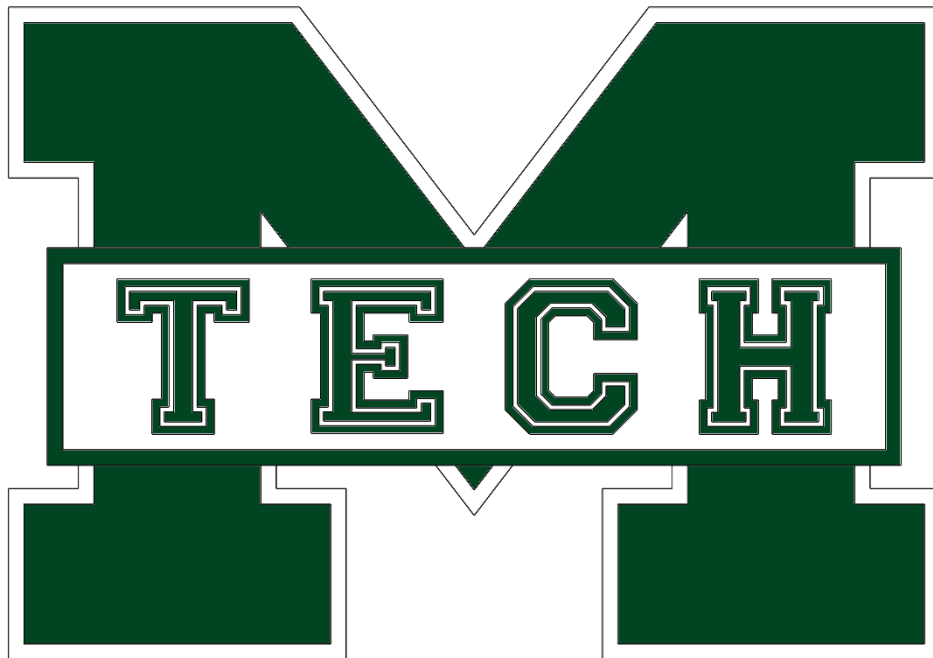


Northern Berkshire Vocational Regional School District

# **McCann Technical School**



## **District Policy Manual**

**2025-2026**

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**AA**

## **THE SCHOOL DISTRICT**

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

The school committee therefore affirms and declares its intent to:

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

**AB**

## **NONDISCRIMINATION**

The committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to the McCann Technical School, or in obtaining the advantages, privileges, and courses of study on the basis of race, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities. If someone has a complaint or feels that they have been discriminated against because of their race, color, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, homelessness, marital status, or veteran status their complaint should be registered with the district compliance officer. (Director of student services).

**9-12-2024**

## **AC**

### **NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION**

The Northern Berkshire Vocational Regional School District School Committee is 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. The members of the school community include the school committee, employees, administration, faculty, staff, students, and volunteers. 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 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.

The committee designates the director of student services to act as the district compliance officer.

**9-12-2024**

## **ACA**

### **NONDISCRIMINATION ON THE BASIS OF SEX OR GENDER IDENTITY**

The school committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, marital status, familial status, pregnancy or pregnancy-related conditions and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. All students and employees are entitled to a safe and secure educational environment that is free from harassment. The district has designated the director of student services as the nondiscrimination compliance officer.

**9-12-2024**

## **AD**

### **HARASSMENT AND RETALIATION**

Harassment of or retaliation of students by other students, employees, vendors and other 3<sup>rd</sup> parties will not be tolerated in the Northern Berkshire Vocational Regional School District. The alleged harassment or retaliation must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred. This policy is in effect while students are on school grounds, district property or property within the jurisdiction of the district, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race\*, color, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities. Students whose behavior

is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

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

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment of students by other students will not be tolerated in the district. This policy is in effect while students are on school grounds, district property or property within the jurisdiction of the district, school buses, or attending or engaging in school activities. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, generic information, marital status or veteran status. 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. Harassment as described above may include, but is not limited to:

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

The district will promptly and reasonably investigate allegations of harassment. The assistant principal will be responsible for handling all complaints by students alleging harassment. Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion. Students found to have engaged in acts of harassment of another student will face one or more of the following consequences: (1) apology to the victim, (2) parent conference, (3) detention, (4) suspension, (5) expulsion, and/or (6) referral to the police. Reprisals, threats or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion.

**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.

Students found to have engaged in acts of sexual harassment of another student will face one or more of the following consequences: (1) apology to the victim, (2) parent conference, (3) detention, (4) suspension, (5) expulsion, and /or (6) referral to the police. Reprisals, threats or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion.

## **PROCESS FOR FILING STUDENT COMPLAINTS**

If a student believes that she/he has been the victim of sexual harassment by an adult or has questions about this issue, she/he should seek the help of another adult that she/he trusts, such as a teacher, counselor, parent or guardian. The principal and/or superintendent will be advised of all such complaints and will immediately conduct an investigation. If it is determined that an adult has sexually harassed a student, the superintendent shall be informed immediately. If a student believes that she/he has been the victim of sexual harassment by another student or has questions about this issue, she/he should seek the help of another adult she/he trusts, such as a teacher, counselor, parent or guardian, or one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has sexually harassed another student, the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender. If an adult believes that she/he has been the victim of sexual harassment by a student or has questions about the issue, she/he should notify one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has sexually harassed an adult in the building the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the adult and the alleged offender. In addition to the above, if you believe you have been subjected to sexual harassment or harassment you may file a formal complaint with either or both of the following government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days; MCAD – 6 months)

1. The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
617-565-3196
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office  
1 Ashburton Place, Suite 601  
Boston, MA 02108  
617-994-6000  
  
Springfield Office  
436 Dwight Street, Room 220  
Springfield, MA 01103  
413-739-2145

**9-12-2024**

**AE**

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

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



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

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

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

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

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

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

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

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

handicap.

**AF**

## **DISTRICT PHILOSOPHY**

### **MISSION**

The mission of McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the challenges of the 21<sup>st</sup> century.

### **VISION**

McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

### **EDUCATIONAL PHILOSOPHY**

The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. Our educational philosophy is sustained by faculty, staff, and administrators dedicated to a student-centered focus through continuous improvement. Student growth and development are promoted by instilling the following core values in our students:

**Respect** for self, others, and the learning environment promotes a positive learning experience for all students.

**Effort** is demonstrated through an applied work ethic that includes punctuality, improvement, and a determination to succeed.

**Accountability** develops personal responsibility for both behavior and learning.

**Communication** facilitates collaboration, promotes self-advocacy, and develops positive relationships.

**Honor** requires students to act with integrity, honesty, positivity, and empathy for others.

### **GOALS**

- To increase the percentage of students performing at the proficient and advanced levels.
- To increase the utilization of data to improve student performance.
- To engage students through dynamic and technologically integrated teaching strategies.
- To implement a rigorous and relevant curriculum that is aligned to the academic and technical Massachusetts Curriculum Frameworks and Common Core standards.
- Utilizing SkillsUSA as a platform, develop career-ready students with the skills and professionalism to succeed in the workplace.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To develop recruiting strategies to expand community awareness.

**12-9-2021**

**AG**

## **CRIMINAL OFFENDER RECORD INFORMATION (CORI)**

It is the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the criminal history systems board of prospective employee(s) or volunteer(s) of the

District including any individual who regularly provides school related transportation to students, who may have direct and unmonitored contact with students, prior to hiring the employee(s) or to accepting any person as a volunteer IAW regulations promulgated by the Massachusetts Department of Criminal Justice Information Services (DCJIS). The superintendent 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 students, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to students of the school district shall sign a request form authorizing receipt by the district of all available CORI data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the superintendent; however, failure to sign the CORI request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The school committee, superintendent, or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of students. 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 may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to 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 has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties. The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing CORI: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

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

The superintendent shall amend employment applications to include questions concerning criminal records 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 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.

AH

**CRIMINAL HISTORY RECORD INFORMATION (CHRI)**

It is the policy of the district that, as required by M.G.L. c.71 § 38R and M. G. L. c. 6 §§ 167-178, 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. District employees shall include, but not be limited to, any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The superintendent, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned or employed by the district 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 district 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.

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. 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.

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which

are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards. In addition, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once the individual's CHRI is received, it will be securely retained 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 deleting all electronic copies from the electronic storage location, including any backup copies or files. 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, the Statewide Automated Fingerprint Identification System, SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

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.

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 employer.

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

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

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

If the individual's CHRI is released to another 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's name
- Subject's 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

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 check results. The school employer shall notify the employee shall notify the employee or applicant that it has made a report pursuant to regulations to the commissioner and shall also sent a copy of the criminal record check results to the employee or applicant.

**9-11-2014**

**AI**

## **STATE ETHICS COMMISSION REQUIREMENTS**

By December 28, 2009, and on an annual basis thereafter, all current district employees and school committee members must be provided with a summary of the conflict of interest law consistent with requirements of M.G.L. c. 268A. District employees or school committee members hired after December 28, 2009, should be provided with the summary within 30 days of the date on which they commence employment or appointment, and on an annual basis thereafter. Every district employee and school committee member is required to sign a written acknowledgement that he/she has been provided with a summary.

By April 2, 2010, and every 2 years thereafter, all current district employees and school committee members must complete the online training program. Employees hired after April 2, 2010 must complete this training within 30 days of beginning public service, and every 2 years thereafter. Upon completing the program, employees and school committee members will be required to provide a copy of the completion certificate to the superintendent.

**12-10-2009**

**SECTION B**  
**COMMITTEE GOVERNANCE AND OPERATIONS**

<b>BA</b>	<b><u>SCHOOL COMMITTEE OPERATIONAL GOALS</u></b>
<b>BB</b>	<b><u>SCHOOL COMMITTEE POWERS AND DUTIES</u></b>
<b>BC</b>	<b><u>SCHOOL COMMITTEE MEMBER AUTHORITY</u></b>
<b>BD</b>	<b><u>SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE</u></b>
<b>BE</b>	<b><u>SCHOOL COMMITTEE MEMBER RESIGNATION</u></b>
<b>BF</b>	<b><u>UNEXPIRED TERM FULFILLMENT</u></b>
<b>BG</b>	<b><u>SCHOOL COMMITTEE MEMBER ETHICS</u></b>
<b>BH</b>	<b><u>SCHOOL COMMITTEE ORGANIZATIONAL MEETING</u></b>
<b>BI</b>	<b><u>SCHOOL COMMITTEE OFFICERS</u></b>
<b>BJ</b>	<b><u>APPOINTED COMMITTEE OFFICIALS</u></b>
<b>BK</b>	<b><u>SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP</u></b>
<b>BL</b>	<b><u>SUBCOMMITTEES OF THE SCHOOL COMMITTEE</u></b>
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<b>BN</b>	<b><u>SCHOOL COUNCILS</u></b>
<b>BO</b>	<b><u>SCHOOL IMPROVEMENT PLAN</u></b>
<b>BP</b>	<b><u>SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN</u></b>
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<b>BR</b>	<b><u>SCHOOL ATTORNEY</u></b>
<b>BS</b>	<b><u>SCHOOL COMMITTEE MEETINGS</u></b>
<b>BT</b>	<b><u>EXECUTIVE SESSIONS</u></b>



<b>BU</b>	<b><u>NOTIFICATION OF SCHOOL COMMITTEE MEETINGS</u></b>
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<b>BX</b>	<b><u>VOTING METHOD</u></b>
<b>BY</b>	<b><u>MINUTES</u></b>
<b>BZ</b>	<b><u>PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS</u></b>
<b>BAA</b>	<b><u>SPECIAL PROCEDURES FOR CONDUCTING HEARINGS</u></b>
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<b>BAC</b>	<b><u>POLICY ADOPTION</u></b>
<b>BAD</b>	<b><u>POLICY REVISION AND REVIEW</u></b>
<b>BAE</b>	<b><u>SCHOOL COMMITTEE REVIEW OF REGULATIONS</u></b>
<b>BAF</b>	<b><u>POLICY DISSEMINATION</u></b>
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<b>BAH</b>	<b><u>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</u></b>
<b>BAI</b>	<b><u>USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS</u></b>
<b>BAJ</b>	<b><u>NEW SCHOOL COMMITTEE MEMBER ORIENTATION</u></b>
<b>BAK</b>	<b><u>SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS</u></b>
<b>BAL</b>	<b><u>SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES</u></b>
<b>BAM</b>	<b><u>SCHOOL COMMITTEE LEGISLATIVE PROGRAM</u></b>
<b>BAN</b>	<b><u>POLICY ON COVID-RELATED ISSUES</u></b>
<b>BAO</b>	<b><u>FACE COVERINGS</u></b>
<b>BAP</b>	<b><u>REMOTE LEARNING</u></b>

## BA

### SCHOOL COMMITTEE OPERATIONAL GOALS

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 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 all constituencies in its decision-making processes.

In accordance with these principles, the technique will involve:

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

The school committee will periodically review its performance in the following areas of school committee operations and relationships:

1. Communication with the public
2. School committee – superintendent relationship
3. School committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School committee meetings
8. Performance of subcommittees of the school committee
9. Interagency and governmental relationships

## BB

### SCHOOL COMMITTEE POWERS AND DUTIES

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

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

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

administration and continuing improvement of the educational programs provided by the district.

## **BC**

### **SCHOOL COMMITTEE MEMBER AUTHORITY**

#### **Authority**

Because all powers of the school committee derived from state laws are granted in terms of action as a group, members of the school committee have authority only when acting as a committee legally in session. The school committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the committee. No member of the committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the district or command the services of any school employee. The school committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the committee sitting in formal session.

#### **Duties**

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

1. To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Department of Elementary and Secondary Education, policies and procedures of this school committee and the district.
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 McCann Technical School.
4. To work effectively with other committee members without trying either to dominate the committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in committee impartially for the good of the district.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
8. To represent the committee and the school 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.

## **BD**

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

In order to serve on the school committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law. Each new member will present to the committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the committee. From the town clerk, newly qualified committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of committee meetings in general and executive sessions in particular. Membership on a school committee is not limited to race, color, sex, religion, national origin, or sexual orientation.

**BE**

### **SCHOOL COMMITTEE MEMBER RESIGNATION**

A current school committee member who submits a resignation to the appropriate certifying authority terminates school committee duties at the time of such resignation unless a later time is stated in the resignation. Should a school committee member move out of the town in which he or she holds office, that member shall be deemed to have vacated the office.

**BF**

### **UNEXPIRED TERM FULFILLMENT**

When a vacancy on the school committee occurs for any reason, the board of selectmen or city council has the responsibility for filling it pursuant to the district agreement.

**8-4-2016**

**BG**

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

#### **Preamble**

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

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

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

A school committee member in his/her relations with his/her community should:

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

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

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the superintendent full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.

4. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail.

A school committee in his/her relations with his/her fellow committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own committee or from members of other committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

## **BH**

### **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 chairperson, a vice-chairperson, treasurer, assistant treasurer and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected. A majority of the members of the school committee will constitute a quorum. The election will proceed as follows:

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

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

**3-8-2012**

## **BI**

### **SCHOOL COMMITTEE OFFICERS**

#### **Duties of the Chairperson**

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

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee.
2. Consult with the superintendent in the planning of the committee's agendas.
3. Confer with the superintendent on crucial matters that may occur between committee

- meetings.
4. Appoint subcommittees, subject to committee approval.
  5. Call special meetings of the committee as found necessary.
  6. Be public spokesperson for the committee at all times except as this responsibility is specifically delegated to others.
  7. Be responsible for the orderly conduct of all committee meetings.

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

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

#### **Duties of the Vice-Chairperson**

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

#### **Duties of the Secretary**

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

#### **Duties of the Treasurer**

The committee shall appoint a treasurer who shall receive and take charge of all money belonging to the district and who shall pay any bill of the district which shall have been approved by the committee. The committee will appoint an assistant treasurer who shall, in the absence of the treasurer, perform these duties and shall have the powers and be subject to the requirements and the penalties applicable to treasurers within the Commonwealth. The treasurer and assistant treasurer shall be subject to section 35 and 109A of M.G.L. 41 to the extent possible. The treasurer and assistant treasurer shall be bonded by the district.

**12-9-2021**

**BJ**

#### **APPOINTED COMMITTEE OFFICIALS**

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

## **BK**

### **SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

The committee will leave to the superintendent all matters of decision and administration that come within his scope as executive officer and professional leader of the district. While the committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. The superintendent will have the privilege of asking guidance from the committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he will submit the matter to the committee for advice and direction. The superintendent will assist the committee in reaching sound judgments and establishing policies, and will place before the committee all relevant facts, information, and reports necessary to keep the committee adequately informed of situations or business at hand.

## **BL**

### **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

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

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

## **BM**

### **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the school committee other than the vocational/technical program advisory committee, which is governed by the terms of Massachusetts General Law.

1. Advisory committees may be created by the school committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the school committee.
2. The composition of 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.
3. Appointments to such committees will be made by the committee; appointment of staff members to such committees will be made by the school committee upon recommendation of the superintendent.
4. Tenure of committee members will be one year only unless the member is reappointed.
5. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the school committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the school committee will provide.

- d. The approximate dates on which the school committee wishes to receive major reports.
- e. School committee policies governing citizens, committees and the relationship of these committees to the school committee as a whole, individual school committee members, the superintendent, and other members of the professional staff.
- f. Responsibilities for the release of information to the press.
6. Recommendations of committees will be based upon research and fact.
7. The school committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the school committee.

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

## **BN**

### **SCHOOL COUNCILS**

The school committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. Under this policy, the principal shall have primary responsibility for the management of the school. Decisions must be aligned with the budget, policies, curriculum, and long and short-range goals adopted by the school committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the district. 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 school council shall meet regularly with the principal and assist in adoption of educational goals that are consistent with state and local policies and standards, identify the educational needs of the students and formulate a school improvement plan for adoption by the school committee. The operation of the council shall conform to the regulations of the Open Meeting Law.

**12-9-2010**

## **BO**

### **SCHOOL IMPROVEMENT PLAN**

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

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



established in law or expressly granted by school committee policy.

## **BP**

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

The written school improvement plan shall be submitted by the principal to the superintendent and the school committee for review and approval by April 1<sup>st</sup> of each year. Because the implementation of the plan is dependent on school committee approval, it is important that the school council be aware of certain expectations of the school committee regarding the school improvement plan. The school improvement plan should:

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

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

## **BQ**

### **CONDUCT OF SCHOOL COUNCIL BUSINESS**

The principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings. The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings. School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure. All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulates that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session. The superintendent shall receive agendas and minutes of all school council meetings. The superintendent shall provide copies of these materials to members of the school committee for information.

## **BR**

### **SCHOOL ATTORNEY**

The school committee may use the services provided by the district counsel. The committee and the superintendent may seek his/her services to counsel and represent the school system at various times. It will be the duty of the counsel to advise the committee and the superintendent

on the specific legal problems submitted to him. He/she will attend meetings upon request and will be sufficiently familiar with committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice. A decision to seek legal advice or assistance on behalf of the district will be made by the committee. The superintendent may also take such action at the direction of the committee. Many types of legal assistance are routine and do not require specific committee approval or prior notice. However, when the superintendent concludes that unusual types or amounts of professional legal service may be required, he/she will advise the committee and seek either initial or continuing authorization.

