MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
POLICY MANUAL

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Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7360

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SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A of the policy classification system is a repository for statements related to the district's legal role in providing public education and the underlying principles on which the district operates. The policies in this section provide a setting for all of the School Committee's other policies.

AA SCHOOL DISTRICT LEGAL STATUS/REGIONAL AGREEMENT
AA-E SCHOOL DISTRICT LEGAL STATUS SEAL

AB THE PEOPLE AND THEIR SCHOOL DISTRICT

AC NONDISCRIMINATION
ACA NONDISCRIMINATION ON THE BASIS OF GENDER
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AD MISSION STATEMENT
ADA STATEMENT OF PHILOSOPHY
ADB SCHOOL DISTRICT GOALS AND OBJECTIVES
ADC DRUG-FREE SCHOOLS
ADD TOBACCO-FREE SCHOOL POLICY
ADDA BACKGROUND CHECKS
ADDA-R DCJIS MODEL CORI POLICY
ADE SAFE SCHOOLS POLICY
ADG WELLNESS POLICY

AF COMMITMENT TO ACCOUNTABILITY
AFA EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES
AFB EVALUATION OF THE SUPERINTENDENT
AFC EVALUATION OF PROFESSIONAL STAFF (Also: GCN)
AFD EVALUATION OF SUPPORT STAFF (Also: GDN)
AFE EVALUATION OF INSTRUCTIONAL PROGRAMS (Also: IKFB)
AFF EVALUATION OF SUPPORT SERVICES (Also: EJ)
AFG ACCOMPLISHMENT REPORTING TO PUBLIC

Section Index updated: 10.13.20

AA
SCHOOL DISTRICT LEGAL STATUS

Official Name and Classification

The official name of the school district is:
Minuteman Regional Vocational Technical School District, located at 758 Marrett Road, Lexington, MA 02421.

The official name of the school is: Minuteman Regional Vocational Technical School.

The school is established as a regional vocational technical school, grades nine through twelve, with the provision for adding post-secondary courses and programs as needs are identified and resources become available.

Legal Basis of the School District

THE REGIONAL AGREEMENT

(see below)

Original Adoption: 6/18/1970
Revision: 11/20/1973, 2/20/1979, 10/7/1980; 3/11/2016 (Approved by Commissioner of Education)
First Reading:
Second Reading:
Adoption: 3/11/2016
Review: 10/21/2008; 2013-15
Minuteman Regional Vocational Technical School District

Amended: 1973, 1979, 1980, 2016

REGIONAL AGREEMENT

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, Weston, Bolton, Dover, Lancaster, and Needham, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, rounded to the nearest hundredth of a percent, which will be calculated and established as of July 1 of each year as follows. The first half of the weighted vote for all of the member communities will be the same. (For example, if hypothetically there were 16 member communities, then the first half of each member's weighted vote will be 1/16 of 50%, which would be 3.125%). The second half of each member community's weighted vote will be computed as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as the second half of that member community's weighted vote to become effective on the following July 1. (For example, if over the four year

period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, the second half of that member community's weighted vote would be 8.67% of 50%, which would be 4.335%). The two halves will then be added together, and rounded to the nearest hundredth of a percent, to establish that community's total weighted vote. (For example, using the hypotheticals expressed above in this paragraph, the hypothetical community's total weighted vote as of the July 1 in question would be 3.125% plus 4.335%, which would add to 7.46%). Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, or within a radius of 5 miles from the intersection of Route 2 and Bedford Road, which intersection is in the town of Lincoln, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, 2016:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the towns which were members of the

District as of June 30, 2016 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be included.

2. The following method will be used for apportioning capital costs incurred on or after July 1, 2016:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs which are incurred on or after July 1, 2016 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than one (1) pupil from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of one (1) pupil in the regional district school on said date.

b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

c. The balance of these costs will be apportioned by applying DESE's combined effort yield (a measure of a community's ability to pay for education using property values and household incomes) to the percentage of each community's students (as defined by foundation enrollment) that are enrolled at Minuteman. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment

figures, including the one (1) pupil minimum spoken of in 2,a above, will be identified.

- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.

- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".

- The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.

- Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor – Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) <u>Apportionment of Operating Costs</u>

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the

members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community's share of such special operating costs shall be apportioned by identifying each member community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1	25%
December 1	60%
March 1	75%
May 1	100%

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters voting on the question from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX, or even if the withdrawal of said community is disapproved by the Commissioner. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on

which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment

accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by all of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and after approval by the Commissioner.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July I following the adoption by the District of such an amendment, the acceptance by all of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also

shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received. Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).

2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.

3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee will full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:

    a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,

    b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with this Section will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

(E) Initial Procedure for Withdrawal

Consistent with 603 CMR 41.03(2), the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston may withdraw from the District effective on the first July 1 after the first December 1 following the Commissioner of Education's approval of the 2016 Amended Regional Agreement, all of the following requirements having been met by each departing member:

(a) On or before March 1, 2016, voted by simple majority of its legislative body to confirm its commitment to withdraw from the District;

(b) On or before March 1, 2016, voted to approve the 2016 Amended Regional Agreement;

(c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute approval of the withdrawal of any or all of the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston from the District pursuant to the Initial Procedure for Withdrawal.

The terms of School Committee members representing communities which withdraw under this Initial Procedure for Withdrawal shall end on the withdrawal date of the community which the member represents. No such community shall have any right or claim onto the assets of the District. Such communities shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no community withdrawing under this Initial Procedure for Withdrawal shall be responsible for District debt incurred after December 10, 2015.

SECTION X TUITION STUDENTS

(A)
The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

(B)
Subject to state law, and applicable regulations, effective June 30, 2018, it shall be the policy of the District to admit out-of-district students only based on tuitions and charges equal or greater than the District's similarly-calculated average per pupil cost for in-district communities as determined by the Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the Committee. The provisions of this paragraph (B) shall not apply to incoming school choice students under M.G.L. c. 76, § 12B.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.
SECTION XII SUBMISSION FOR APPROVAL

Original Adoption: 6/18/1970
Revision: 11/20/1973, 2/20/1979, 10/7/1980; 3/11/2016 (Approved by Commissioner of Education)
First Reading:
Second Reading:
Adoption: 3/11/2016
Review: 10/21/2008; 2013-15
Minuteman Regional Vocational Technical School District

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

APPROVED:

_____
Commonwealth of Massachusetts
Commissioner of the Department of Elementary and Secondary Education

_____
Dated

Approved by the Commissioner 3/11/2016.
(see attached)

Original Adoption: 6/18/1970
Revision: 11/20/1973, 2/20/1979, 10/7/1980; 3/11/2016 (Approved by Commissioner of Education)
First Reading:
Second Reading:
Adoption: 3/11/2016
Review: 10/21/2008; 2013-15
Minuteman Regional Vocational Technical School District

AA-E
SCHOOL DISTRICT LEGAL STATUS SEAL

As required by law, the official seal of the Minuteman Regional Vocational Technical School District is used on official, legal, and other important papers, contracts, and certificates. The following is the official seal of the Minuteman Regional Vocational Technical School.

LEGAL REF: M.G.L. 71:16

Original Adoption:
Revision:
First reading: 10/21/08
Second reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AB
THE PEOPLE AND THEIR SCHOOL DISTRICT

The public schools belong to the people. The people govern the schools under rights guaranteed to them under the Constitution and statutes of Massachusetts. The School Committee is mindful that the people are the ultimate governors of public education and that the Committee also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent, and the people themselves as well as the School Committee. The Committee therefore asserts these beliefs and expectations:

Students should be nurtured at home and in the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student's abilities) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Committee should appoint the most capable person available to hold the position of Superintendent and should hold him or her accountable for providing creative professional leadership and counsel in all aspects of the school district program. The public should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for choosing the most able men and women available to represent them on the School Committee and in the State Legislature and U.S. Congress; and for providing the resources necessary for the Committee and staff to accomplish the long-term goals and objectives of the school district.

