medfield	X	X	-	X	-	X	-
Wayland	X	X	-	X	X	X	-
Wellesley	X	X	X	X	X	X	X
Weston	X	X	-	X	-	X	-

PROPOSALS

1. **No Holidays** - Remove all non-federally mandated holidays from the calendar and provide students/staff with accommodations for holidays/observances as needed per district policy. *(Note: This provides equity as no non-mandated holidays are recognized with a day off from school. Concord-Carlisle made this change a few years ago.)*
2. **Status Quo** - Maintain the current calendar which recognizes all federally mandated holidays plus Rosh Hashanah, Yom Kippur, the Day Before Christmas and Good Friday. Provide students/staff with accommodations for additional holidays/observances as needed per district policy.
3. **Add Diwali, Lunar New Year and Eid Al-Fidr** - Maintain the current calendar which recognizes all federally mandated holidays plus Rosh Hashanah, Yom Kippur, the Day Before Christmas and Good Friday AND add Diwali, Lunar New Year and Eid Al-Fitr as a days off from school. Provide students/staff with accommodations for additional holidays/observances as needed per district policy. *(Note: Beyond the holidays included in our current calendar, Lunar New Year, Diwali and Eid Al-Fitr are the next most frequently requested by the community to be recognized with days off from school. Some comparable districts have incorporated all three, including Acton-Boxborough, Hopkinton, Natick and Wellesley.)*

In projecting the impact of additional no-school days over the next 10 years, given that holidays sometimes fall on weekends or school vacations, in all but one of the 10 years (2031-2032), the addition of Diwali, Lunar New Year and Eid Al-Fidr only extend the school year by **one or two days**. Within this 10 year period, with the addition of three no-school days, the last day of school would

range from **June 18-23** (assuming no snow days), while recognizing that Juneteenth (6/19) is a federal holiday and therefore a day off from school.

Should the committees decide to remove all non-mandated holidays and create a secular calendar, over the next ten years the last day of school would range from **June 10-June 16** (assuming no snow days).

A separate question remains around whether to continue to recognize **Good Friday** with a full day off from school since it is not federally mandated and does not require rituals/observances during school hours.

It should also be noted that the school committees have the authority to decide when any vacation begins/ends. Therefore, while a secular calendar would not recognize **Christmas Eve** as a day off from school, the school committees may opt to begin the holiday break on December 23rd or 24th regardless. The initial calendar survey indicated strong community support for starting December vacation on/before the 24th, not necessarily for religious reasons, but rather to extend the break; this information will be relayed to the committees when making their decision.

NEXT STEPS

Feedback will be collected from students, families and staff via Calendar Feedback Form #2; an email with a link to the survey will be sent on Monday, January 15th. The purpose of this survey is advisory in nature - it is not a vote.

The Calendar Task Force will take any/all data collected under advisement when deciding which proposal(s) to send forth to the three school committees at their joint meeting on January 30.

CALENDAR TASK FORCE MEMBERS

Marina Baklanova (parent); Renee Grady (educator); Beth Hecker (educator); Kelly Hodge (educator); Fiona Hu (parent); Zahra Ishikawa (parent); Keith Kaplan (educator); Beth McCoy (administrator); Andrea Moran (educator); Judi Miller (Regional School Committee); Deb Reinemann (administrator); Goli Sepehr (Dover School Committee); Tracy Sockolasky (administrator); Parag Tandon (parent); Christine Walsh (Sherborn School Committee); 6 High School Students

---



Elizabeth McCoy
Elizabeth is using Smore to create beautiful newsletters

DRAFT

Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Meeting Minutes January 30, 2024

Present:

Dover School Committee
Liz Grossman
Jeff Cassidy
Goli Sepehr
Jessie Hole

Sherborn School Committee
Dennis Quandt
Christine Walsh
Amanda Brown
Becca Hammond
Kristen Aberle

Dover-Sherborn Regional School Committee
Judi Miller
Colleen Burt
Kate Potter
Angie Johnson
Mark Healey

1. **Call to order –** The meeting was called to order at 6:33 PM in the DSMS Library.
2. **Community Comments -** There was a comment made in support of changing the school calendar to only recognize federal holidays. There were also two comments made criticizing the Administration for sacrificing academic rigor for DEI and related initiatives.
3. **Superintendent Comments -** Superintendent McCoy reviewed recent and upcoming meetings and district events. Then she discussed updates regarding each of the three district goals and each of the three superintendent goals.
4. **Assistant Superintendent Comments -** Denny Conklin spoke about the District Wide Professional Development day on November 27, 2023.
5. **Discussion Items**
   - Findings of GOALS Program Review - Kate McCarthy provided the ACCEPT Collaborative Program Review of Special Education Programming for High Needs students that was completed as a recommendation from the Special Education District Review and answered questions from Committee members. The current program that is located at Pine Hill will be moved to Chickering because the students involved in the program are now all from Dover.
   - Update from Policy Subcommittee - Angie Johnson reviewed the proposed policy for METCO non-voting representation on the school committees. There will be an official first read of the policy put on the agendas of the upcoming individual school committee meetings.
   - Calendar Task Force Report for 2024-25 District School Calendar - members of the Task Force provided an overview of the work done over the past 9 months. The goals of the Task Force include: maintaining academic excellence and the continuity of learning for all students; providing opportunities for students to learn about various holidays/observances throughout the school year; honoring the diverse religious and cultural practices of community members; and adhering to state and federal regulations relative to mandated holidays and instructional time. The Task Force engaged in the analysis of data from