**BS**

### **SCHOOL COMMITTEE MEETINGS**

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

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

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

**BT**

### **EXECUTIVE SESSIONS**

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

1. The committee will first convene in an open session for which due notice has been given.
2. The chairperson 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.
2. The discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the committee to hold an open session should the individual so request.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.

7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for employment (The only position that the school committee would be involved in that might qualify would be for the position of superintendent). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

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

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The committee will review executive session minutes for possible declassification at least once each year. The school committee chair and the superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The school committee chair will bring minutes recommended for declassification to the school committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the school committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first. All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

**9-11-2014**

## **BU**

### **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the school committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. The notice will also include a list of topics reasonably anticipated to be discussed at the meeting. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town or city clerk at least 48 hours in advance, as required by law.

**12-09-2010**

## **BV**

### **AGENDA FORMAT**

The superintendent, conferring with the chairperson of the school committee, will arrange the order of items on meetings agendas so that the committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand. The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business. Any school committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the superintendent. The agenda will also provide for time when any citizen who wishes may speak briefly before the school committee. The agenda, together with supporting materials, will be distributed to school committee members at least 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.

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

1. Call to order - roll call of committee members
2. Approval of minutes
3. Communications
4. Treasurer's report
5. Reports and recommendations of the superintendent
6. Sub-committee reports
7. Unfinished business
8. New business
9. Adjournment

## **BW**

### **RULES OF ORDER**

Robert's Rules of Order, Newly Revised will govern the proceedings of the committee, except when those rules are in conflict with the committee's approved policies and regulations. In accordance with Robert's Rules, the committee may suspend parliamentary rules of order by a two-thirds vote.

## **BX**

### **VOTING METHOD**

Except on procedural matters, all votes of the school committee will be taken by a call of the roll and the ayes and nays will be recorded in the minutes; if the vote is unanimous only that fact need be recorded. All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this committee require a larger majority. A majority of the members of the school committee will constitute a quorum. A two-thirds vote will be required to suspend parliamentary rules of order.

## **BY**

### **MINUTES**

The minutes of a school committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the secretary of the school committee will be responsible for reporting in the minutes all actions taken by the committee in accordance with the provisions promulgated in the Open Meeting Law.

Minutes will include:

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

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. The approved minutes will become permanent records of the committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the superintendent who will make them available to interested citizens upon request.

12-09-2010

## **BZ**

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

All regular and special meetings of the school committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts. The school committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the committee would like the opportunity to hear the wishes and ideas of the public. In order that all citizens who wish to be heard before the committee have a chance and to ensure the ability of the committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled school committee meeting, individuals or group representatives will be invited to address the committee. The chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding chairperson may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the school committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the chairperson may terminate that individual's privilege of address.
5. All remarks will be addressed through the chairperson of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the committee before or after the meeting for the committee members' review and consideration at an appropriate time.

## **BAA**

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

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

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

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

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

## **BAB**

### **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The school committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority. The formulation and adoption of these written policies will constitute the basic method by which the school committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the school committee will exercise its control over school operation. The school committee accepts the definition of policy set forth by the National School Boards Association:

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

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

## **BAC**

### **POLICY ADOPTION**

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

## **BAD**

### **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for school committee action and administrative decision, the committee will review its policies on a regular basis. The committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted. The superintendent is given the continuing commission of calling to the committee's attention all policies that are out of date or for other reason appear to need revision. The school committee directs the superintendent to periodically recall all policy and regulations manuals for administrative updating and committee review.

**BAE**

## **SCHOOL COMMITTEE REVIEW OF REGULATIONS**

It is expected that the superintendent and administrative staff will need to issue regulations implementing policies of the school committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee. The committee may review the regulations developed by the superintendent whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee. The committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the committee's advance approval.

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

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

**BAF**

## **POLICY DISSEMINATION**

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the committee and the regulations needed to put them into effect. Accessibility is to extend at least to all employees of the school system, to members of the committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date. All policy manuals distributed to anyone will remain the property of the committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating. The school committee's policy manual will be considered a public record and will be available for inspection at the superintendent's office, and will be posted on the district's website and common drive (K-drive) for staff access.

**12-09-2010**

**BAG**

## **SUSPENSION OF POLICIES**

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

**BAH**

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The school committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the superintendent.

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

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

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

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

### **Visits to Schools**

Individual school committee members interested in visiting shops or classrooms at McCann Technical School will inform the superintendent of such visits and make arrangements for visitations through the principal. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by committee members will be carried on only under committee authorization.

## **BAI**

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

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

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

School committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law. Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the school committee chairperson, in consultation with the superintendent, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the school committee. These copies shall be printed and retained in the central office in the same fashion as any other school committee records. School committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.



## **BAJ**

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

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24<sup>th</sup>, 2002, each new school committee member 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. The school committee and superintendent shall assist each new member to understand the committee's functions, policies and procedures of the committee as soon after election as possible. Each new member shall be given 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 the school or administrative offices
- B. requesting information regarding 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.

## **BAK**

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

To provide continuing in-service training and development for its members, the school committee encourages the participation of all members at appropriate conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the committee establishes these principles and procedures for its guidance. The committee secretary will maintain a calendar of school committee conferences, conventions and workshops. The committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the district. At least annually, the committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the committee will designate which of its members would be the most appropriate to participate at a given meeting. Reimbursement to committee members for their travel expenses will be in accord with the travel expense policy for staff members. 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.

## **BAL**

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

The school committee shall serve without compensation. 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.

## **BAM**

### **SCHOOL COMMITTEE LEGISLATIVE PROGRAM**

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

To this end:

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

## **BAN**

### **POLICY ON COVID-RELATED ISSUES**

The School Committee takes note of the COVID-19 emergency; resulting disruption of the traditional school day and year; growing concerns of students, families and the community; and the growing number of issues that will affect public education. Therefore, the school committee establishes an emergency, interim policy to promote public safety and safety of students and faculty, maintain to the extent possible the high and efficient level of educational services, ensure support for students in general and in particular for those at highest risk educationally as well as those at social and economic risk, and comply with the emergency orders of the governor and adhere to the extent possible, to the guidance of the Department of Elementary and Secondary Education and other agencies of state and federal government and expedite the safest strategy for returning students to school.

The school committee will approve the final plan submitted to DESE which will outline its strategy for returning students to school and will, in collaboration with the superintendent, make

such modifications to the “back to school plan,” and district policy, and will authorize the superintendent to suspend, revise or create protocols to facilitate the safe return to school.

The superintendent will designate the appropriate staff members to oversee the safe administration of COVID-related policies during the period of the pandemic emergency and shall make such recommendations to the school committee as needed. The school committee will authorize the superintendent to act expeditiously in executing the “back to school” plan in accordance with current law and regulation and will, where noted, authorize the superintendent to suspend, revise, or recommend policies, rules and protocols as needed to serve the best interests and safety of students, their families, and the community. The “back to school” plan shall constitute the policy of the school district during the pandemic emergency, and the superintendent shall exercise the authority provided in law to carry out the plan as needed.

- *General district goals affected by the pandemic*  
The superintendent, with the advice and consent of the school committee, may suspend or modify individual district policies to address the COVID-19 emergency as declared by the governor. Such suspension of policy shall expire upon the end of the emergency as declared by the governor. The goal of emergency pandemic policies shall be to:
  - ensure the safety and health of students, faculty, staff, and all persons who may come in contact with them;
  - provide the most effective educational services as possible to students under the circumstances;
  - authorize changes to operating protocols as needed to open and operate schools effectively from various venues or platforms;
  - conduct the district business and operational functions of the district as efficiently as possible;
  - allow the superintendent and staff to act quickly to carry out a “back to school” plan and,
  - facilitate the re-establishment of a safe and productive school day and year.
- *Class size*  
In order to maintain healthy, safe, and effective classrooms, the superintendent may suspend district policy on class size, subject to the provisions of the collective bargaining agreements where applicable.
- *Attendance*  
Subject to operative law and regulations, suspend, modify or adapt policies related to student attendance including the link between and absences when appropriate, (including the link between attendance and grades), chronic absence policies, and accommodations for students requiring special placements.
- *Time on learning*  
Subject to the guidance from the Department of Elementary and Secondary Education and the provisions of collective bargaining agreements, the superintendent may suspend or amend requirements for time on learning for the duration of the COVID pandemic.
- *Grading and retention*  
In accordance with guidance from the Department of Elementary and Secondary Education, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district for grading and retention of students.
- *Local graduation requirements*  
In accordance with guidance from the Department of Elementary and Secondary Education and modifications to current regulation or law, the superintendent may propose, subject to the approval of the school committee, modifications to the policy of the district regarding graduation requirements.
- *Special education*  
The superintendent and school committee should be mindful that attainment of a high school diploma may render certain student’s ineligible for further services.

- *Exemptions for particular groups of students (i.e., high risk students)*  
The superintendent shall provide protocols to the principal and teachers regarding students who may require special exemptions from health and safety standards during the pandemic emergency. Such protocols may address exemption for utilizing support animals.
- *Job descriptions*  
The superintendent may revise job descriptions for district staff, considering the provisions of current collective bargaining agreements, in order to secure the safety and health of students and staff, establish effective communications between school and community, maintain facilities, transport students as needed, provide food services, and acquire necessary materials to operate schools safely and securely during the pandemic. The superintendent will inform the school committee of any such changes. Any changes to job descriptions shall expire at the end of the declared emergency situation.
- *Students at Risk*  
During the COVID pandemic, the superintendent or principal may revise or suspend provisions of policy to facilitate the education of students at risk or with special physical needs or their family caregivers, including, but not limited to caring for or educating students with disabilities, illness, pregnancy, childrearing responsibilities, or special education needs consistent with law and regulation.
- *Privacy of students*  
During the pandemic, the rights to privacy held by students and their families shall not be abridged by the public schools. Such rights extend to the confidentiality of student academic records, health data, economic status, and other such information as may be considered confidential by law.  
Massachusetts law prohibits the recording of individuals without their permission. Similarly, students may not be recorded in classrooms by audio, visual, or remote means without the permission of parents or, if of age, by individual students. During periods of remote learning, the privacy of students participating in on-line classes shall not be violated by recording them without appropriate permissions.
- *Pivoting back to remote learning, or back to in-school instruction*  
The superintendent shall incorporate into the “back to school” plan protocols for modifying these plans including addressing the needs of students who may require reversion from in-school to remote learning modalities because of the pandemic emergency.
- *Eligibility for participation in extra-curricular activities, including sports*  
Subject to law, regulation and standards established by the appropriate and legitimate regulatory body, the superintendent may propose changes to district protocols for participation in extracurricular activities including sports subject to the rules established by the Massachusetts Interscholastic Athletic Association.
- *Attendance vs. participation in events*  
Subject to law, regulation or emergency declaration, the superintendent may propose protocols or modifications or suspensions of district policies regarding attendance by students or the public in school events including, but not limited to assemblies, sports events, large gatherings, or other programs.
- *Visitors in schools and buildings*  
Subject to current emergency declarations, the superintendent may propose suspension or modification to district policies regarding visitors to school buildings during the school day and after school hours.
- *Illness and contact tracing*  
Subject to the provisions of the “back to school” plan, the superintendent may establish protocols for tracking student contacts as a means of locating others from whom students may contract or expose other persons to the COVID-19. Such protocols will be consistent with law and regulation and be consistent with standards to protect the privacy of students, their families, and other persons.

- *Transportation and busing*  
Subject to current law and regulation, the superintendent may suspend or modify policies related to the transportation of students by the school district. Legal requirements relating to IEP's that contain transportation for students shall not be altered without the appropriate family consent. These modifications shall be consistent with the district "back to school" plan.
- *Operations and plant maintenance*  
Subject to the provisions of law, regulation and collective bargaining agreements, the superintendent may suspend or amend current policy to ensure the efficient operation of business functions and maintenance of school buildings and other such offices as the district maintains.

9-15-2020

## BAO

### FACE COVERINGS

The Northern Berkshire Vocational Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced during mask breaks, while eating or drinking, during physical education classes, or while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without

one. If students are in violation of this policy, the principal will consult with the parent/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy. Visitors in violation of this policy will be denied entry to the school/district facility. This policy will remain in place until rescinded by the School Committee.  
**9-15-2020**

## **BAP**

### **REMOTE LEARNING**

In the event of a district-specific emergency requiring the use of remote learning, the superintendent of schools may declare such emergency and shall, as soon as possible, obtain the approval of the school committee. The remote learning plan below will be applicable in cases of disease, weather emergencies, destruction or damage to schools rendering them inaccessible, or other extraordinary circumstances, including emergencies declared by government officials, the school committee, or the superintendent.

When it becomes necessary for the school district to provide support to students who are unable to attend classes or access appropriate services due to an extended closure, the superintendent shall establish a plan and procedures to ensure that such services are provided. The provision of educational services may include the use of technology and devices, and strategies designed to support student learning away from school.

The remote learning plan will, to the extent possible:

- Ensure the safety of all students and faculty in coordination with appropriate local and state departments and agencies;
- Provide support for student social and emotional wellbeing and address the implications of trauma experienced by students or faculty as a result of the emergency;
- Identify goals and strategies for maintaining standards of student achievement and school improvement plans;
- Ensure instruction and services are delivered by district educators and personnel as much as practicable;
- Utilize the most effective tools and resources available for students and faculty, including the skills and talents of district personnel, in the delivery of instruction and services and share resources as needed;
- Provide resources and services equitably to meet the needs and circumstances of all students;
- Identify remedial strategies necessary after the emergency to advance student achievement (i.e. after-school, extended day, summer school, and contingency scheduling to cancel vacations.);
- Gather information both during and after the period of emergency regarding the most effective means of remote learning to implement as appropriate.

In developing a remote learning plan, the superintendent will:

- Identify and prepare effective means for communicating with faculty, students, parents and community stakeholders.
- Consult with the school committee to identify any extraordinary actions necessary or authority required to administer emergency and remote learning plans. This includes any changes to district policies on the school calendar, grading, promotions and retentions, local graduation requirements, testing, and standards and accountability.

- Consult with school administrators to ensure the continuing education of students at all levels, including:
  - use of the most appropriate resources, tools and strategies to deliver the curricula given local circumstances and conditions;
  - equitable access to appropriate content for all students;
  - specific accommodations for students at high risk, including clients of special education, students with disabilities, English learners, students at economic disadvantage, homeless students, students in foster care and students of military families.
- Utilize available technological resources suitable for serving students at all levels. This inventory will be prepared in advance in anticipation of an emergency.
- Ensure the privacy rights of students, faculty and families are protected, including assessing the security of district technology.
- Consult with bargaining units to determine if modifications to collective bargaining agreements need to be established for the period of the emergency.
- Identify the financial implications of the emergency plan and recommend transfer of funds as may be necessary.

**9-15-2020**

**SECTION C**  
**DISTRICT ADMINISTRATION**

<b>CA</b>	<b><u>ADMINISTRATION GOALS</u></b>
<b>CB</b>	<b><u>REGIONAL SCHOOL SUPERINTENDENT</u></b>
<b>CC</b>	<b><u>EVALUATION OF THE SUPERINTENDENT</u></b>
<b>CD</b>	<b><u>STAFF RELATIONS</u></b>
<b>CE</b>	<b><u>ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES</u></b>
<b>CF</b>	<b><u>POLICY IMPLEMENTATION</u></b>
<b>CG</b>	<b><u>DEVELOPMENT OF REGULATIONS</u></b>
<b>CH</b>	<b><u>SCHOOL COMMITTEE REVIEW OF REGULATIONS</u></b>
<b>CI</b>	<b><u>APPROVAL OF HANDBOOKS AND DIRECTIVES</u></b>
<b>CJ</b>	<b><u>ADMINISTRATION IN POLICY ABSENCE</u></b>
<b>CK</b>	<b><u>SCHOOL DISTRICT ANNUAL REPORT</u></b>



## **CA**

### **ADMINISTRATION GOALS**

It is the intent of the school committee that the district employs qualified personnel to administer the school system efficiently and to require the superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them. The superintendent will establish clear lines of communication 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 principal 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 school to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

## **CB**

### **REGIONAL SCHOOL SUPERINTENDENT**

The committee shall employ a superintendent of schools and fix his compensation. The superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the committee may determine. He shall also prepare such reports as may be required by the Massachusetts Department of Elementary and Secondary Education and shall submit materials for the committee's annual report to the member towns in sufficient time for printing in the annual reports of the member municipalities. The committee will enter into a written contract with the superintendent which will meet the requirements of law and will protect the rights of both the committee and the superintendent.

## **CC**

### **EVALUATION OF THE SUPERINTENDENT**

Through evaluation of the superintendent, the school committee will strive to accomplish the following:

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

The school committee will periodically develop with the superintendent a set of performance objectives based on the needs of the district. 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.

## **CD**

### **STAFF RELATIONS**

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

## **CE**

### **ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

The superintendent may establish such permanent or temporary councils, cabinets, and committees as he deems necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program. Functioning in an advisory capacity, all councils, cabinets and committees created by the superintendent may make recommendations for submission to the superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the committee and authority for implementing policy remains with the superintendent. The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the superintendent and may be changed at his discretion.

## **CF**

### **POLICY IMPLEMENTATION**

The superintendent has responsibility for carrying out, through regulations, the policies established by the school committee. The policies developed by the committee and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the district. Consequently, it is expected that all school committee employees and students will carry them out. Administrators and supervisors are responsible for informing staff members of existing policies and regulations and for seeing that they are implemented in the spirit intended.

## **CG**

### **DEVELOPMENT OF REGULATIONS**

The superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the 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 district will be governed. The superintendent may issue regulations without prior committee approval unless committee action is required by law, or the committee has specifically asked that certain types of regulations be given committee approval, or the superintendent recommends committee approval in light of strong community attitudes or probable staff reactions.

## **CH**

### **SCHOOL COMMITTEE REVIEW OF REGULATIONS**

It is expected that the superintendent and administrative staff will need to issue regulations implementing policies of the school committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the committee. The committee may review the regulations developed by the superintendent for the district whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the committee's judgment, they are inconsistent with policies adopted by the committee. The committee will not officially approve regulations except as required by state law, or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for a regulation to have the committee's advance approval. Under Massachusetts law, the superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the school committee. It will be the responsibility of the superintendent to see that the regulations developed to implement committee policies and administer the district are appropriately included as an addendum in the school committee's policy manual.

## **CI**

### **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The law directs that in each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September. It is essential that the contents of all handbooks conform to school committee policies. It is also important that all handbooks bearing the name of the district be of a quality that reflects credit on the district. Therefore, the committee expects handbooks requiring approval to be approved prior to publication by the committee and/or the superintendent. Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The superintendent will use his judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for informational purposes.