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

Original Adoption:
Revision:
First reading: 10/21/08
Second reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AC
NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The Minuteman Regional Vocational Technical School District will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, religious and ethnic groups.

3. Carefully consider, in all the decisions made within the School District, the potential benefits or adverse consequences that those decisions might have on the human relationships within the school community.

Through its School Committee, the District declares that it does not discriminate on the basis of race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation or gender identity in its programs or activities, including its admissions and employment practices. Additionally, the District does not discriminate against individuals on the basis of homelessness, consistent with the McKinney-Vento Act. The School District further declares that it does not tolerate harassment or discrimination based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness.

This policy of non-discrimination extends to all students and staff, the general public, and individuals doing business with the District.

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness may be brought to a Civil Rights/Title IX Coordinator for investigation. This includes complaints under Title IX or Section 504. The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator

Original adoption:
Revision:
First reading: 10/21/08; 12/18/12; 11/14/17
Second reading: 11/18/08; 1/22/13; 1/16/18
Adoption: 11/18/08; 1/22/13
Review: SS, EB, AD for 11/14/17; Counsel 1/12/18

758 Marrett Road
Lexington, MA 02421
781-861-6500 x7301
Inquiries concerning the applicability of the aforementioned federal laws and regulations to Minuteman Regional Vocational Technical School may also be referred to:

Office for Civil Rights U.S. DOE
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Phone: 617-289-0111
FAX: 617-289-0150
e-mail: OCR.Boston@ed.gov

Massachusetts Department of Education,
75 Pleasant St., Malden, MA 02148-4906
Phone 781-338-3000

Massachusetts Commission Against Discrimination
One Ashburton Place #601,
Boston, MA 02108
Phone: 617- 994-6000).

CROSS REF:
ACA
ACAA
GBBA
JBA
Minuteman Student/Parent Handbook

LEGAL REFS:
Title VI and Title VII of the Civil Rights Act of 1964, as amended
Executive Order 11246, as amended by Executive Orders 11375 and 13672
Equal Pay Act of 1963, as amended by the Education Amendments of 1972
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Individuals with Disabilities Education Act (IDEA)
M.G.L. Chapter 71B: Children with Special Needs
M.G.L. Chapter 76 §§5 and 16
603 CMR 26.00: Access to Equal Educational Opportunity
603 CMR 28.00: Special Education

Original adoption:
Revision:
First reading: 10/21/08; 12/18/12; 11/14/17
Second reading: 11/18/08; 1/22/13; 1/16/18
Adoption: 11/18/08; 1/22/13
Review: SS, EB, AD for 11/14/17; Counsel 1/12/18
Minuteman Regional Vocational Technical School District

ACA
NONDISCRIMINATION ON THE BASIS OF GENDER

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the Minuteman Regional Vocational Technical School District does not and will not discriminate on the basis of sex, sexual orientation, or gender identity in its educational programs and activities. Further, the District will not tolerate discrimination on the basis of sex, sexual orientation, or gender identity.

This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

To ensure compliance with this policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination based on sex, sexual orientation, or gender identity should be brought to the school's Civil Rights/Title IX Coordinator(s) for investigation. The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator
758 Marrett Road
Lexington, MA 02421
781-861-6500 x7301

CROSS REF: AC
ACAA
JBA

LEGAL REFS: Title IX of the Education Amendments of 1972
45 CFR, Part 86: Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
M.G.L. Chapter 76 §§ 5 and 16
603 CMR 26.00: Access to Equal Educational Opportunity