community survey results, student and staff attendance rates on holidays, school calendars of comparable districts, the impact of additional no school days on the length of the school year and the schedules/child-care needs of families, and State/Federal requirements. Task Force proposals were: 1) no holidays - remove all non-federally mandated holidays; 2) status quo - maintain the current calendar; or 3) add Diwali, Lunar New Year, and Eid Al-Fidr to the current calendar. After discussion, Committee members agreed to organize a workshop to further review the data and to have their questions answered. Dennis Quandt, Judi Miller, Goli Sepehr, and Christine Walsh will work to schedule the workshop.

6. **Action Items**
7. **Consent Agenda**
   - September 12, 2023 minutes

There were motions to approve the Consent Agenda.
RSC: motion by Mark Healey, second by Kate Potter
Vote in favor: Judi Miller, Angie Johnson, Kate Potter, and Mark Healey. Colleen Burt abstained.
SSC: motion by Christine Walsh, second by Becca Hammond
Vote in favor: Dennis Quandt, Christine Walsh, Amanda Brown, Kristen Aberle, and Becca Hammond
DSC: motion by Jeff Cassidy, second by Goli Sepehr
Vote in favor: Goli Sepehr, Jeff Cassidy, and Jessie Hole. Liz Grossman abstained.

8. **Informational Items**
   - Proposed Increase of TEC Reserve Fund
   - Update on Food & Nutrition Services
   - DESE District Review
9. **Items for April 2, 2024 Meeting**
10. **Adjourn at 9:22 pm**

Respectfully submitted, Amy Davis

The Public Schools of Dover and Sherborn
157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org

Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent
Dawn Fattore, Business Administrator
Kate McCarthy, Director of Student Services

To: Dover, Sherborn & Regional School Committees

From: Elizabeth McCoy, Superintendent

Date: March 28, 2024

RE: Updates on 2 Memoranda of Agreements

Two Memoranda of Agreement resulted from contract negotiations last spring with the Dover-Sherborn Education Association (DSEA) and the Dover-Sherborn Education Support Professional Unit (recently recognized as Unit B of the DSEA). This memo is intended to summarize the recommendations put forth by the committees created under each.

JOINT ADVISORY COMMITTEE ON SPECIAL EDUCATION

"A. A joint committee consisting of members of the DSEA and Administrators shall be established to review the current workloads and schedules of all special educators, including related service providers and specialized program liaisons for the purpose of assessing whether these roles are in accordance with items found in Working Conditions.

This work would include, but not be limited to:

- *Review past special education program audits.*
- *Collect, review and present data for all special educators, including related service providers and program liaisons' workload to monitor compliance with the contract Working Conditions, including but not limited to caseload sizes, mandated service hours, consultation time, standing meetings, evaluations, other mandated special education tasks and general professional duties.*
- *Propose solutions and recommendations to the Administration to be considered and implemented if approved.*

B. The Joint Advisory Committee will hold its first meeting within 30 days after the ratification of the 2023-2026 successor Collective Bargaining Agreement or at a time mutually agreed upon by parties. The joint committee will meet at least two times per month during the school year and complete the work by no later than February 29, 2024."

Process

The Committee met a total of 10 times between October 12th and February 29th. The essential focus was to review current workloads and schedules of all special educators, including related service providers and specialized program liaisons for the purpose of assessing whether these roles are in accordance with items found in Working Conditions.

Recommendations

- Administration should offer to meet with all special education staff by October 1st, February 1st and May 15th to review caseloads, workloads and working conditions and make adjustments as necessary. Additional opportunities to meet should be made available as needed or requested.
- Building-based working groups should discuss potential caseload and workload rubrics for use during administrative check-ins.

MEMORANDUM OF UNDERSTANDING WITH THE EDUCATION SUPPORT PROFESSIONAL UNIT

> *"A joint committee comprised of Elementary Administrators (3), Elementary Educators (4) (both general and special) and Elementary Educational Assistants (4) shall be established no later than September 30, 2023. The purpose of this committee is to research best practices in comparable districts and revise the job description for educational assistants at the elementary level with the goal of creating a team approach for serving both general and special education students. This would allow more flexibility in scheduling and greater coverage of student needs including multi-tiered student services, IEP services and classroom needs. The Committee would meet monthly with a draft report to be shared with the Superintendent by February 1, 2024."*

Process

The Committee met on October 30 and December 4, 2023 and 1) collected data on the number, tiers and job descriptions of educational assistants in comparable districts and 2) revised the Dover-Sherborn Educational Assistant (EA) job descriptions.

Recommendations:

- The EA I and EA II roles should <u>not</u> be collapsed into one category.
- Use of the revised job descriptions for future postings.

The Public Schools of Dover and Sherborn do not discriminate on the basis of race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.