## **CJ**

### **ADMINISTRATION IN POLICY ABSENCE**

When action must be taken within the school system where the committee has provided no guidance for administrative action, the superintendent will have the power to act.

## **CK**

### **SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the diversified activities of the district will be prepared by the superintendent and presented to the committee. Upon committee approval, the report shall be submitted to each member community.

**12-9-2021**

**SECTION D**  
**FISCAL MANAGEMENT**

<b>DA</b>	<b><u>FISCAL MANAGEMENT GOALS</u></b>
<b>DB</b>	<b><u>ANNUAL BUDGET</u></b>
<b>DC</b>	<b><u>BUDGET - APPORTIONMENT OF EXPENSES</u></b>
<b>DD</b>	<b><u>BUDGET ADOPTION PROCEDURES</u></b>
<b>DDA</b>	<b><u>GRANTS, PROPOSALS, AND SPECIAL PROJECTS</u></b>
<b>DDB</b>	<b><u>PUBLIC GIFTS TO THE SCHOOLS</u></b>
<b>DE</b>	<b><u>BUDGET TRANSFER AUTHORITY</u></b>
<b>DF</b>	<b><u>FUNDING PROPOSALS AND APPLICATIONS</u></b>
<b>DG</b>	<b><u>AUTHORIZED SIGNATURES</u></b>
<b>DH</b>	<b><u>BONDED EMPLOYEES AND OFFICERS</u></b>
<b>DI</b>	<b><u>FISCAL ACCOUNTING AND REPORTING</u></b>
<b>DJ</b>	<b><u>AUDIT</u></b>
<b>DK</b>	<b><u>PURCHASING</u></b>
<b>DL</b>	<b><u>PURCHASING AUTHORITY</u></b>
<b>DLA</b>	<b><u>CREDIT CARD POLICY</u></b>
<b>DM</b>	<b><u>PROCUREMENT REQUIREMENTS</u></b>
<b>DN</b>	<b><u>DISTRICT PAYMENT PROCEDURES</u></b>

## **DA**

### **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the district's purposes can best be achieved through excellent fiscal management. As trustee of local, state, and federal funds allocated for use in public education, the committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated. In the school system's fiscal management, it is the committee's intent:

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

## **DB**

### **ANNUAL BUDGET**

The school committee delegates the development of the district budget to the finance policy sub-committee which will, with the superintendent, and the business manager, develop annual budgets for the operating and maintenance of the district, and such capital budgets as shall be necessary for the pursuit of the goals of the district and the educational programs proposed and approved by the committee. The budget shall conform to the guidelines as set forth by the Legislature in Chapter 71 of the Massachusetts General Laws and directives and regulations as set forth by the Massachusetts Department of Elementary and Secondary Education, and shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a district, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state. A budget is a spending plan, which is developed in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the committee, upon the recommendation of the superintendent. The annual budget for the district shall be developed with input from the school council, and shall reflect the priorities established in the Annual School Improvement Plan. The district agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the district to be adopted prior to the receipt of funding estimates from the state. In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to finance committees of member communities and to the general public.

In accordance with the district agreement, a public hearing shall be heard prior to the adoption of the final operating and maintenance budget by the district committee. The superintendent and members of the finance policy sub-committee will make every effort to fully inform all member communities and their officials of the budget plans of the district. Assessments to member communities shall be made in compliance with the foundation budget, which may, in certain instances, differ from the apportionment under the district agreement. When there is a conflict, state law shall prevail. In assessing for expenditures which are excluded from the foundation budget, the district agreement shall determine the apportionment of assessments after the district committee has applied all applicable state aid.

**10-16-2025**

## **DC**

### **BUDGET - APPORTIONMENT OF EXPENSES**

The school committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive pursuant to section sixteen D, to maintain and operate the district during the next fiscal year, and amounts required for payment of debt and interest incurred by the district which will be due in the said year, and shall apportion the amount so determined among the municipalities in accordance with the terms of the agreement. The amounts so apportioned for each municipality shall be certified by the school district treasurer to the treasurers of the several municipalities within thirty days from the date on which the annual budget is adopted by a two-thirds vote of the school committee, but no later than April thirtieth. The school district treasurer shall include in the certification to each municipality a statement setting forth the amount which the district is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality.

In addition to amounts appropriated for long-term debt service, school lunches, adult education, student transportation, and tuition revenue, each municipality that belongs in the school district shall annually appropriate for the support of the school district, an amount equal to but, not less than the sum of the minimum required local contribution. Notwithstanding the provisions of the school district agreement, each member municipality shall increase its contribution to the district each year by the amount indicated in that district's share of the municipalities' minimum regional contribution in that fiscal year. The district shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The district may choose to spend additional amounts; such decision shall be made and such amounts charged to members according to the district's required agreement. Except as required by General Law, each school district may determine how to allocate funds appropriated for the support of district without regard to the categories employed in calculating the foundation budget.

## **DD**

### **BUDGET ADOPTION PROCEDURES**

The annual school district budget as adopted by two-thirds vote of the school district committee shall require the approval of two-thirds of the local appropriating authorities of the member municipalities. In the event the regional school budget is not approved by at least two-thirds of the member municipalities as required, the school district committee shall have thirty days to reconsider, amend and resubmit a budget on the basis of the issues raised.

## **DDA**

### **GRANTS, PROPOSALS, AND SPECIAL PROJECTS**

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the school committee before expenditure. The school committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the students in alignment with district goals. The superintendent will submit for school committee approval all such grants and gifts. All such expenditures will be approved by the school committee. The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the committee apprised and updated on all such projects. The Superintendent shall ensure the district follows procedures in grant administration that aligns with state and federal laws and regulations.

**3-20-2025**

## **DDB**

### **PUBLIC GIFTS TO THE SCHOOLS**

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the school committee. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools. Gifts will automatically become the property of the school district. Any gift of cash, regardless of donor intent, will be accepted by vote of the school committee kept separate from the general fund, and expended at the discretion of the committee. The committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

3-20-2025

## **DE**

### **BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic reconciliation of the school department's budget, the school district committee will consider requests for transfers of funds as they are recommended by the superintendent. The committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the district. All funds in the general account not expended by the close of the fiscal year will be placed in an excess and deficiency fund not to exceed five percent of the operating budget.

## **DF**

### **FUNDING PROPOSALS AND APPLICATIONS**

The school committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the students in the district. The superintendent will keep the committee informed of all possible funds available to the district under the various state and federal programs, and in what manner these funds can best be used in the district. The superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the committee for approval. The superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

## **DG**

### **AUTHORIZED SIGNATURES**

The treasurer and the assistant treasurer are authorized to sign check withdrawals and to sign the appropriate bank forms for the school district.

## **DH**

### **BONDED EMPLOYEES AND OFFICERS**

The treasurer and assistant treasurer of the district who have the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the district.

**DI****FISCAL ACCOUNTING AND REPORTING**

The superintendent will be ultimately responsible for receiving and properly accounting for all funds of the district. The accounting system used will conform with state requirements and good accounting practices, providing for the appropriate separation of accounts, funds, and special monies. The school committee will receive periodic financial statements from the superintendent showing the financial condition of the school district. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

**DJ****AUDIT**

An audit of the school districts accounts shall be conducted annually. Upon the completion of each audit, a report there on shall be made to the chairperson of the school committee. The committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets. Additionally, the district is subject to the end of year fiscal report as promulgated by the Massachusetts Department of Elementary and Secondary Education; the Government Accounting Standards Board 34; Federal and State Grant Audits.

**12-9-2021****DK****PURCHASING**

The school committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of materials, equipment and services will be centralized in the superintendent's office of the district. The superintendent or business manager will serve as purchasing agent. They will develop and administer the purchasing program for the district in keeping with legal requirements and with the adopted school budget. School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the superintendent or business manager, with such exceptions as may be made by the superintendent for emergency purchases. Any purchases that need to be made utilizing a District credit card must have the prior approval of the superintendent or business manager.

**10-16-2025****DL****PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the superintendent through the detailed listing of such items compiled as part of the budget-making process. The purchase of items and services on such lists requires no further committee approval except when by law or committee policy the purchases or services must be put to bid.



## CREDIT CARD POLICY

### Purpose

The purpose is to establish the policy and procedures for the use of the District credit cards.

These procedures are intended to accomplish the following:

- To ensure that procurement with credit cards is accomplished pursuant to the policy and procedures established by the School Committee.
- To ensure appropriate internal controls are established for procuring with credit cards so they are used for authorized purposes only.
- To ensure that the District bears no legal liability from inappropriate use of credit cards.

### Policy

The superintendent or business manager in consultation with district office personnel will make all decisions regarding the issuance of individual cards and the establishment of any and all controls of their use. The district credit card is only to be used for the following purchases:

- a) Fuel, materials, supplies, and equipment only when a purchase order cannot be issued. Charges for supplies and equipment shall require approval from the superintendent or designee.
- b) Registrations.
- c) Travel and training expenses.
- d) Other items specifically authorized by the superintendent or designee.
- The credit card will not be used for personal purchases of any kind. The use of credit cards for personal purchases or expenses with the intention of reimbursing the district is prohibited.
- Use of the card for meals when traveling is limited for business purposes only at the convenience of the district. There will be no charges allowed for alcohol or entertainment.
- No cash advances (ATM, traveler's checks, money orders, etc.) or purchase of gift certificates are allowed using the credit card.
- The credit card is not to be used to pay invoices or statements of any kind.
- Any incentive program benefits derived by the use of district credit cards will be the property of the district. The administration will determine the use of such incentive program benefits.
- Cardholder should take all measures necessary to ensure the security of the credit card and the card number. Cardholder shall not give their card number to others to use on their behalf.
- Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability.

### Procedure

Authorized cardholder must sign an acknowledgement form to accept district credit cards prior to issuance of the credit card. Forms will be kept on file in the district office.

- When using the district credit card, the cardholder should:
  - a) Ensure the goods or services are budgeted and allowable.
  - b) Tell the merchant or supplier that the purchase will be made using the credit card issued through the NBVRSD.

- c) Inform the merchant that the purchase is tax exempt. Review the receipt before leaving the store and request a credit if taxes were charged in error.
- Any unauthorized expenses will not be borne by the NBVRSD. The district reserves the right to collect payment for unauthorized expenditures from the cardholder.
- The cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder should coordinate with district office or contact the vendor to obtain instructions for returns and make sure that proper credit is received.
- All receipts related to the purchase need to be forwarded to the superintendent or the budget and accounts manager for approval and processing to avoid incurring any late charges.
- The budget and accounts manager will reconcile the credit card statement to the receipts received from employees making credit card purchases. Exceptions will be reviewed for resolution. The district office will verify the general ledger code designated for the transactions.
- It is the cardholder's responsibility to submit the receipts and other documentation promptly. If the information is not submitted in a timely manner, the cardholder that has not submitted the information will be responsible for the interest and/or late charges.
- If the credit card is lost or stolen it shall be reported to the superintendent and district office immediately after discovery.
- Upon separation of employment, credit cards shall be surrendered to the district office on or before their last day of work and prior to issuance of final compensation to the cardholder.
- Improper use of the district credit card may result in disciplinary action, up to and including termination of employment.

### **Audit**

Monthly audits will be conducted for both card activity and receipt retention as well as statement review by the district office. The detailed activity will also be reviewed annually by the district's independent auditing firm.

## Credit Card Acknowledgement Form

I, hereby acknowledge receipt of a Northern Berkshire Vocational Regional School District credit card:

Company Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

As a cardholder, I agree to comply with the terms and conditions of this agreement and the provisions of the district's Credit Card Policy, as may subsequently be revised. I acknowledge receipt of the policy and I have read and understand its terms and conditions. I understand that I am responsible for retaining all receipts for processing to the district office and that failure to provide receipts may result in personal liability. I understand that I cannot use the credit card for personal use even if the intent is to reimburse the district.

I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment and in accordance with applicable Collective Bargaining Agreements and/or District Personnel Policy. I also agree to allow the Northern Berkshire Vocational Regional School District to collect any amounts owed by me even if I am no longer employed by the district.

If the district initiates legal proceedings to recover amounts owed by me under this agreement, I agree to pay all legal fees incurred by the district in such proceedings.

I understand the district may terminate rights to use this credit card at any time for any reason.

I agree to return the credit card to the Northern Berkshire Vocational Regional School District immediately upon request or upon termination of employment.

Cardholder Name (Print): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**10-16-2025**

**DM**

## **PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance will be procured in accordance to M.G.L. as pertaining to school districts. When recommending acceptance of a bid, the superintendent will inform the school committee, whenever possible, of the competitive price of a reasonable substitute for the item specified. When bidding procedures are used, bids will be advertised appropriately. All bids will be submitted in sealed envelopes, addressed to the superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present. The committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the district. The committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening. The bidder to whom an award is made may be required to enter into a written contract with the district.

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30:39M](#); [30B](#)

**10-16-2025**

**DN**

## **DISTRICT PAYMENT PROCEDURES**

All claims for payment from the district's funds will be processed in accordance with regulations developed by the superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the school committee. As an operating procedure, the committee will receive monthly lists of bills for payment. The lists will be certified as correct and approved for payment by the school committee. The committee will delegate this monthly responsibility by authorizing a warrant subcommittee comprised of the chairperson, assistant chairperson and finance subcommittee member to act on its behalf when meeting schedules do not permit timely processing of payments. These warrants will be presented to the full committee at its next regularly scheduled meeting.

**SECTION E**  
**SUPPORT SERVICES**

<b>EA</b>	<b><u>SAFETY PROGRAM</u></b>
<b>EB</b>	<b><u>PEST MANAGEMENT POLICY</u></b>
<b>EC</b>	<b><u>FIRST AID</u></b>
<b>ED</b>	<b><u>AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE/CPR TRAINING</u></b>
<b>EE</b>	<b><u>BLOODBORNE PATHOGENS</u></b>
<b>EF</b>	<b><u>EMERGENCY PLANS</u></b>
<b>EG</b>	<b><u>MEDICAL EMERGENCY RESPONSE PLAN</u></b>
<b>EH</b>	<b><u>EMERGENCY CLOSINGS</u></b>
<b>EI</b>	<b><u>FACILITIES AND GROUNDS MANAGEMENT</u></b>
<b>EJ</b>	<b><u>FACILITIES AND GROUNDS SECURITY</u></b>
<b>EK</b>	<b><u>AUTHORIZED USE OF SCHOOL-OWNED MATERIALS</u></b>
<b>EL</b>	<b><u>STUDENT TRANSPORTATION SERVICES</u></b>
<b>EM</b>	<b><u>SCHOOL BUS SAFETY PROGRAM</u></b>
<b>EN</b>	<b><u>MOTOR VEHICLE IDLING ON SCHOOL GROUNDS</u></b>
<b>EO</b>	<b><u>BUS DRIVER EXAMINATION AND TRAINING</u></b>
<b>EP</b>	<b><u>DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS</u></b>
<b>EQ</b>	<b><u>STUDENT CONDUCT ON SCHOOL BUSES</u></b>
<b>ER</b>	<b><u>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</u></b>
<b>ES</b>	<b><u>FOOD SERVICES</u></b>
<b>ET</b>	<b><u>UNPAID MEAL CHARGE POLICY</u></b>

## **EA**

### **SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences that can result in tragic consequences-bodily harm, loss of school time, property damage, legal action, and even fatality. The school committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events. The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety. The practice of safety will also be considered a facet of the instructional program of the district. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, and pedestrian safety. The superintendent will have overall responsibility for the safety program of the district. It will be the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility. All students are required to pass individual safety tests on equipment or tools before using.

## **EB**

### **PEST MANAGEMENT POLICY**

The Northern Berkshire Vocational Regional School District is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the district will implement integrated pest management procedures for its buildings and grounds. The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation. Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

In compliance with the Protecting Children and Families from Harmful Pesticides Act the Northern Berkshire Vocational Regional School District (McCann Technical School) has prepared an indoor and outdoor IPM plan for pest control and pesticide use. This plan describes the pest management practices for outdoor/indoor areas of the school and clearly states its pesticide use policies. A copy of the plan has been filed with the Massachusetts Department of Agricultural Resources (MDAR), and at least one printed copy is kept on site and made available to the public upon request as well as being posted on the district's website. By centralizing all of this information about this facility's pest management practices the plan serves as a guide to direct this facility's IPM coordinator.

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

summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application. The district will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours. Designated maintenance staff will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out. Ongoing education of all appropriate district staff will be a priority to ensure a safe and clean environment.

**12-09-2010**

## **EC**

### **FIRST AID**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the North Adams Emergency Management Services 911. First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the student to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given. Procedures will be developed for the proper handling of an injury to, or sudden illness of, a student or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent or guardian.
3. No student who is ill or injured will be sent home alone without parent/guardian permission.
4. In extreme emergencies, the school nurse, or administrator may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The nurse and the teacher or other staff member to whom a student is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the superintendent deems appropriate, to the school committee.
7. All staff should use universal precautions regarding any injury or illness.

**8-22-2013**

## **ED**

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE/CPR TRAINING**

This policy is designed to direct trained responders in the district to deliver early defibrillation to victims of sudden cardiac arrest. Use of an automated external defibrillator (AED) is intended to maximize the chance of survival based upon steps taken during the critical minutes before the emergency service providers arrive and assume responsibility for care of the patient. Each year approximately 250,000 people die from sudden cardiac arrest. The chance of survival decreases an estimated 10% each minute with defibrillation even when prompt bystander cardiopulmonary resuscitation is initiated. All AED responders are required to have current documentation of successful completion of a course in basic life support that includes cardiopulmonary resuscitation (CPR) and the use of AEDs according to standards and guidelines of the American Heart Association or an equivalent program as offered by the American Red Cross. Employees

will be offered the opportunity to receive training. Employees will only be held to the standards of “Good Samaritan” status and shall only be expected to use an AED if they have successfully completed the CPR/AED training and feel confident using the device. Maintenance and status checks will be conducted according to the requirements of the AED manufacturer’s operating instruction manual for detailed maintenance information and instruction. Documentation of maintenance and status checks will be maintained in the nurse’s office for a period of two years.

1. McCann Technical School is located in close proximity to all emergency medical services. We are serviced by a 911 emergency system. Our police station is 5 minutes away or 2.93 miles from our campus, an Emergency Room and ambulance service is 7 minutes away or 3.42 miles, and the hospital is 29 minutes away or 17.78 miles. Our fire department is not a volunteer fire department and is 5 minutes away or 2.93 miles.
2. McCann has a list of contacts and telephone numbers to be called in case of any medical emergency, including names of experts to help with post-event support.
3. McCann Technical School works directly with our ambulance service, fire department and police department and all have maps of our campus. In addition, our principal/assistant principal or designee will report to the scene and supply escort to emergency/ambulance personnel if needed.
4. Additional safety precautions to prevent injuries are also in place in our building. Eye wash stations are installed in designated shop areas, science laboratories and the kitchen area. All classrooms and shop areas have phones. Fire extinguishers are available throughout the building. Appropriate electrical shut offs have been installed on equipment in shop areas and the kitchen. All students in shop areas have OSHA and safety training at the beginning of each school year for their respective shop area.
5. McCann Technical School provides training in cardiopulmonary resuscitation, first aid and AED use for teachers, athletic coaches, students, and other school staff annually. Our school nurse is a certified instructor. The school has two portable automated external defibrillators. One is located in the nurse’s office and the other is located on the cafeteria wall near the south entrance to the gymnasium. The CPR training provided by the school nurse also includes training in the use of the AED.

**8-4-2016**

## **EE**

### **BLOODBORNE PATHOGENS**

Students or staff may occasionally be exposed to blood or other potentially infectious fluids or materials. If stuck by a needle or other sharp instrument, or blood or potentially infectious materials enter eyes, nose, mouth or broken skin individuals should immediately flood the exposed area with water and clean the wound with soap or disinfectant. The school nurse will be notified immediately and follow up with a personal physician or a local emergency room is mandated immediately after such an occurrence. It is critical that treatment is begun within two hours. The school nurse shall conduct an investigation of the incident and inspect the area of the incident and report her findings and recommendations to the principal. The OSHA Bloodborne Pathogens Standards are available at [www.osha.gov](http://www.osha.gov), Standard 29 CFR 1910.1030.

**12-9-2010**

## **EF**

### **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans. The superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil or school emergencies, unlawful entry, and natural disasters. The principal will meet all



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

**EG**

## **MEDICAL EMERGENCY RESPONSE PLAN**

The Northern Berkshire Vocational Regional School District (McCann Technical School) is committed to providing a safe environment, maintaining the facility and grounds to minimize accidents and to provide for a well-trained staff competent to execute our Emergency Medical Response Plan. This plan incorporates the “Code 1000” emergency notification system, our concussion policy, training in CPR, and the AED use procedures policy.

### **CODE 1000**

1. McCann Technical School has established a rapid communication system linking all parts of the building with a phone in every room and shop area. Our outdoor facilities and practice fields which are close to our main building are linked to the system by cell phones. Emergency protocols have been established including Code 1000, our Concussion policy, and our AED policy. Members of our faculty and coaches are CPR/AED certified and an EMT is on site at all major athletic events.
2. A quick-reference guide to the Code 1000 procedures is posted in every room. Appendix (A)
3. The detailed steps of a Code 1000 are as follows:

In the event of a medical emergency within the building during the school day:

- Call operator at extension 107 or 106 and state the location and nature of the emergency.
- Code 1000 announcement will be made throughout the building.
- Code 1000 team will respond to the site and determine if EMS should be contacted.
- If EMS is required dial 9 then 911, state location and nature of emergency.

In the event of a medical emergency at an off-campus site:

- Call EMS, 911, state location and nature of emergency.
- Call operator at (413) 663-5383 ext. 106/107 to report incident.
- Remain on site until principal arrives.
- Principal will ensure parents are notified.
- Principal will conduct after action review.

In the event of a medical emergency at an athletic practice or competition where an EMT is not present:

- Call EMS, 911, state location and nature of emergency.
- Call operator at (413) 663-5383 ext. 106/107 to report incident.
- Remain on site until principal arrives.
- Principal will ensure parents are notified.
- Principal will conduct after action review.

In the event of a medical emergency in the evening or non-school times:

- Call EMS, 911, state location and nature of emergency.
- Call principal cell (413) 822-2579 to report incident.
- Remain on site until principal arrives.

- Principal will notify next of kin of incident.
- Principal will conduct after action review.

8-4-2016

## **EH**

### **EMERGENCY CLOSINGS**

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

## **EI**

### **FACILITIES AND GROUNDS MANAGEMENT**

The school committee's most important function is to provide for the education of students, and it recognizes that is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires. The supervision over the care and safekeeping of property used by the district will be the general responsibility of the superintendent. He will develop a plan for the proper maintenance, cleanliness, and safekeeping of all district facilities to ensure that they are well maintained, equipped, and staffed. The superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the district; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of district property.

## **EJ**

### **FACILITIES AND GROUNDS SECURITY**

The school buildings and grounds are one of the greatest investments of the district. It is deemed in the best interest of the district to protect the investment adequately. Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors. Access to district buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons. Funds and valuable records will be kept in a safe place and under lock and key.

The school committee authorizes the use of security cameras in the building and on its property to ensure the health, welfare, and safety of all students, staff, and visitors, to deter theft, vandalism, and other negative behavior, to safeguard district buildings, grounds, and equipment and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the superintendent. They may be used in any area, inside or outside of districts buildings where there is no reasonable expectation of privacy. The district shall notify students and staff through student and employee handbooks that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of district policies will be subject to disciplinary action.

The superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal, and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security of students or staff disciplinary actions shall be the sole property of the district.

**12-9-2021**

**EK**

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

The school committee wishes to be of assistance, whenever possible, to other town or city departments and community organizations. Therefore, permission to use school equipment may be granted by the superintendent upon request by responsible parties or organizations. Staff members may use school equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls will be established by the superintendent to assure the user's responsibility for, and return of, all school equipment.

**EL**

### **STUDENT TRANSPORTATION SERVICES**

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner. The district will contract for transportation services. The school committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

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

The principal, working with the bus contractor, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

**EM**

### **SCHOOL BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard. Emergency evacuation drills will be conducted to acquaint student riders with procedures in emergency situations. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.

**EN**

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

Consistent with M.G.L. 386 no motor vehicle operator shall cause or allow any vehicle on school grounds to idle unnecessarily, except for the following reasons traffic conditions: queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm-up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute any fifteen minute period for other motor vehicles; circumstances involving safety or emergencies and for servicing or repairing motor vehicles. The term school grounds shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility used for school purposes or functions which is owned by the district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, or facility. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of such air intake system. The district shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

**12-09-2010**

**EO**

### **BUS DRIVER EXAMINATION AND TRAINING**

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

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. Only persons who are properly licensed by the Commonwealth and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the superintendent with a list of names of drivers and their safety records for the last three years.
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

**EP**

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

The district shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs. The district will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive. This program shall comply with the requirements of the Code of Federal Regulations, Title 49, Section 382 et seq. The superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

## **EQ**

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

The school committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing school committee requirements of student conduct on buses will rest with the principal. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the school committee.

#### Procedures for Drivers and Parents

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

#### Loading and Unloading at Bus Stop

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

#### Required Conduct aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. Parents will be held responsible for any defacing or damaging of the bus.

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

**8-22-2013**

## **ER**

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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

1. The activity has the approval of the superintendent.
2. The owner of the vehicle being used in transporting students must file evidence with the superintendent of personal liability insurance coverage on the vehicle in the amounts of

\$100,000 - \$300,000 or more.

3. The parents of students to be transported in this manner will be fully informed as to this means of transportation.

12-09-2010

ES

## FOOD SERVICES

It is the philosophy of the District to provide nutritious meals to all students who wish to have a meal as well as students who are eligible for a free or reduced-price meal per the regulations of the National School Lunch Program. Parents/guardians are responsible for either providing their children with meals, or the District in conjunction with the Commonwealth of Massachusetts offers universal free lunch and breakfast to all students in the school. The District also participates in the Community Eligibility Provision. The school **does not allow the charging of any second meal or a la carte foods students may want to purchase.** We do have student accounts where parents/guardians may send in a check or add a cash payment to add to a student's account to purchase any extra lunches or any of the a la carte foods we sell for example: bottled spring water, cookies, extra milk etc. **Under no circumstance will any student be denied the first breakfast and/or the first lunch meal.** A child will not be denied a school meal because of parental negligence as we know this unfairly punishes children and impedes their ability to learn.

1-17-2025

ET

## UNPAID MEAL CHARGE POLICY

### Regulations and Guidelines

This policy is informed by regulations and guidelines published by the United States Department of Agriculture under the National School Lunch Program, Massachusetts General Law, and the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs.

### Policies

#### a) Policy on Communicating Student Food Account Balances

Parents/guardians of students who have a negative account balance will receive an email communicating the negative balance amount until it is rectified. The use of automated telephone calls will also be employed for the collection of delinquent accounts.

Parents/guardians may replenish their child's account by sending in a check made out to McCann Technical School or send in a cash payment with your child to the cashiers in the cafeteria to avoid negative account balances.

#### b) Policy on Charging Meals and a la Carte Items

All students are entitled to one complete breakfast and one complete lunch at no cost each day. Students may purchase an additional meal or a la carte items if they have a positive fund balance on their account or pay for it at the point of sale registers. Students with a negative fund balance or insufficient funds to cover an optional purchase may **not** purchase an additional meal or a la carte items.

**c) Policy on Delinquent Debt Collections**

Payment for negative account balances may be made at any time by parents/guardians or students. The parent/guardian may contact the school lunch head cook or the food service director to review the charges or account balances by calling (413) 663-5383 ext. 171 during the school day. Students may also rectify their account by paying cash or by check to the cashier at the school. Parents/guardians may also rectify negative accounts by making a check payment to the McCann Technical School and mailing it or dropping it off at the Food Service Director's Office, McCann Technical School, 70 Hodges Cross Road, North Adams, MA 01247. When a student account balance goes negative to a sum that exceeds one time the cost of a lunch meal, this will be considered a delinquent account. The Food Service Director will then begin collection efforts in the following order: first by having the cashiers verbally remind the students about their low or delinquent accounts to remind them to pay. Second, we will email and or call the respective parent or guardian. Third the Food Service Director will share a negative account balance report with school assistant principal because this information may be useful as an additional symptom of a larger problem that the student and their family are experiencing. If attempts by the Food Service Director do not result in payment, then the delinquent account will be sent to the School District Office. The District Office will attempt collection through parent/guardian communications. Collection efforts may result in denial of access to discretionary school programs, pursuit in small claims court. Denial of access to school programs as noted above may include but is not limited to: graduation activities or ceremonies, and/or participation in extra-curricular/after school programs, and other, optional, fee-based programs. All delinquent account charges must be settled at the end of the school year or any time a student leaves the school.

**Refunds**

Refunds for withdrawn and/or graduating students require a written request submitted to the food services director (email, postal, or in person) for a refund of any money remaining in their account. The school business office will then process such requests.

**1-17-2025**

## **SECTION F**

### **PERSONNEL**

<b>FA</b>	<b><u>PERSONNEL POLICIES GOALS</u></b>
<b>FB</b>	<b><u>EQUAL EMPLOYMENT OPPORTUNITY</u></b>
<b>FC</b>	<b><u>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</u></b>
<b>FD</b>	<b><u>STAFF ETHICS/CONFLICT OF INTEREST</u></b>
<b>FE</b>	<b><u>STAFF CONDUCT</u></b>
<b>FF</b>	<b><u>GIFTS TO AND SOLICITATIONS BY STAFF</u></b>
<b>FG</b>	<b><u>ALCOHOL AND DRUG-FREE WORKPLACE POLICY</u></b>
<b>FH</b>	<b><u>TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS</u></b>
<b>FI</b>	<b><u>STAFF PERSONAL SECURITY AND SAFETY</u></b>
<b>FJ</b>	<b><u>STAFF PARTICIPATION IN POLITICAL ACTIVITIES</u></b>
<b>FK</b>	<b><u>PERSONNEL RECORDS</u></b>
<b>FL</b>	<b><u>ELECTRONIC/WRITTEN INFORMATION SECURITY POLICY</u></b>
<b>FM</b>	<b><u>STAFF COMPLAINTS AND GRIEVANCES</u></b>
<b>FN</b>	<b><u>PROFESSIONAL STAFF POSITIONS</u></b>
<b>FO</b>	<b><u>PROFESSIONAL STAFF SALARY SCHEDULES</u></b>
<b>FP</b>	<b><u>EMPLOYMENT OF ADMINISTRATORS</u></b>
<b>FQ</b>	<b><u>PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS</u></b>
<b>FR</b>	<b><u>PROFESSIONAL STAFF FRINGE BENEFITS</u></b>
<b>FS</b>	<b><u>STAFF FAMILY AND MEDICAL LEAVE</u></b>
<b>FT</b>	<b><u>STAFF VACATIONS AND HOLIDAYS</u></b>
<b>FV</b>	<b><u>EVALUATION OF PROFESSIONAL STAFF</u></b>



<b>FW</b>	<b><u>SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS</u></b>
<b>FX</b>	<b><u>NEGOTIATIONS LEGAL STATUS</u></b>
<b>FY</b>	<b><u>NEGOTIATING AGENTS</u></b>
<b>FZ</b>	<b><u>STUDENT TEACHING AND INTERNSHIPS</u></b>

## **FA**

### **PERSONNEL POLICIES GOALS**

The school committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving education program. The district's specific personnel goals are:

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

## **FB**

### **EQUAL EMPLOYMENT OPPORTUNITY**

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

**3-8-2012**

## **FC**

### **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The school committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the superintendent. All communications or reports to the committee or any of its subcommittees will be submitted through the superintendent. This procedure does not deny the right of any employee to appeal to the committee from administrative decisions on important matters, except those matters that are outside the committee's legal authority; provided that the superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will develop appropriate methods to keep staff fully informed of the committee's, concerns and actions.

## **FD**

### **STAFF ETHICS/CONFLICT OF INTEREST**

The school committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and school officials. No employee of the district will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the district. Nor will any staff

member engage in any type of private business during school time or on school property or with school equipment. Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources. Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her. All district employees, coaches, tutors, volunteers and committee members are obligated to comply with the provisions of the ethics standards as outlined in section AH.

**12-09-2010**

**FE**

### **STAFF CONDUCT**

All staff members have a responsibility to familiarize themselves with and abide by the laws of the Commonwealth as these affect their work, the policies of the school committee, and the regulations designed to implement them. In the area of personal conduct, the committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

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

**8-22-2013**

**FF**

### **GIFTS TO AND SOLICITATIONS BY STAFF**

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the district and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the school committee urges them to find modes of expression that do not involve personal gifts. In keeping with this policy, no employee of the district will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the district. This restriction does not relate to the acceptance of gifts for the district, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

The superintendent shall have final authority concerning online fundraising and solicitations-crowdfunding. Any such solicitations shall be for educational purposes only and shall only benefit students directly. No employee or student and their parent/guardian may engage in any such activity without the written approval of the principal. Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large group of people via the internet or other electronic network.

In spirit, the school committee supports the many worthwhile charitable drives that take place in

the community and is gratified when district employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific school committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the school committee has specifically approved. The solicitation of funds for the United Way will be permitted on an annual basis.

12-9-2021

## **FG**

### **ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

The school district will provide a drug-free workplace and certifies that it will:

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

## **FH**

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

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

## **FI**

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

Through its overall safety program and various policies pertaining to school personnel, the committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health. Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require. The superintendent may require an employee to submit to a physical examination by a

physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

## **FJ**

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

The school committee recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens, among these are campaigning for an elective public office and holding an elective or appointive office. In connection with campaigning, an employee will not: use district facilities, equipment or supplies; discuss the campaign with school personnel or students during the working day or use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

## **FK**

### **PERSONNEL RECORDS**

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

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

## **FL**

### **ELECTRONIC/WRITTEN INFORMATION SECURITY POLICY**

The district's information security policy creates effective administrative technical and physical safeguards for the protection of personal information of the district's students and employees and complies with our obligations under 201 CMR 17.00. This policy sets forth the procedure for

evaluating electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting personal information of employees and students. Personal information is defined as a first name and last name or first initial and last name, in combination with any one of the following: social security number, driver's license number or state-issued I.D. card number or financial account number or student identification number. Personal information does not include publicly available information, or information from federal, state or local government records lawfully made available to the general public.

The purpose of this policy is to ensure the security and confidentiality of personal information, protect against any anticipated threats or hazards to the security or integrity of such information and protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft or fraud. In formulating and implementing the policy the district has identified reasonable foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information and evaluated the sufficiency of existing policies, procedures, information systems and other safeguards in place to control risks.

Identification of protected information includes personnel records of current, former, and retired employees, health and dental insurance records, payroll records, student records including grades, transcripts, IEP's and health records, credit cards and direct deposit information. The district has electronic data bases that contain personal information; they are Budget Sense, esped and X-2 as well as the employment records of the current and former employees. The district information security manager, Paula O'Neil, will keep the electronic/written information security policy updated, train all staff and audit staff to be in compliance and to ensure the District maintains appropriate security measures for the personal information that is used for payroll. The information security manager will train every new member of the staff in their role in carrying out the electronic/written information security policy. This training is refreshed annually and all new staff members agree in writing to following the policy. All security measures will be reviewed at least annually. The ISM will be responsible for this review.

Access to personal information is restricted to administrators and office personnel only. Access to electronically stored personal information is limited to employees who have the unique access to log into that program. All paper records that have personal information are kept under lock and key in the district, school, guidance and nurse's office. Employees are prohibited from keeping open files containing personal information on their desks when they are not at their desk. At the end of the day, all files and other records containing personal information must be secured in a manner that is consistent with the district's rules for protecting the security of the personal information. The district destroys out of date records using an office grade shredder and destroys electronic records that contain personal information in a manner that complies with MGL 931. Any record containing personal information is removed from the office only when necessary for business reasons. The only personal information that is emailed is payroll and that is done using a secure encryption and sent to South Adams Savings Bank. This is done using a secure email that is sent to the payroll clerk from the bank. When checks are received, the treasurer deposits them and they are kept under lock and key until they are deposited in the bank.

Staff should be aware of the importance of transmitting personal information securely when sending a fax. When faxing personal information, as defined above, only send what information is necessary to complete the transaction and always use a cover sheet to identify to whom you are sending the fax to. When transmitting a fax with personal information, do not leave the fax machine until the message is complete. If you are anticipating a fax transmittal which may contain personal information, check the machine frequently or inform the secretary of the incoming fax. All fax messages containing personal information must be filed and/or disposed of properly. The district does not allow personal information to be kept on laptops or other hand held or portable devices.

## **FM**

### **STAFF COMPLAINTS AND GRIEVANCES**

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

## **FN**

### **PROFESSIONAL STAFF POSITIONS**

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

## **FO**

### **PROFESSIONAL STAFF SALARY SCHEDULES**

#### Teachers

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

#### Administrators and Staff

Salaries will be reviewed annually prior to July 1. The school committee, with the advice of the superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position.

## **FP**

### **EMPLOYMENT OF ADMINISTRATORS**

Administrators shall be employed by the district under individual contracts of employment. Said contracts shall be submitted to the school committee for its approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the administrators. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the school committee.

Contracts issued to administrators will be up to three years in length, and may be reissued by the superintendent at levels of compensation/benefits, determined by the school committee, provided that the superintendent may employ an administrator under the terms and conditions of the previous contract of employment.

As a condition of employment, each administrator must maintain current licensure; adhere to the policies and goals of the school committee and the directives of the superintendent.

12-09-2010

## **FQ**

### **PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS**

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplement assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation. Assignments that are to be accorded extra compensation will be designated by the committee. Appointments to these positions will be made by the superintendent for district-wide positions or by the principal with the approval of the superintendent for building based personnel. The amount of compensation for the position will be established by the committee.

## **FR**

### **PROFESSIONAL STAFF FRINGE BENEFITS**

All full time staff are accorded health and life insurance benefits, sick leave, personal and other special benefits as are in effect to professional teaching staff as covered by the Collective Bargaining Agreement.

## **FS**

### **STAFF FAMILY AND MEDICAL LEAVE**

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

## **FT**

### **STAFF VACATIONS AND HOLIDAYS**

All full time staff employed on a 12-month basis will be entitled to annual vacation days. All full time staff members will not be required to work on legal holidays. Paid holidays for the staff will be established when the school committee approves the calendar for the school year and will include all legal holidays.

## **FV**

### **EVALUATION OF PROFESSIONAL STAFF**

Evaluation of professional staff will be conducted consistent with Massachusetts regulations, specifically 603 CMR 35.00 Evaluation of Educators. The language which will direct the implementation of 603 CMR 35.00 can be found in the educator collective bargaining agreement. This language is negotiated between a team of teachers and a team of administrators and is presented for approval to both the McCann Faculty Association and the Northern Berkshire Regional Vocational School Committee.

8-4-2016



## **FW**

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

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

When the superintendent or principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the district, he or she will:

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

## **FX**

### **NEGOTIATIONS LEGAL STATUS**

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

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

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

## **FY**

### **NEGOTIATING AGENTS**

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

will be established in accordance with the law at the time of appointment. The duties of the negotiator will be as follows:

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

## **FZ**

### **STUDENT TEACHING AND INTERNSHIPS**

The committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school. All initial arrangements with the colleges and universities will be subject to the superintendent's approval. The committee authorizes the superintendent to honor the reasonable rules and training guidelines of the sending institution. In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

**SECTION G**  
**INSTRUCTION**

<b>GA</b>	<b><u>SCHOOL YEAR/SCHOOL CALENDAR</u></b>
<b>GB</b>	<b><u>SCHOOL DAY</u></b>
<b>GC</b>	<b><u>CURRICULUM ADOPTION</u></b>
<b>GD</b>	<b><u>BASIC INSTRUCTIONAL PROGRAM</u></b>
<b>GE</b>	<b><u>HEALTH AND PHYSICAL EDUCATION</u></b>
<b>GF</b>	<b><u>PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION</u></b>
<b>GG</b>	<b><u>TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO</u></b>
<b>GH</b>	<b><u>SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS</u></b>
<b>GI</b>	<b><u>PROGRAMS FOR STUDENTS WITH DISABILITIES</u></b>
<b>GJ</b>	<b><u>INSTRUCTIONAL MATERIALS</u></b>
<b>GK</b>	<b><u>TEXTBOOK AND MATERIALS SELECTION AND ADOPTION</u></b>
<b>GL</b>	<b><u>LIBRARY/MEDIA CENTER SELECTION AND ADOPTION</u></b>
<b>GM</b>	<b><u>LIBRARY/MEDIA CENTER MATERIALS DISCARDING OF MATERIALS</u></b>
<b>GN</b>	<b><u>ELECTRONIC MEDIA</u></b>
<b>GO</b>	<b><u>ACCEPTABLE USE POLICY – TECHNOLOGY</u></b>
<b>GP</b>	<b><u>DISTRICT WEB PAGES</u></b>
<b>GQ</b>	<b><u>FIELD TRIPS</u></b>
<b>GR</b>	<b><u>ACADEMIC ACHIEVEMENT</u></b>
<b>GS</b>	<b><u>STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS</u></b>
<b>GT</b>	<b><u>HOMEWORK</u></b>
<b>GU</b>	<b><u>PROMOTION AND RETENTION OF STUDENTS</u></b>

<b>GV</b>	<b><u>EVALUATION OF INSTRUCTIONAL PROGRAMS</u></b>
<b>GW</b>	<b><u>DISTRICT PROGRAM ASSESSMENTS</u></b>
<b>GX</b>	<b><u>TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS</u></b>
<b>GY</b>	<b><u>SCHOOL CEREMONIES AND OBSERVANCES</u></b>
<b>GZ</b>	<b><u>WELLNESS POLICY</u></b>
<b>GAA</b>	<b><u>ENGLISH LEARNER EDUCATION</u></b>
<b>GAB</b>	<b><u>SOCIAL MEDIA POLICY</u></b>

## **GA**

### **SCHOOL YEAR/SCHOOL CALENDAR**

The school calendar for the ensuing year will be prepared by the superintendent and submitted to the school committee for approval by June 1st of each year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the standards set by the Massachusetts Department of Elementary and Secondary Education.

## **GB**

### **SCHOOL DAY**

The length of the school day is established in the collective bargaining agreement. The specific opening and closing times of the schools will be recommended by the superintendent and set by the committee. The superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling and to facilitate professional development activities; however, major changes in schedules will be subject to committee approval.

## **GC**

### **CURRICULUM ADOPTION**

The school committee will rely on its professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the district. The superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach. The committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

## **GD**

### **BASIC INSTRUCTIONAL PROGRAM**

The curricula of the district shall present in fair perspective the culture, history, activities, and contributions of persons and groups of different races, nationalities, and gender. All school books, instructional and educational materials shall be reviewed for cultural group stereotyping. Appropriate activities, discussions and/or supplementary materials shall be used to counteract the stereotypes depicted in such materials. School books, instructional and educational materials shall in the aggregate, include characterizations and situations which depict individuals of both genders and cultural groups in a broad variety of positive rolls.

## **GE**

### **HEALTH AND PHYSICAL EDUCATION**

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge. The school committee believes that the greatest opportunity for effective health education lies within the school because of their potential to reach students at the age when positive, lifelong health habits are best engendered and because the school is equipped to provide qualified personnel to conduct health education programs.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate

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

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian. A request for exemption must be submitted in writing to the principal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved. The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit. The principal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

## **GF**

### **PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**

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

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

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

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

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

**GG**

## **TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO**

In accordance with state and federal law, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades 9-12. The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The objectives of this program are rooted in the committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol, and tobacco to prevent, delay and/or reduce alcohol, tobacco and drug use, increase students' understanding of legal, social and health consequences of alcohol, tobacco and drug use, and to teach students self-management skills, social skills, negotiation skills and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco and drug use.

It is the intent of this policy to involve parents and guardians along with teachers, administrators and community advocates to forge a cohesive prevention education program. The health education curriculum with substance abuse awareness and prevention techniques will be taught in all grades, 9-12. Additionally, a separate evidence-based program, the BOTVIN Life Skills program will be given to all 9th and 10th grade students in conjunction with area prevention advocates and the Berkshire County District Attorney's office.

**10-13-16**

**GH**

## **SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS**

The goals of the district's special education program are to allow each student to mature and achieve at his/her own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible. The requirements of Chapter 71B and the Massachusetts General Laws (known as IDEA, Individuals with Disabilities Education Act, 1990) and state regulations will be followed in the identification of students with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all students with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education. The school committee believes that most students with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. All students should be given the opportunity to participate in the school system's non-academic and extracurricular activities.

It is the desire of the committee that the school works closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process. The committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the committee will make every effort to obtain financial assistance from all sources.

**8-22-2013**

## **GI**

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

In keeping with the intention of the Commonwealth of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the district shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes. Title 1 funds shall be used to provide educational services that supplement and not supplant regular services provided for district students.

**8-22-2013**

## **GJ**

### **INSTRUCTIONAL MATERIALS**

The school committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the school committee subject to budgetary constraints. All materials, supplies, and equipment will be approved by the principal and superintendent. The task of recommending instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved.

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual orientation.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.
7. They must represent the latest technical and vocational national or state standards.

## **GK**

### **TEXTBOOK AND MATERIALS SELECTION AND ADOPTION**

Responsibility for the review and selection of textbooks to be purchased shall rest with the principal. The materials should:

- Advance the educational objectives of the district and particular objectives of the course program;
- Contribute toward continuity, integration, and articulation of the curriculum; and
- Establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content. Although many points must be examined, the school committee directs the staff to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.



- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

The school committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks. For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

## **GL**

### **LIBRARY/MEDIA CENTER MATERIALS SELECTION AND ADOPTION**

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

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

The librarian will recommend materials to be included in the school library. Final approval and authority for distribution will rest with the principal subject to the approval of the superintendent. Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

**8-22-2013**

## **GM**

### **LIBRARY/MEDIA CENTER MATERIALS DISCARDING OF MATERIALS**

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. The responsibility for recommending which materials shall be withdrawn shall rest with the librarian subject to the approval of the principal.

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

- Curricular changes have rendered as superfluous materials (or multiple copies of materials) formerly used but no longer in demand.
- Materials contain information which is no longer accurate or current.
- Materials intended for recreational reading have become dated or unattractive and are no longer in demand. Some books which are deemed standards or classics shall be retained

- even though they rarely circulate.
- Materials have worn out, been damaged or physically deteriorated, and have lost utility, and/or appeal.
- Materials have been superseded by newer items, which present the same information, but in superior format.

**8-22-2013**

**GN**

## **ELECTRONIC MEDIA**

The committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. Technology is solely for the educational purposes of the school and any other use is inappropriate. The superintendent or designee shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student technology use, ethical use of electronic media, including but not limited to, the Internet, e-mail, and other district technological resources, and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, chat rooms, social media, and other forms of electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by students;
- Unauthorized disclosure, use and dissemination of personal information regarding; and
- Restricting students’ access to harmful materials.

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources. The required permission/agreement form shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, and must be signed by the student and their parent or legal. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian, or the student who is at least 18 years old, must provide the superintendent with a written request.

Employees shall only use electronic mail for purposes directly related to work-activities. Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization. Each employee is responsible for the security of his/her own password.

Individuals who refuse to sign required acceptable use documents or who violate district rules governing the use of district technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care. School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. The superintendent or designee shall establish a process to determine whether the district's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process includes, but is not limited to, utilizing technology that blocks or filters Internet access to harmful material, maintaining a usage log, and monitoring the online activities of students and staff.

8-4-2016

**GO**

## **ACCEPTABLE USE POLICY – TECHNOLOGY**

The district shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

The superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes. Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions. Violations of law may result in criminal prosecution as well as disciplinary action.

The superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements consistent with the purposes and mission of the district. Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. The district shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

8-4-2016

## USER AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM

This user agreement must be renewed each academic year.

Users Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Technical Major: \_\_\_\_\_

I have read the district's Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Signature: \_\_\_\_\_

Parent/Guardian Sponsor

I have read the district's Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district's policy and administrative procedures.

\_\_\_\_\_ I give permission for my child to participate in the district's system/network.

\_\_\_\_\_ I do not give permission for my child to participate in the district's system/network.

\_\_\_\_\_ I give permission for my child's name to appear on their student web page.

\_\_\_\_\_ I give permission for my child's photo to appear on their student web page.

Signature of parent/guardian: \_\_\_\_\_

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This space reserved for system administrator.

Assigned username:

Assigned password:

**ACCEPTABLE USE POLICY - TECHNOLOGY**  
**Administrative Procedures for Implementation**

1. Commercial use of the system/network is prohibited.
2. The district will provide training to users in the proper use of the system/network.
3. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with a signed access agreement.
6. Access will be granted to students with a signed access agreement and permission of the principal or his designee.
7. Account names will be recorded on access agreements and kept on file at the building level.
8. Initial passwords provided by the network administrator should be set to expire on login.
9. Passwords shall be changed periodically and all passwords shall be expired at the end of each school year.
10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
11. The principal or his designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
12. The principal or his designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network.
13. The principal or his designee will ensure that training is provided to users on appropriate use of electronic resources.
14. The principal or his designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
15. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
16. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy or by law.
17. System users shall not use another user's account.
18. System users should purge electronic information according to district retention guidelines.
19. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.
20. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
21. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
22. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
23. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
24. Forgery or attempted forgery is prohibited.
25. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
26. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
27. Pretending to be someone else when sending/receiving message is prohibited.
28. Transmitting or viewing obscene material is prohibited.

29. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
30. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

## **GP**

### **DISTRICT WEB PAGES**

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

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

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

The superintendent shall designate an individual(s) to be responsible to maintaining the official district web page and monitoring all district web page activity. As with any instructional materials or publication used by or representing the district, superintendent, is ultimately responsible for accuracy and appropriateness of the information made available at the web site. Concern about the content of any page(s) created by students or staff should be directed to the principal or to the superintendent.

Unlike the Internet itself, schools and the district can control the type of information placed on web pages. Documents created for the web and linked to district web pages shall meet the criteria for use as public information or an instructional resource. The following considerations should be considered when determining the information to include on a school or district web page: Copyright/trademark issues; applicability to the curriculum or communication goals of the school or district; privacy issues; and related school committee policies. Links to other web pages should be carefully selected based on the above issues. A web page must have a clearly defined purpose that is published on the web page. Included in the purpose, the target audience must be specified and defined; however, all web site users are reminded that their audience includes the worldwide community. All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Therefore, neither staff nor students may publish on the district server personal pages or pages for individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Parent groups, partnerships, and municipal or educational

cooperatives are considered affiliates of the district. No confidential information is to be published on or linked to a web page. All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Authors and publishers are reminded that a web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the web site. As much as possible, publishers are encouraged to include student pictures and work. Written student and parent consent must be secured for publication of student work.

All web sites shall be linked to the district web site and:

- Must display the name and approved logo of the district or McCann Technical School.
- Must be given names that clearly identify them.
- Links to student e-mail accounts are not allowed.
- Student directory data is prohibited from publication, except for the first name and grade level of a student in relation to a photo or work.
- Must include: the author or publisher's name; the publisher or school's e-mail address; appropriate copyright citations.

## **GQ**

### **FIELD TRIPS**

The school committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the committee to encourage field trips as part of and directly related to the total school program and curriculum. Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the administration. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of the superintendent.

The principal will establish regulations to assure that:

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

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the superintendent. All international trips must have the approval of the school committee.

## **GR**

### **ACADEMIC ACHIEVEMENT**

The philosophy of the school committee concerning academic and vocational/technical achievement, as well as students' social growth and development, is based on the premise that students have diverse capabilities and individual patterns of growth and learning. Therefore, the committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential. The committee supports staff efforts to measure and report student progress. It will require that:

1. Parents/guardians be informed regularly, and at least four times a year, of the progress their son or daughter are making in school.
2. Parents/guardians will be alerted and conferred with as soon as possible when a students' performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. At comparable levels, the school will strive for consistency in grading and reporting.

## **GS**

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

The school committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The school committee further recognizes that these reports are a vital form of communication between the schools and parents. The school committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality. A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel. In addition to the periodic reports, parents will be notified when a student's performance requires special notification. Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and principal.

## **GT**

### **HOMEWORK**

Homework is considered an integral part of the education process. Success at McCann Technical School requires students to be well organized, disciplined, and come to class/shop prepared to learn each day. In order for the most benefit to be derived, some related study and follow-up work must be done outside of school time. Each teacher is expected to determine the purpose for each assignment, how much homework to give, what kind of homework to assign, and how to differentiate these assignments for special needs students. Such a process embraces the combined resources of the student, parent, and teacher. Each teacher maintains a site on the school's website ([www.mccanntech.org](http://www.mccanntech.org)) listing course assignments. In the event of the absence, students are responsible for getting work that they missed. After returning from an absence, students have three days to make the necessary arrangements for the completion of all assignments. The amount of the time for the completions will be at the discretion of the teacher.

**8-22-2013**

## **GU**

### **PROMOTION AND RETENTION OF STUDENTS**

The school committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the principal.



## **GV**

### **EVALUATION OF INSTRUCTIONAL PROGRAMS**

The school committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the school committee.
5. Teacher and parent evaluation of student behavior.
6. Massachusetts Department of Elementary and Secondary Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the committee by the superintendent.

## **GW**

### **DISTRICT PROGRAM ASSESSMENTS**

A district program of testing for assessment/evaluation shall be coordinated throughout the school district by the principal who shall be responsible for scheduling, disseminating, and collecting tests and for reporting and interpreting all group test results. Measurements of educational achievement shall be prepared so that data is consistent for comparison purposes within the district from year to year and with other school districts to the extent required by rules of the Massachusetts Department of Elementary and Secondary Education. The program should:

- Identify general Integrated Learning Outcomes
- Provide parameters, standards, models, prototypes
- Provide staff development training and technical assistance
- Encourage the use of multiple indicators
- Monitor accountability
- Report district progress using a qualitative and quantitative format
- Report individual student progress
- Report school progress
- Provide opportunities for parents to be involved in ILO assessment
- Collect a variety of evidence, both qualitative and quantitative, regarding the Integrated Learning Outcomes
- Provide meaningful articulation between levels utilizing assessment information
- Review assessment progress and recommend appropriate changes

## **GX**

### **TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS**

An important goal of the school is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the school committee establishes the following guidelines for discussion of controversial issues in the schools.

#### Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the principal for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. In all cases teachers must obtain from the principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

#### Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the principal at least three weeks before the scheduled date of presentation. For each request the principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the school during school hours. No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

## **GY**

### **SCHOOL CEREMONIES AND OBSERVANCES**

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools." In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established: The observance of religious holidays is not the responsibility of the public schools. While it is recognized that many activities are

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

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action. The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

**GZ**

## **WELLNESS POLICY**

In recognition of the declining nutritional intake and increasing obesity in children, Congress passed the Child Nutrition and WIC reauthorization Act of 2004, which requires, by law, that by the first day of the school year in 2006, each school district participating in the National School Lunch Program adopt local *school wellness policies* that address healthy eating and physical activity. The act aims to improve children's health by expanding the availability of nutritious meals and snacks to more children in schools while also promoting increased activity. The law places the responsibility of developing a wellness policy at the local level so the individual needs of each school district can be addressed. School districts must set goals for nutrition education, physical activity and other school-based activities designed to promote student wellness. Districts must also establish nutrition standards for all foods that are available during the instructional day with the objective of promoting student health and reducing childhood obesity. Districts are required to measure the implementation of the wellness policy and to include a broad group of individuals in its development. The district understands the value of a healthy lifestyle that encourages proper nutrition, and exercise to enhance student learning.

This policy is designed to comply with current law, promote nutritional change and establish standards that will ensure success. Through education, example, and changes in school wide operations students and staff will be presented with better opportunities to live healthier. Academic and technical performance, as well as a multitude of quality of life issues, is affected by the choice and availability of good food within the school. Healthy foods support physical growth and development, brain development, resistance to illness, emotional stability, improved self-esteem, and ability to be alert, focused and capable of meeting educational standards.

One of the cornerstones of this policy is the establishment of a Wellness Policy Advisory Council with the purpose of developing guidance, monitoring implementation, serving as a resource to the district, and to recommend revisions. The council is appointed by the principal and shall meet annually. Its membership consists of the principal, food service director, dietitian, district office representative, school office representative, academic instructor, technical instructor, school nurse, athletic director, and guidance counselor.

It is the policy of the district to ensure that no student goes hungry while in school. The district will ensure that an economically sustainable meal program that provides a healthy and nutritious lunch is available to all students. Furthermore, the district will also ensure that all students have access to a similar breakfast program. All foods available during the school day should meet or

exceed recommended nutritional standards. Emphasis should be placed on foods that are nutrient dense per calorie and should be served with consideration toward variety, appeal, taste, safety, and packaging. Meals served to students shall be presented in a pleasant and sanitary setting and with sufficient time for eating. School staff shall foster good manners, proper eating habits, and respect for fellow students.

The food service director will ensure that breakfast and lunch programs follow USDA requirements for the federal school meal program. Menus will be planned to conform to the U.S. Dietary Guidelines for Americans. These standards will also be followed when determining “a la carte” and “competitive food” sales. The sale of competitive foods for fundraising will not be allowed during the school day. No food shall be consumed in any class, shop, or similar area during the school day. This policy will ensure that:

- Nutrition guidelines that require the use of food products that are high in fiber and protein, low in added fats, sugar and sodium, and served in appropriated portions will be the standard.
- A production system will be implemented to reduce the use of processed foods and increase the use of fresh foods that emphasize fruits, vegetables, whole grains, and dairy products which are low in fat, added sugars and sodium.
- Students are allowed to decline a certain number of meal items that they do not intend to consume.
- Nutrition policies and guidelines for reimbursable meals shall not be more restrictive than federal or state regulations require.
- A la cart offerings shall be nutritious and meet appropriate standards, and that no home prepared products will be allowed.
- All staff recognize the importance of this policy and work to ensure its compliance.
- Students do not share food or beverages with each other.
- Nutrition education, proper eating techniques and proper social eating behavior be incorporated into the curriculum.
- Students and staff have optimum access to hand washing or sanitizing before consuming meals.
- Students are allowed at least 10 minutes after sitting down, for breakfast, and 20 minutes for lunch.
- Qualified nutrition professionals administer the school food program and that all food service staff have access to professional development and maintain appropriate certifications.
- Vending machine sales of soda or candy will not be permitted during the school day
- Food is not used as a part of any student incentive or awards program.
- No fundraising activities that sell candy, snacks, soda, or sweets are permitted.

The Wellness Policy combines nutrition, sanitation, education, physical activity, social well-being, and parental involvement in fostering healthy lifestyles. The policy ensures that:

- Physical education activities promote student development of motor skills, fitness, teamwork, lifelong activities, and proper exercise techniques.
- Competitive inter-scholastic athletic programs offered which adhere to MIAA standards.
- Technical curriculum emphasizes fitness and safe work habits.
- Parents have access to nutrition and exercise guidelines on the school website.
- Students receive health screenings consistent with state requirements.
- Health and fitness concepts will be incorporated into a variety of curriculum offerings.
- Students have a safe, clean, and environmentally sound facility in all buildings, grounds, or on buses.
- Applicable policies relative to a safe, secure, and harassment free environment are enforced.
- Students develop behavior skills that encourage peer mediation and social responsibility.

- Students foster a standard that recognize and respect differences among diverse groups.
- Community and parental involvement are encouraged.
- Nutritional or fitness counseling be available to students and parents.
- Staff is encouraged to participate and have access to a variety of wellness programs available through outside agencies, insurance companies, or other venues.

**12-09-2010**

## **GAA**

### **ENGLISH LEARNER EDUCATION**

The district shall provide suitable research-based language instructional programs for all identified English learners in grades nine (9) through twelve (12) in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance. The District shall identify students whose dominant language may not be English through:

- home language surveys that identify a primary home language is other than English
- observations
- intake assessments
- recommendations of parents/guardians, teachers and other persons

Identified students shall be assessed annually to determine their level of proficiency in the English language. The District shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language. The District shall provide additional information as required by DESE to comply with federal law.

**9-15-2020**

## **GAB**

### **SOCIAL MEDIA POLICY**

The superintendent will annually remind staff concerning the importance of maintaining proper decorum in the online, digital world as well as in person. All employees must conduct themselves in ways that do not distract from or disrupt the education process. The reminders will give special emphasis to:

1. Improper fraternization with students using social media or other electronic means.
  - a. Teachers and staff may not friend or follow current students on social media.
  - b. All electronic contacts with students should be through the district's computer and telephone systems, except in emergency situations.
  - c. Team, class, or student organization pages, accounts, or groups will only be created with the approval of the principal.
  - d. All contact and messages by coaches, advisors, teachers, or any staff member will be sent to all members of the group notwithstanding individual medical or other personal considerations.
  - e. Teachers or staff members will not give out their private cell or home phone numbers without prior approval of the principal.
  - f. Inappropriate contact via phone or electronic device is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol.

The superintendent or designee will periodically conduct internet searches to see if teachers or other staff have posted inappropriate materials online.

Similarly, the principal will develop a social media policy for students and include such policy in the student/parent handbook.

**7-28-2022**

## **SECTION H**

### **STUDENTS**

<b>HA</b>	<b><u>STUDENT POLICIES GOALS</u></b>
<b>HB</b>	<b><u>EQUAL EDUCATIONAL OPPORTUNITIES</u></b>
<b>HC</b>	<b><u>HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES</u></b>
<b>HD</b>	<b><u>ADMISSIONS POLICY</u></b>
<b>HE</b>	<b><u>STUDENT ABSENCES AND EXCUSES</u></b>
<b>HF</b>	<b><u>STUDENT CONDUCT</u></b>
<b>HG</b>	<b><u>STUDENT DRESS CODE</u></b>
<b>HH</b>	<b><u>STUDENT CONDUCT ON SCHOOL BUSES</u></b>
<b>HI</b>	<b><u>GANG ACTIVITY/SECRET SOCIETIES</u></b>
<b>HJ</b>	<b><u>PROHIBITION OF HAZING</u></b>
<b>HK</b>	<b><u>HAZING</u></b>
<b>HL</b>	<b><u>BULLYING/CYBERBULLYING</u></b>
<b>HM</b>	<b><u>TOBACCO USE BY STUDENTS AND STAFF PROHIBITED</u></b>
<b>HN</b>	<b><u>PREGNANT STUDENTS</u></b>
<b>HO</b>	<b><u>ALCOHOL AND DRUG USE BY STUDENTS</u></b>
<b>HP</b>	<b><u>SEARCHES AND INTERROGATIONS</u></b>
<b>HQ</b>	<b><u>STUDENT COMPLAINTS AND GRIEVANCES</u></b>
<b>HR</b>	<b><u>STUDENT ORGANIZATIONS</u></b>
<b>HS</b>	<b><u>STUDENT FUNDRAISING ACTIVITIES</u></b>
<b>HT</b>	<b><u>STUDENT ACTIVITY ACCOUNTS</u></b>
<b>HU</b>	<b><u>STUDENT TRAVEL REGULATIONS</u></b>

<b>HV</b>	<b><u>CONCUSSION POLICY</u></b>
<b>HW</b>	<b><u>INTERSCHOLASTIC ATHLETICS</u></b>
<b>HX</b>	<b><u>STUDENT DISCIPLINE</u></b>
<b>HY</b>	<b><u>CORPORAL PUNISHMENT</u></b>
<b>HZ</b>	<b><u>PHYSICAL RESTRAINT OF STUDENTS</u></b>
<b>HAA</b>	<b><u>STUDENT WELFARE</u></b>
<b>HAB</b>	<b><u>STUDENT INSURANCE PROGRAM</u></b>
<b>HAC</b>	<b><u>STUDENT HEALTH SERVICES AND REQUIREMENTS</u></b>
<b>HAD</b>	<b><u>PHYSICAL EXAMINATIONS OF STUDENTS</u></b>
<b>HAE</b>	<b><u>IMMUNIZATION OF STUDENTS</u></b>
<b>HAF</b>	<b><u>COMMUNICABLE DISEASES</u></b>
<b>HAG</b>	<b><u>AIDS SCHOOL ATTENDANCE POLICY</u></b>
<b>HAH</b>	<b><u>ADMINISTERING MEDICINES TO STUDENTS</u></b>
<b>HAI</b>	<b><u>GUIDANCE PROGRAM</u></b>
<b>HAJ</b>	<b><u>STUDENT GIFTS AND SOLICITATIONS</u></b>
<b>HAK</b>	<b><u>STUDENT FEES, FINES, AND CHARGES</u></b>
<b>HAL</b>	<b><u>STUDENT RECORDS</u></b>
<b>HAM</b>	<b><u>STUDENT PHOTOGRAPHS</u></b>
<b>HAN</b>	<b><u>EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE</u></b>
<b>HAO</b>	<b><u>EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN</u></b>



## HA

### STUDENT POLICIES GOALS

The student is the focal point of all operations of the district. The committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

## HB

### EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the school committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, creed, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, homelessness, physical and intellectual differences *or homeless status*. To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, generic information, homelessness, marital status or veteran status.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

8-22-2013

## HC

### HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

The Northern Berkshire Vocational Regional School District will work with homeless students, unaccompanied youth and their families or legal guardians to provide stability in school attendance and other services. Homeless students will be provided district services for which they are eligible, including Title I, similar state programs, special education, bilingual education, summer programming and extracurricular activities. Homeless students are entitled to transportation comparable to that provided for all other students. The district will transport students who are sheltered or temporarily residing within the district.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

### **Students Remaining in Schools of Origin**

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend McCann Technical School for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by McCann Technical School. Homeless students are entitled to transportation comparable to that provided for all other students attending McCann Technical School. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

### **Students Enrolling in District Where Sheltered or Temporarily Residing**

Homeless students moving into a community that is part of the district will go through the school's application process for admission. If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption. If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

## **Dispute Resolution**

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education. During the pendency of any such appeal, the student should remain enrolled. The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>.

## **Homeless Liaison**

The director of student services is designated as the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

**10-11-2022**

## **HD**

### **ADMISSIONS POLICY**

#### **INTRODUCTION**

An admissions process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to safely serve a specific maximum number of students. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants; therefore, a selection process is necessary. All applicants to grades nine and ten will be evaluated using the criteria contained in this admissions policy. The School Committee approved this policy on November 18, 2021.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

McCann Technical School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or housing status. McCann has an on-line application that is adaptable to languages other than English. If there is a student with limited English proficiency that needs assistance, a qualified representative from McCann will assist the applicant throughout the entire admissions process. Students with disabilities may self-identify for the purpose of requesting reasonable accommodations during the entire application and admissions process. Information on limited English proficiency and disability, submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admissions process, will not affect the applicant's admission to the school.

Consistent with Massachusetts Department of Elementary and Secondary Education (DESE) regulations, the admissions policy includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile. The admissions data team will be responsible for this work as well as reviewing placement data in vocational enrollments to identify potential disproportionality. The following will occur at least annually:

1. Review of student population in each grade level.
2. Review of student population from each member town.
3. Aggregate review of regional student population data.
4. Review by town and region the academic and demographic profile of the student population.
5. Review of program placement data and demographic profiles.
6. The admissions data team will review all available data and make recommendations with deliberate, specific strategies which promote equal educational opportunities and attract, enroll, and retain the student population.

### **ELIGIBILITY**

Any 8th or 9th grade student who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for admissions subject to the availability of openings at McCann Technical School and its admissions timeline. All students will be evaluated using the criteria contained in this admissions policy. Nonresident and homeless students will be accepted according to the criteria contained in this admissions policy.

### **TRANSFERS**

Transfer students from other Chapter 74 vocational technical programs are eligible to apply for admissions to grades 9-12 provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this admissions policy. Only students who have been enrolled in another Chapter 74 vocational technical program are eligible for transfer. For applications to grades 11 or 12, students must be passing their vocational subject at the time of application, once this is verified applicants will be evaluated according to the admissions policy.

### **SCHOOL CHOICE**

McCann Technical School does not participate in the School Choice Program.

### **MCKINNEY-VENTO**

“Homeless students will be accepted to McCann Technical School according to the selection criteria contained in this admissions policy.”

### **HOME-SCHOOLED STUDENTS**

Students who are formally home schooled may apply for admissions to McCann Technical School, provided all admissions criteria are followed. The home-schooled student’s parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum, and provide evidence of work reflecting DESE benchmarks. Home schooled students will be accepted according to the selection criteria contained in this admissions policy. The admissions criteria for home-schooled students includes:

- 1) The home-schooled student must submit a copy of the “Home School Approval letter” from the local superintendent.
- 2) If grades are not available, a representative sample portfolio of the student’s body of work in English, mathematics, and science must be submitted.
- 3) Home-schooled students will be ranked on their portfolio/grades (33%), three letters of recommendation (33%), and a personal statement (33%).
- 4) If the student has also attended school at any time within the two years of applying, the current year’s and one-year prior records will be included as appropriate.
- 5) Three letters of recommendation should be written by community members who are not a direct relation to the applicant.

## **ORGANIZATION**

McCann Technical School is a public regional vocational technical school located on a scenic campus in North Adams, Massachusetts. The school is a member of the Northern Berkshire Vocational Regional School District, is accredited by the New England Association of Schools and Colleges, Inc. and is committed to providing quality vocational technical programs. It is the responsibility of the district superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this admissions policy. The school has an admissions data team, appointed by the superintendent, consisting of a member of the administration, guidance, special education, vocational, and academic departments. Responsibilities of the admissions data team include:

- 1) determination of standards for admissions
- 2) development and implementation of admissions procedures
- 3) processing of applications
- 4) ranking of students
- 5) acceptance of students in accordance with this policy
- 6) establishment and maintenance of a waiting list of acceptable candidates

## **RECRUITMENT PROCESS**

The McCann Technical School admissions data team is responsible for disseminating information about McCann to local perspective students in the following ways:

- 1) Annual “Showcase to Success” open house evening.
- 2) School catalogs featuring programs and courses.
- 3) Tours of the school and programs for area sending schools when possible.
- 4) Presentations at area sending schools when possible.
- 5) Application nights in the community at various locations and/or events.
- 6) 8th grade after-school career awareness program.
- 7) Newsletters through direct mail to area students highlighting programming.
- 8) Summer “Welcoming” event for incoming students.

## **APPLICATION PROCESS**

Students interested in applying for admissions to the 9th or 10th grade can do so by applying online; by obtaining an application from their local school guidance counselor; by accessing the McCann Technical School’s webpage for an application, or visiting McCann Technical School’s guidance department. After the application has been submitted an applicant may review the status of their application by logging on to the account that they created when they submitted an online application. The applicant can also get status updates from the local guidance counselor or the principal at McCann. If an applicant does not have a guidance counselor, or in the case of

homeschooling, the applicant should contact the guidance department at McCann. It is the responsibility of the local school guidance counselor to complete their portion of the application form and forward the completed applications, including all required signatures to McCann according to the admissions timeline. Applications will be scored using the following four criteria which are essential to participation in vocational programs. Applicants can receive a possible total of 100 points on the application.

### 1) GRADES

Applications will be considered using the cumulative average for the prior year and one half of school in English, mathematics, and science. For 9th grade applications this would mean the entirety of 7th grade and the first half of 8th grade. For 10th grade applications this would mean the entirety of 8th grade and the first half of 9th grade. The overall average will be used to determine a score using the following chart and can account for up to 30 points of the student's overall application score.

80-100 = 30 pts	70-79 = 25 pts	60-69 = 20 pts	50-59 = 15 pts	0-49 = 10 pts
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### 2) ATTENDANCE

Student attendance will be evaluated based on the number of unexcused absences only. Applicants will be scored on the number of unexcused absences accumulated from the prior year and one half of school. For 9th grade applications this would mean the total of unexcused absences for 7th grade and the first half of 8th grade. For 10th grade applications this would mean the total of unexcused absences for 8th grade and the first half of 9th grade. The total number of unexcused absences will be used to determine a score using the following chart and can account for up to 30 points of the student's overall application score.

0-6 Unexcused Absences = 30 pts	7-13 Unexcused Absences = 25 pts	14-20 Unexcused Absences = 20 pts	21-26 Unexcused Absences = 15 pts	27+ Unexcused Absences = 10 pts
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### 3) DISCIPLINE

Applications will consider student discipline in a binary method. If a student has not been suspended for any infractions under [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#) or been suspended or expelled for more than 10 days under [M.G.L. c.71, § 37H-¾](#) then they will receive the maximum number of 20 points available in this category. If a student has been suspended for any infractions under [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#) or been suspended or expelled for more than 10 days under [M.G.L. c.71, § 37H-¾](#) they will receive 0 points in this category.

### 4) RECOMMENDATIONS

A recommendation from the sending school's guidance counselor will be completed using a specific rubric that aligns with McCann's core educational philosophy of R.E.A.C.H. (Respect, Effort, Accountability, Communication, and Honor). Students will receive a score from their guidance counselor for each category with a detailed rubric defining the criteria. Students can receive up to 4 points for each of the 5 categories resulting in the possible accumulation of 20 points in this category.

	<b>Exemplary</b> 4 points	<b>Proficient</b> 3 points	<b>Developing</b> 2 points	<b>Limited</b> 1 point
<b>Respect</b>	Shows due regard for the feelings, wishes, rights or traditions of others as well as due regard for property and material in all instances.	Shows due regard for the feelings, wishes, rights or traditions of others as well as due regard for property and materials in most instances.	Occasionally shows disregard for the feelings, wishes, rights, or traditions of others and for property and materials.	Routinely shows disregard for the feelings, wishes, rights, or traditions of others as well as for property and materials.
<b>Effort</b>	Demonstrates the ability to put forth their best effort in every task they complete and often look to take on extra work for the benefit of enrichment and growth.	Generally puts forth their best effort in every task they complete and is usually willing to take on extra work for the benefit of enrichment and growth.	Occasionally looks to take the easiest path to complete tasks even at the risk of losing quality. Is generally not interested in taking on extra work for the benefit of enrichment and growth.	Routinely looks for ways to get out of completing tasks and shows no interest in completing assigned work, never-mind extra work for enrichment.
<b>Accountability</b>	Follows rules, takes personal responsibility, and is accountable for their academic expectations in all instances.	Follows rules, takes personal responsibility, and is accountable for their academic expectations in most instances.	Occasionally breaks rules, does not comprehend their personal responsibility in situations and is not accountable in meeting their academic expectations.	Regularly breaks rules, shows no personal responsibility for their actions, and is rarely accountable in meeting their academic expectations.
<b>Communication</b>	Communicates effectively and appropriately with peers and adults in all opportunities.	Communicates effectively and appropriately with peers and adults in most opportunities.	Occasionally needs assistance or redirection in communicating effectively and appropriately with peers and adults.	Is frequently incapable of communicating effectively and appropriately with others.
<b>Honor</b>	Acts with integrity, shows resiliency, and maintains a positive attitude in all situations.	Acts with integrity, shows resiliency, and maintains a positive attitude in most situations.	Occasionally acts without integrity, displays a poor attitude, and occasionally gives up when faced with challenging tasks.	Often acts with a lack of integrity, displays a poor attitude, and rarely works through challenging tasks.

## TIMELINE

December 1st	Application window opens
March 1st	Round 1 application deadline
March 15th	Round 1 notifications made to all applicants
June 1st	Round 2 application deadline
June 15th	Round 2 notifications made to all applicants
July 15th	Round 3 application deadline
August 1st	Round 3 notifications made to all applicants
August 2nd - End of Tier 1 Exploratory	Vacancies filled through waitlist as/if available
Start of Tier 2 Exploratory - End of Tier 2 Exploratory	Waitlist freeze for equity to students in attendance and their chances for placement
Date of Grade 9 permanent shop placement commencing to end of Q2	Vacancies filled through waitlist as/if available
Start of Q3	Reset of admissions cycle, all students on waitlist may start admissions process over for start of the next school year

## **INCOMPLETE APPLICATIONS**

If incomplete applications are received, the McCann principal will notify the local school guidance counselor responsible for submitting the application and will request completion. The applicant's parent(s)/guardian(s) will be notified by the principal in the event the problem is not resolved by the local school guidance counselor. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) school days, the application will be voided. Similarly, homeschool applicants will follow the same procedure with the McCann principal notifying the applicant's parent/guardian.

## **LATE APPLICATIONS**

Applications received after any of the first two admissions deadlines will be scored, reviewed, and decided on for the next admissions deadline. Students will be admitted based on their rank order after having their application scored. Applications received after the third admissions deadline will be placed on the waitlist in rank order and offered admissions as spaces become available.

## **WITHDRAWN STUDENTS**

Students who withdraw from McCann Technical School and who are attending or not attending another high school may reapply. The procedures and criteria contained in this admissions policy will be used to determine acceptance.

## **SELECTION CRITERIA**

Completed applications are processed by the admissions data team using weighted criteria. Each applicant will be assigned a score derived from the sum of scores of the following criteria:

Grades: 30 points

Attendance: 30 points

Discipline: 20 points

Guidance counselor recommendation: 20 points

Points are given in each area; the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. In the event of a tie for the final open slot(s) of the class being applied to, the total score of Section 4, guidance counselor recommendation, will be used to break the tie. If a tie still exists, Section 1 of the application, grades, will break the remaining tie.

## **SELECTION PROCESS**

Applications are reviewed, processed and assigned points according to the selection criteria. After a point total for each applicant has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. All applicants are accepted, declined, or placed on a waiting list. If openings occur, the vacancies are filled by accepting applicants from the waiting list. These applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total point achieved according to the selection criteria.

Applications received after each application deadline will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established



waiting list in preparation for the next application deadline. All applicants are notified of their acceptance decision by the deadline in their respective admissions window via a welcome letter sent electronically through the school's online admissions program. Families without the internet and who have completed paper applications will be notified via letter.

## **ENROLLMENT**

In order to enroll for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed courses in English language arts, mathematics, science, and social studies for the school year immediately preceding their enrollment.

Acceptance and enrollment at McCann Technical School is conditioned upon the accuracy and completeness of a student's application. The School reserves the right to revoke its conditional acceptance of a student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

If an offer of acceptance is declined by the student and their family they will not be placed back on the waitlist without a formal request to have their application reactivated. If the request to reactivate an application is made outside the application windows the student must reapply following the application procedures and timelines.

## **VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All 9th graders who enroll are required to participate in the Vocational Technical Exploratory Program. This program provides each student an awareness of the opportunities associated in all nine technical majors, including those that would prepare them for careers that are non-traditional for their gender. In addition, students will become aware of program requirements, opportunities for employment, and further education/training required.

The Exploratory Program consists of two phases, in Phase I students spend approximately two days in each of the nine technical areas. Students will be scored using a rubric in two equally weighted categories: 1) Project completion/Participation and 2) Citizenship. In Phase II students will select four technical programs and spend approximately one week in each of the four technical areas. These choices are selected after meeting with their guidance counselor and are based on student interest, scores in Phase I and parental input. Students are scored in Phase II using the same rubric as Phase I.

Students with a higher point total will be placed in a technical major before a student with a lesser point total. If a technical major is filled, based on point totals, a student may be placed in their second, third, or fourth choice. Students that do not get their first choice are still in direct competition as if it is a first choice. Again, the student is admitted based on overall point total. If a student's point total is so low that they were not placed in choices 1-4, the principal or designee will meet with the student and present a list of technical majors with available openings from which the student will make a selection. The process continues until all students are placed. A waitlist is generated for all students that did not receive their first choice. Students are considered for placement from the waitlist as space becomes available upon student request.

## **REVIEW AND APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter indicating that the applicant was not accepted into the school or program of choice, or was placed on a waiting list for possible admissions to the school at a later date, may request a review of the decision by sending a letter

requesting a review to the principal within thirty days of the receipt of the letter. The principal will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter to the superintendent to appeal the principal's findings. The superintendent will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The superintendent will respond in writing to the letter with his decision on the appeal within thirty days.

**11-18-2021**

**HE**

## **STUDENT ABSENCES AND EXCUSES**

### **ATTENDANCE POLICY**

Consistent with Massachusetts Department of Elementary and Secondary Education standards of time on learning, school attendance, and class participation are vital for student achievement. Parents have a moral and legal obligation to ensure that their child attends EVERY scheduled school day. School officials cannot give parents' permission to absent their child from school for reasons other than personal family emergency or serious illness. It is critical that parents and school officials support the standards of attendance and achievement as proscribed in these regulations. Cooperation between parents, students, and school officials in supporting school attendance and participation is the initial step towards successful student achievement. All students are expected to attend 100% of the scheduled school days. Routine appointments, vacations or "convenience" activities directly conflict with student success and are not sanctioned by the school. Student learning and student grades are directly and adversely affected by attendance and there are no excuses for poor attendance. Extenuating circumstances are exclusively reserved for serious injury, illness or family emergency, but the grading policy will not be altered.

### **STANDARDS OF ATTENDANCE**

- Schedule routine dental, medical, and social appointments on non-school hours.
- Students will be counted absent on a per day basis unless involved in school approved activities.
- A parental note stating the reason for absence must accompany the student on his/her return to school.
- Students who experience long term illness or injury will be dealt with on an individual basis after receipt of a doctor's note.
- Students are deemed to be absent during periods of suspensions.
- Parent conference with counselor may be required after three absences.
- Excessive absences will result in a parent/guardian meeting with a counselor.

**11-18-2021**

**HF**

## **STUDENT CONDUCT**

Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Found on school premises or at school-sponsored or school-related events, including

- athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to school committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents. School administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

## **HG**

### **STUDENT DRESS CODE**

It is important that students dress in an appropriate and professional manner in preparation for employment or continuing education. Special safety apparel is required in a number of technical areas. Standards of dress while in school, laboratories or shops will be determined by school authorities. No coats or outerwear are to be worn in school regardless of location. Coats and hats are to be stored in individual student lockers. Vocational areas may also determine a shop-specific dress code with additional parameters in order to ensure student safety.

The responsibility for the dress and grooming of a student rests primarily with the student and their parent or guardians.

#### **Appropriate standards of student attire include the following:**

1. Student appearance should be neat, clean, and appropriate.
2. Students must wear clothing, including both a shirt with pants or knee-length skirt, or the equivalent, that are free of rips and tears.
3. Shirts, pants, dresses, or skirts must have fabric in the front and on the sides.
4. Fabric must not be see-through.
5. Clothing must cover all undergarments, waistbands and bra straps included.
6. All students are allowed to wear sweaters or sweatshirts provided the appropriate attire listed above is still followed.

**Prohibited attire is defined as follows:**

1. Any clothing with an inappropriate logo or graphic (i.e. guns, references to alcohol, tobacco, drug use, or sexual references/pictures) or any other symbol deemed to be unacceptable.
2. Chains on clothing, choke collars, collars with spikes or similar attire.
3. Tank tops, spaghetti straps, strapless or short shirts of any kind (crop tops).
4. Sweatpants, running apparel, lounge pants, shorts, slippers, and pajamas.
5. Leggings, unless covered by a knee-length top.
6. Sunglasses, hats, hoods, bandanas, or similar head-covering.
7. No blankets.

**8-17-2023**

**HH**

**STUDENT CONDUCT ON SCHOOL BUSES**

The school committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing school committee requirements of student conduct on buses will rest with the principal. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the school committee.

Procedures for Drivers and Parents

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

Loading and Unloading at Bus Stop

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

Required Conduct aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year,

and parents will be asked to return signed forms indicating that the regulations have been received and read.

8-22-2013

### **HI**

#### **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the school committee is to keep students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs. The school committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The school committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the principal or his/her designee as the need for it arises. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### **HJ**

#### **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the school committee hereby deems that no student, employee or school organization under the control of the school committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the school committee shall engage in the activity of hazing any person while on school property. Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the district are obligated by law to report incidents of hazing to the police department. Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days. Any student who participates in the hazing of another student or other person may, upon the approval of the superintendent, be suspended from school for up to ten (10) school days. Any student determined by the principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

### **HK**

#### **HAZING**

It is the policy of the district to make sure students and staff are not only aware of the prohibition of hazing, as described in the law, but are actively involved in making sure such activities do not occur. Any suspected incidents must be reported to the principal. The applicable sections of the law, M.G.L., CH. 269, S.17, 18, and 19 are noted below.

CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING: HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### CH. 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to

its students. The board of higher education and, in the case of secondary education institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

12-09-2010

**HL**

## **BULLYING/CYBERBULLYING**

Bullying, cyberbullying, and retaliation are prohibited. The district is committed to maintaining a school environment where students are free from bullying, including cyberbullying, the effects of such conduct, and retaliation. Students receive training and education regarding bullying and how to prevent and/or report bullying through our health and guidance curriculums. For a student with a disability directly impacting social skills development, or the student may participate in or is vulnerable to bullying, harassment, or teasing because of their disability, additional education and/or services may be provided by the special education department in accordance with that student's Individual Education Plan (IEP) to develop the student's skills in these areas. Bullying is conduct that is repeated by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional and targets another student, causing one or more of the following: physical or emotional harm to the targeted student or damage to his/her property; placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property; a hostile environment at school for the targeted student; infringement on the rights of the targeted student at school; or material and substantial disruption to the educational process or the orderly operation of the school.

Bullying is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.  
(M.G.L. c. 71, § 37O)

Cyberbullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include creating a website, blog, or posting by which the creator/author impersonates another person.

Cyberbullying, pursuant to M.G.L. c. 71, § 37O, means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include: (i) the creation of a web page or blog in which the creator assumes the identity of another person, or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a

communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution of posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. The targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, academic and other school activities.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. It involves a student "getting back at" another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

The district prohibits bullying (including cyberbullying) and retaliation as defined above both at school and under the following circumstances: on school grounds or any property next to school grounds; at the bus stops or on school buses or any other school vehicle; at any school-sponsored, or school-related activities, functions or programs; through use any school computers, internet connection or other school based technology; at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

Students who believe they are targets of bullying, cyberbullying or retaliation, or who know about bullying or cyberbullying conduct should report the conduct to the assistant principal. Students also may report the conduct to a teacher, guidance counselor, or other school staff members, who will in turn report the incident to the assistant principal/principal.

The assistant principal will be responsible for taking steps to investigate and otherwise address reports of bullying, cyberbullying, and retaliation. Students who engage in bullying, cyberbullying, or retaliation will be subject to discipline by the principal or assistant principal, subject to any procedural requirements. In making disciplinary decisions, the principal/assistant principal will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to: verbal warning; written warning; reprimand; detention; short-term or long-term suspension or expulsion from school

In addition to taking disciplinary action, the principal will report conduct relating to bullying, cyberbullying, and retaliation to local law enforcement if she/he believes that criminal charges may be pursued.

Nothing in this handbook provision is intended to prevent school staff and/or school committee if applicable from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyberbullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

In the event school staff determines that bullying, cyberbullying, or retaliation (as defined in this policy) has taken place, the assistant principal/principal will, in addition to taking disciplinary action: notify the parent or guardian of the aggressor, inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying, cyberbullying or retaliation to the extent consistent with applicable legal restrictions, notify local law enforcement, if she/he believes that criminal charges against the aggressor may be pursued.

**8-17-2023**



## **HM**

### **TOBACCO USE BY STUDENTS AND STAFF PROHIBITED**

It is unlawful for any individual to smoke or use tobacco products of any type (including vapor/e-cigarettes) in school buildings, on school grounds or in school buses. All students, faculty, staff, and visitors to the McCann Technical School have the right to a “smoke-free” environment according to Massachusetts legislation of 1993. No one may smoke in the school, the surrounding grounds or buildings, buses, and school district vehicles or at school-sponsored events. Possession of tobacco products, lighters, or matches by secondary students (grades 9-12) will be considered contraband and may not leave school grounds in order to smoke. Nicotine in tobacco is a highly addictive substance. Students are encouraged to receive assistance with smoking cessation from district approved health care professionals. If a reasonable suspicion of smoking or tobacco use exists, the student will be subject to the following disciplinary actions, for the first offense, serve two office detentions, for a second offense, students will be required to serve a one day suspension with a parent conference prior to re-admission to school. For any subsequent offenses(s), students will be required to serve three or more days of suspension with a parent conference prior to re-admission to school.

**8-4-2016**

## **HN**

### **PREGNANT STUDENTS**

Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided. Students under the care of a physician for physical or social/emotional issues will be permitted to continue in school in all instances when continued attendance has the sanction of the student's physician.

**2-26-2015**

## **HO**

### **ALCOHOL AND DRUG USE BY STUDENTS**

In view of the fact that the use of alcohol and drugs can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages and drugs can have on the maintenance of general order and discipline, the school committee prohibits the use of, serving of, or consumption of any alcoholic beverage or drug including marijuana, steroids or any controlled substance on school property or at any school function. Additionally, any student, regardless of age, who has been drinking alcoholic beverages or using drugs prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action. The district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis in grade 9. Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening. All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

**HP****SEARCHES AND INTERROGATIONS**Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools. Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore, when law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation. If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

**HQ****STUDENT COMPLAINTS AND GRIEVANCES**

The school committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the district will be continued. Students-and their parents and/or guardians who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, principal or teacher) and may ultimately be referred to the superintendent and on to the school committee, which possesses the ultimate authority for discipline in the school system.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Principal, staff members, or school committee members who may be involved.

**HR**

## **STUDENT ORGANIZATIONS**

Student organizations in the district shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, school committee policies, and administrative procedures. The principal shall develop general guidelines for the establishment and operation of student organizations within the school. Among other provisions, such guidelines shall require the approval of the principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations. All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

### **HS**

#### **STUDENT FUNDRAISING ACTIVITIES**

In general, the district disapproves of fundraising in the community by students or organizations for school related activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items. Exceptions to this policy are the sale of tickets to scheduled athletic events and school sponsored events, sale of advertising space in school publications, proposals to raise funds for charitable purposes or for benefit of the school or community, or the sale of tickets or sponsorships recommended by athletic booster clubs. All fundraising activities must be approved by the principal or his designee.

**8-4-2016**

### **HT**

#### **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the district and are subject to policies established by the school committee and the superintendent. The funds shall only be for the benefit of students and be managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the school committee:

1. Authorizes the principal to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the student activity account by the district treasurer and no funds shall be directly deposited to a student activity checking account except by the district treasurer.
2. The principal, or his designee, shall approve all fundraising activities and shall also approve all expenditures from the activity account. Only the district treasurer is authorized to receive or expend funds as recommended under this policy.
3. All activity accounts must adhere to approved account management principles and use approved designed electronic spreadsheets to facilitate basic reconciliation and control procedures.
4. All purchases or requests for services must be included within the district's purchasing software system and no reimbursement for any purchase or service contract is authorized by credit card.

5. All athletic booster clubs or similar organizations are governed by this policy and must adhere to the regulations promulgated by this policy. All fundraising activities and purchases or requests must be approved by the principal or his designee.
6. No money collections of any kind may be held in or on behalf of the school without the specific consent of the superintendent.
7. Funds held on behalf of graduating classes are to be maintained for a period of six years and if not used for reunions or gifts to the school, will be transferred to the alumni association.

8-4-2016

HU

## STUDENT TRAVEL REGULATIONS

The use of vans or private automobiles for trips planned to include late night or overnight student travel must be approved by the superintendent. The superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <http://www.saferys.org/>. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications. Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Elementary and Secondary Education publication Student Learning Time Regulations Guide) Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

HV

## CONCUSSION POLICY

### *Purpose*

This policy provides for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The policy applies to all public middle and high school students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for McCann Technical School in the management of and prevention of sports-related head injuries within the district. Review and revision of this policy is required every two years.

### *Pre-participation Requirements and Training*

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The athletic director, coaches, school nurse, school and team physicians, parents of a student who participates in an extracurricular athletic activity, students who participate in an extracurricular athletic activity and volunteers shall annually complete one of the head injury safety training programs approved by McCann Technical School. This requirement may be met by completing an approved online program listed on the website and

pre-participation questionnaire, and providing a certificate of completion to the athletic director, signing an acknowledgement that they have read and understand written materials provided to them by the athletic director, or attending a McCann Technical School sponsored training session and signing the attendance roster. The athletic director will keep all certificates, signed acknowledgements and training session rosters for three years. The training must be repeated every subsequent year.

Additionally, students who plan to participate in extracurricular athletic activities and their parents must complete and sign the *Pre-participation Head Injury/Concussion Reporting Form* prior to each season of participation. The questionnaire will be distributed through the athletic department and may also be obtained in the health office. The questionnaire will be reviewed by the school nurse prior to athletic participation. The school nurse will provide appropriate follow-up when necessary. Annually, students are also required to provide a physical exam to the school nurses' office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam. The school nurse shall consult with the school physician as necessary regarding a student's medical history and or eligibility.

McCann may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications. If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form and submit same to the school nurse.

#### *Exclusion from Play*

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day. The student shall not return to practice or competition unless and until the student provides medical clearance. The coach or athletic trainer shall provide the necessary forms for the student to take to their medical provider. The coach shall communicate the nature of the injury directly to the parent in person or by phone promptly after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness. The coach or his or her designee shall communicate, by the end of the next business day, with the athletic director and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

#### *Return to Play*

The *Return to Play* plan shall include the academic recovery plan recommendations from the physician and the return to play protocol of the school nurse. Students must be symptom free and medically cleared in order to return to play. A duly licensed physician, a duly licensed certified athletic trainer in consultation with a licensed physician; a duly licensed nurse practitioner in consultation with a licensed physician, or a duly licensed neuropsychologist in coordination with the physician managing the student's recovery may authorize a return to play. Final return to play requires the approval of the school nurse.

#### *Athletic Director Responsibilities*

The athletic director participates in the biannual review and revision of the policy and completes an annual training. The athletic director shall ensure the training of coaches, staff, parents, volunteers and students, maintain certificates of completion, attendance rosters, and signed affidavits, ensure that the medically cleared list is provided to all coaches, assistants, and volunteers and that no student participates without this clearance, ensure the *Pre-Participation Head Injury/Concussion Reporting Form* and Report of Head Injury Forms are completed by parents or coaches and reviewed by the school nurse, ensure that athletes are prohibited from

engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon, maintain records of annual trainings, completions, affidavits, and/or attendance rosters for three years, and communicate with the coaches regarding player progress and notify the coaches when medical clearance is received. The athletic director shall also report annual statistics to the Department of Public Health concerning the total number of head injury reports received from both coaches and parents and the total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

#### *Coach Responsibilities*

The coach completes the annual training and provides the athletic director with a certificate of completion, reviews the pre-participation information provided by the school nurse regarding a student's history and/or risk of head injury. The coach shall identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play, complete the Report of Head Injury Form upon identification of a student with a head injury or suspected concussion that occurs during practice or competition, promptly notify parent of any student removed from practice or competition and provide same notification in writing or electronically by the end of the next business day, promptly notify the athletic director and school nurse of any student removed from practice or competition, teach techniques aimed at minimizing sports-related head injury, discourage and prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon. Once a player is cleared to return to play, the coach is responsible for following a graduated return-to-play protocol.

#### *School Nurse Responsibilities*

The school nurses complete the annual training and participate in the biannual review and revision of the policy. The school nurse shall review all pre-participation questionnaires, review all annual physical exams and all Report of Head Injury reports, maintain all questionnaires, physical exams, Report of Head Injury forms and any other pertinent medical information in the student health record, share on a need to know basis any head injury information regarding a student that may impact their ability to participate in extracurricular athletic activities or places a student at greater risk for repeated head injuries, participate in the reentry planning for students to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing scheduling and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular athletic activities after a head injury and revising the health care plan as needed, monitor recuperating students with head injuries as needed and collaborate with guidance counselors to ensure that the graduated reentry plan is being communicated and provide ongoing educational materials on head injury and concussion to teachers, staff and students.

#### *Record Maintenance*

McCann Technical School shall maintain the verifications of completion of annual trainings, pre-participation questionnaires, annual physical exams; head injury reports, and concussion return to play protocols for injured students for three years. These records will be made available to the Department of Public Health and DESE upon request or in connection with any inspection or program review.

**8-4-2016**

## **HW**

### **INTERSCHOLASTIC ATHLETICS**

The school committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports. Participation in interscholastic athletics will be subject to approval by the school committee and will be in

accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education. The school committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

## **HX**

### **STUDENT DISCIPLINE**

The Massachusetts General Laws require the school committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the district. The implementation of the general rules of conduct is the responsibility of the principal. In order to do this, the principal shall develop specific rules not inconsistent with the law or in conflict with school committee policy. These rules shall be an extension of the district policies by being more specific as they relate to those policies. The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall relate to the individual needs and individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or shop or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians. If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

## **HY**

### **CORPORAL PUNISHMENT**

The power of the school committee or of any teacher or other employee or agent of the committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

## **HZ**

### **PHYSICAL RESTRAINT OF STUDENTS**

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited.

The principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length. Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment. Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others. A member of the school committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The staff shall report the use of physical restraint or injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Massachusetts Department of Elementary and Secondary Education. When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Massachusetts Department of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.

## **HAA**

### **STUDENT WELFARE**

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised. Supervision arrangements must be made to take care of an emergency. During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A. In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Instruction in courses in all vocational programs, science, physical education, and health, will include and emphasize accident prevention. Safety instruction will precede the use of materials



and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices when required.

## **HAB**

### **STUDENT INSURANCE PROGRAM**

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The district does not assume any responsibility regarding service, claims, or other matters relating to the insurance program. All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

## **HAC**

### **STUDENT HEALTH SERVICES AND REQUIREMENTS**

Activities may include identification of student health needs, health screening tests, communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment. The district recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety. The district shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision. Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation. Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the district. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the principal.

## **HAD**

### **PHYSICAL EXAMINATIONS OF STUDENTS**

The Massachusetts Department of Public Health requires that all students will be screened during high school for vision, hearing, postural changes, height, weight and BMI. All entering students must have a copy of their physical examination, prepared by their primary physician on file in the school nurse's office. Every candidate for a school athletic team must have an annual physical performed containing a statement by the physician that the student is fit to participate. The school nurse will assess medical situations and injuries that occur during the school day and will contact the parent or guardian as is appropriate. The principal and parent or guardian will be informed of any injuries requiring medical attention that occur during the school day or at school related activities. Documentation will be maintained in the school nurse's office.

**9-11-2014**

## **HAE**

### **IMMUNIZATION OF STUDENTS**

Students entering school will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the student, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

## **HAF**

### **COMMUNICABLE DISEASES**

The school committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS). Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The district reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement. In the event a student with a life-threatening communicable disease qualifies for services as a handicapped student under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above. Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom or shop as deemed necessary to protect the health, safety, and welfare of the student, staff, and others. In all proceedings related to this policy, the district shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the principal.

## **HAG**

### **AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) SCHOOL ATTENDANCE POLICY**

There is a great deal of concern in the community about the history, symptoms, and transmissibility of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC). Misinformation or lack of knowledge regarding the scope of the disease could result in improper decisions about a student's attendance at school. A comprehensive policy on AIDS and ARC has been developed by the Massachusetts Department of Public Health, which has been adopted by the Massachusetts Department of Education as policy.

Epidemiological studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-

sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immunodeficiency Virus, (HIV), and receiving medical attention are able to attend regular classes.
  - a. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
  - b. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
  - c. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
  - d. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) are able to attend school without any further restrictions.
2. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV). Management includes acting as the "gatekeeper" for the child's attendance at school in accordance with the policy outlined above.
  - a. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the superintendent might notify one or more of the following will determine who to notify. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person to person contact.
  - b. If school authorities believe there is evidence of conditions described in #1 in a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an out-break of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmune gamma globulin) and/or the outbreak has no longer become a threat to the child.
4. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.
5. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

## **HAH**

### **ADMINISTERING MEDICINES TO STUDENTS**

Medications may be administered to students by the school nurse with a physician's written order and signed parent/guardian permission form. Only a parent/guardian can deliver the medication to the school nurse and it must be in the original container clearly printed with the student's name, medication, dosage and times or specific as needed conditions. Medication administration may be delegated by the school nurse to appropriate staff for field trips or related off campus activities or when the use of an epipen may be necessary due to a diagnosed life-threatening allergy condition. Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications: students with asthma or other respiratory diseases may possess and administer prescription inhalers, students with cystic fibrosis may possess and administer prescription enzyme supplements, and students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

The school district may, in conjunction with the school nurse, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life-threatening opiate overdose in a school setting.

**8-4-2016**

## **HAI**

### **GUIDANCE PROGRAM**

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance. Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; referral to outside agencies, consultation services; and personal developmental guidance as needed. These services will be available to all students. While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel and disciplinary issues should be referred to the assistant principal. Guidance counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities.

**8-22-2013**

## **HAI**

### **STUDENT GIFTS AND SOLICITATIONS**

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom or shop. Solicitation of funds for charitable purposes from students of the district will be made only as approved by the superintendent. Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the superintendent.

## **HAK**

### **STUDENT FEES, FINES, AND CHARGES**

The school committee recognizes the potential need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges. The

school may exact a fee or charge only upon committee approval. The school may however charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student. Students will be charged for lost and damaged books, materials, supplies, and equipment. Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this district. Any fee or charge due to any school in the district and not paid at the end of the school year will be carried forward to the next succeeding school year. In accordance with the McKinney Vento Act homeless students will be referred to the homeless liaison and given the due support and services. This policy does not apply to postsecondary programs.

**8-22-2013**

## **HAL**

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. The committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

All parents are encouraged to be involved and informed about the education of their children. A parent having physical custody of his/her child shall have access to his/her child's records, visitation to observe their child, in accordance with the schools visiting policy, and conference with teachers to discuss their child's progress. A non-custodial parent may have access to his/her records only in accordance with MG CH 71 Section 34H. For more information contact the principal.

As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

**12-9-2021**

Suggested Checklist for Schools Implementing General Laws Chapter 71, Section 34H  
(Distribution of Student Records to Eligible Non-Custodial Parents)

Name of Student: \_\_\_\_\_

Name of Custodial Parent: \_\_\_\_\_

Name of Requesting Parent: \_\_\_\_\_

Name of School Staff Member Verifying Information: \_\_\_\_\_

\_\_\_\_\_ The requesting parent submitted a written request for the records to the school principal within the past twelve months. Date of request: \_\_\_\_\_

\_\_\_\_\_ The initial request included a certified copy of a court order, which met the requirements of Section 34H (b).

\_\_\_\_\_ The initial request included an affidavit from the requesting parent, which met the requirements of Section 34H(b).

\_\_\_\_\_ Each school year since the initial request the requesting parent has submitted a request indicating that the parent continues to be:

- a. Entitled to unsupervised visitation with the child; and
- b. Eligible to receive student record information pursuant to Section 34H. Date(s) of annual request(s):

When the school received the records request from the non-custodial parent:

- The school immediately notified the custodial parent of the request by certified mail and by first class mail, in both the primary language of the custodial parent and in English. The notice informed the custodial parent that information requested pursuant to Section 34H is to be provided to the requesting parent after 21 days, unless the custodial parent provides the principal with documentation of an applicable court order. Date of notice: \_\_\_\_\_
- The school is aware that it may seek reimbursement for the cost of postage from the requesting parent.
- The eligible parent has the right of access to the entire student record.

Or

- The otherwise eligible parent's right of access to the entire student record has been specifically limited by court order.  
Note limitations, if any: \_\_\_\_\_

**SAMPLE NOTICE TO THE CUSTODIAL PARENT  
WHEN NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS  
PER GENERAL LAWS CHAPTER 71, SECTION 34H**

NOTE: The statute requires schools to send notice to the custodial parent by certified mail and by first class mail, in both the primary language of the custodial parent and in English.

(Date)

(Name and address of custodial parent)      **By certified and first-class mail**

Dear (Name of custodial parent):

Pursuant to Massachusetts General Laws Chapter 71, Section 34H, a law regarding student records access for non-custodial parents, (insert name of non-custodial parent) has requested the student records of (insert name of child). This request was made on (insert date of non-custodial parent's request).

In compliance with Section 34H (c) and (d), I am providing you with written notice of this request.

The law requires the school to provide the non-custodial parent with the student record information after 21 days, unless before that date you provide me with a copy of either of the following documents.

1. A court order that prohibits the non-custodial parent from having contact with your child;  
or
2. A court order that prohibits the non-custodial parent from getting access to the student records; or
3. A temporary or permanent order issued to provide protection to you or to any child in your custody from abuse by the requesting parent, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to your child's student records.

Please contact my office if you have any questions. Thank you very much.

Sincerely,

(School Principal)

**SAMPLE AFFIDAVIT FOR NON-CUSTODIAL PARENT  
REQUESTING STUDENT RECORDS  
PER GENERAL LAWS CHAPTER 71, SECTION 34H**

I, (Name of non-custodial parent), on oath depose and state as follows:

1. I am the parent of       (Name of student)      .
2. Attached is a certified copy of the court judgment or order relative to the custody of my child, which meets the standards of General Laws Chapter 71; Section 34H.

OR

3. Attached is a certified copy of an order by a probate and family court judge specifically ordering that my child's student records be made available to me, according to the standards of General Laws Chapter 71; Section 34H.
4. I certify that the judgment or order remains in effect and that there is currently no temporary or permanent protective order restricting my access to (Name of student), the custodial parent or to any child in the custodial parent's custody.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_  
(Month, Year)

\_\_\_\_\_  
Parent's signature



## **HAM**

### **STUDENT PHOTOGRAPHS**

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

## **HAN**

### **EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

Northern Berkshire Vocational Regional School District will ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic and vocational achievement and wellbeing, and the school committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences. Irrespective of the location of a foster care placement, students in foster care will continue to attend McCann Technical School, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend a school in another district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination. The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

#### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend McCann Technical School should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend. The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

#### **Transportation**

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care. Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

## Immediate Enrollment

If it is in the best interest of a student in foster care to leave McCann Technical School, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge. If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter- district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);  
Fostering Connections to Success and Increasing Adoptions Act of 2008  
(Fostering Connections Act)

10-11-2022

## HAO

### EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the Northern Berkshire Vocational Regional School District because of their parents being on active duty in the U.S. Armed Services, the district supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The school committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

## Definitions

**Children of military families** means school aged children, enrolled in kindergarten through 12<sup>th</sup> grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

**Education(al) records** means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service

employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and district receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the district may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, honors, international baccalaureate, advanced placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, gifted and talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The district will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the district for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- McCann Technical School will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the district (receiving state.) If this is not possible, the alternative provision of the interstate compact shall be followed in order to facilitate the on-time graduation of the student in accordance with compact provisions.

LEGAL REFS: M.G. L. 15E;  
Interstate Compact on Educational Opportunity for Military Children  
**10-11-2022**

**SECTION I**  
**COMMUNITY RELATIONS**

<b>IA</b>	<b><u>SCHOOL/COMMUNITY RELATIONS GOALS</u></b>
<b>IB</b>	<b><u>SCHOOL/PARENT RELATIONS GOALS</u></b>
<b>IC</b>	<b><u>PUBLIC GIFTS TO THE SCHOOLS</u></b>
<b>ID</b>	<b><u>PUBLIC'S RIGHT TO KNOW</u></b>
<b>IE</b>	<b><u>NEWS MEDIA RELATIONS/NEWS RELEASES</u></b>
<b>IF</b>	<b><u>PUBLIC COMPLAINTS</u></b>
<b>IG</b>	<b><u>PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL</u></b>
<b>IH</b>	<b><u>PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS</u></b>
<b>II</b>	<b><u>PUBLIC SOLICITATIONS IN THE SCHOOLS</u></b>
<b>IJ</b>	<b><u>ADVERTISING IN THE SCHOOLS</u></b>
<b>IK</b>	<b><u>SCHOOL VISITORS</u></b>
<b>IL</b>	<b><u>RELATIONS WITH BOOSTER ORGANIZATIONS</u></b>
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## **IA**

### **SCHOOL/COMMUNITY RELATIONS GOALS**

The school committee believes that the district is an integral part of the community and that community support is necessary for the district's operation and achievement of excellence. The school committee and district staff members recognize that community support is based on a mutual exchange, a dynamic process in which the district contributes to the community's success and, in turn, benefits from the community's resources. In order to maintain productive relationships with the community, the district is committed to sustaining an effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in district programs, and create community advocacy. Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments are encouraged and community service efforts which enable the district's staff and students to express their commitment to the community.

## **IB**

### **SCHOOL/PARENT RELATIONS GOALS**

It is the goal of the district to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students. While parents are individually responsible for their sons and daughters, the district provides direct educational services. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the school is encouraged through regular communication with the principal and staff, the parent/teacher organizations, and other opportunities for participation in school activities.

## **IC**

### **PUBLIC GIFTS TO THE SCHOOLS**

The superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools. Gifts will automatically become the property of the district. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the committee, as provided by law. The committee directs the superintendent to assure that an appropriate expression of thanks is given all donors.

## **ID**

### **PUBLIC'S RIGHT TO KNOW**

The school committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters. The school committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the committee, its written policies and regulations, and its financial records will be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students

or staff members will be released for inspection by the public or any unauthorized persons by the superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent). The principal is authorized to use all means available to keep parents and others in the school's community informed about the school's program and activities.

## **IE**

### **NEWS MEDIA RELATIONS/NEWS RELEASES**

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, planning, and activities of the school system. All representatives of the media will be given equal access to information about the district. General releases of interest to the entire community will be made available.

## **IF**

### **PUBLIC COMPLAINTS**

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

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

If a complaint, which was presented to the committee and referred back through the proper channels, is adjusted before it comes back to the school committee, a report of the disposition of the matter will be made to the committee and then placed in the official files. Matters referred to the superintendent and/or school committee must be in writing and should be specific in terms of the action desired. The committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

#### **Complaint Procedure**

1. A parent, guardian, or other person or group who believes that M.G.L. c. 76, s. 5 or 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons therefore from the responsible school committee through the superintendent and may submit a copy of such request to the Bureau of Equal Educational Opportunity of the Department of elementary and Secondary Education. If such request is made, a copy of such request shall be sent by the School Committee to the Bureau of Equal Educational Opportunity.
2. The school committee shall respond promptly, but no later than 30 days, in writing to the complaining party. The school committee shall also send a copy of its response to the Bureau of Equal Educational Opportunity.
3. The Bureau of Equal Educational Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints pursuant to 603 CMR 26.00.
4. The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received under 603 CMR 26.09 (1) or on its own initiative, conduct reviews to insure compliance

with M.G.L. c. 76 s. 5 and 603 CMR 26.00 The school committee and the specific school(s) involved shall cooperate to the fullest extent with such review.

5. In the event of non-compliance with M.G.L. c. 76 s. 5 or 603 CMR 26.00 the Board of Education may take such action as it sees fit, including, but not limited to, withholding of funds or referral of the matter to the Office of the Attorney General for appropriate legal action.

#### Private Right of Enforcement

Nothing in 603 CMR 26.00 shall abridge or in any way limit the right of a parent, guardian, or person affected to seek enforcement of St. 1971, c.622 in any court or administrative agency of competent jurisdiction.

## **IG**

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

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the school committee as a whole or to a committee member as an individual, it will be referred to the superintendent for study and possible solution. The superintendent will develop procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them. If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the district which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint. If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.
3. When a written complaint form is received, the principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.

4. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
5. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Committee meeting. The decision of the committee will be communicated in writing to all interested persons.

## **III**

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

The school committee, though it is ultimately responsible for all curriculum and instructional materials, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her student not read a given book, the teacher and/or principal should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the committee has adopted.
2. The committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his criticism.
  - b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question, he/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
  - c. The superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the committee.

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

## **II**

### **PUBLIC SOLICITATIONS IN THE SCHOOLS**

The school committee will place limits on commercial activities and fund-raising activities in the schools. No direct solicitation of students or employees may take place without the superintendent's permission. No general or class distribution of commercial or fund-raising literature may take place without superintendent's permission.



## **IJ**

### **ADVERTISING IN THE SCHOOLS**

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

## **IK**

### **SCHOOL VISITORS**

Parental requests for classroom or shop visitations will be allowed as long as the educational process is not disrupted. Such requests will be made at least forty-eight hours in advance to allow for proper arrangements to be made. Safety requirements must be met by all visitors. The principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits. For security purposes it is required that all visitors report to the principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are required to ask visitors if they have registered in the principal's office.

## **IL**

### **RELATIONS WITH BOOSTER ORGANIZATIONS**

The school committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system. Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships. Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and extra curricular programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the school committee.

## **IM**

### **RELATIONS WITH POLICE AUTHORITIES**

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the school, and for safeguarding all school property. Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned. The school committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program. Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

**IN**

**RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES**

The school committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students. It is school committee policy that administration informs elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.