Original adoption:
Revision:
First reading: 10/21/08; 12/18/12; 11/14/17
Second reading: 11/18/08; 1/22/13; 1/16/18
Adoption: 11/18/08; 1/22/13
Review: SS, EB, AD for 11/14/17; Counsel 1/12/18
Minuteman Regional Vocational Technical School District

ACAB
HARASSMENT

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Minuteman Regional Vocational Technical School District. The alleged harassment 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, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

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

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

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

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

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

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

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

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

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

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

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

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

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

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

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

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

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

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school

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

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

DUE PROCESS PROTECTIONS

Due process protections include the following:

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

Original Adoption: 9/8/98
Revision: 9/22/20
First reading: 9/22/20
Second Reading: 10/13/20
Adoption: 10/13/20
Review: 10/21/08; 9/22/20
Minuteman Regional Vocational Technical School District

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

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

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

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Minuteman Regional Vocational Technical School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

To lodge a complaint please contact John Cammarata 781-861-6500 ext 7637

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

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
  Boston, MA 02108.
  Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
  5 Post Office Square, 8th Floor

Boston, MA 02109.
Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,
  John F. Kennedy Bldg.
  475 Government Center
  Boston, MA 02203.

LEGAL REFS: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC July 2020

Original Adoption: 9/8/98
Revision: 9/22/20
First reading: 9/22/20
Second Reading: 10/13/20
Adoption: 10/13/20
Review: 10/21/08; 9/22/20
Minuteman Regional Vocational Technical School District

AD
MISSION STATEMENT

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment.

Minuteman is committed to preparing all students for success

Original Adoption: 9/8/98
Revision: 3/18/08
First Reading:
Second Reading:
Adoption: voted to add to Student Handbook, 8/19/03
Review: 10/21/08
Minuteman Regional Vocational Technical School District

ADA
STATEMENT OF PHILOSOPHY

PHILOSOPHY: Career and Vocational/Technical Education is responsive to the economic needs of the workplace and the individual. By being engaged with employers, business, and post-secondary institutions, the graduates of Minuteman will be better prepared to contribute to the strength of our nation and the quality of life for its citizens. Minuteman recognizes the attainment of skills needed in the global economy is best accomplished through understanding the unique learning styles that lead to performance and individual student success.

Original Adoption: 9/8/98
Revision: 3/18/08
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: voted to add to Student Handbook, 8/19/03
Review: 10/21/08
Minuteman Regional Vocational Technical School District

ADB
SCHOOL DISTRICT GOALS AND OBJECTIVES

GOALS:

- Promote successful communication between teachers and parents.
- Ensure that Advisory Committees promote collaboration among parents, students, teachers, and industries.
- Employ highly trained instructors.
- Instructors will stay abreast of current developments in their respective fields.
- To promote learning, Minuteman will utilize a whole brain approach to class instruction through a variety of student-based teaching methods.
- Support student achievement through assessments and accommodations that reflect individual learning styles.
- Provide all learners with strong academic and vocational technical preparation.
- Use state-of-the-art equipment and cutting edge technologies.
- Focus programs on self-awareness, awareness of others, and interpersonal skills.
- Prepare to expect and welcome change in all career fields.
- Ensure students learn essential life lessons in the classroom, in extra-curricular activities, and in the community.
- Foster good citizenship by promoting respect, honesty, and pride in one's work.

Original Adoption: 9/8/98
Revision: 3/18/08
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: voted to add to Student Handbook, 8/19/03
Review: 10/21/08
Minuteman Regional Vocational Technical School District

ADC
DRUG-FREE SCHOOLS

The Minuteman Regional Vocational Technical School District will provide a drug-free workplace and certifies it will:

1. Notify all employees that the unlawful manufacture, distribution, dispensing, possession or use of 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; 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 policy as required.

4. Notify the employee that, as a condition of employment under the grant, the employee will abide by the terms of this policy, 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 granting 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.

8. Notify the school committee of any disciplinary actions made to insure a drug-free workplace, without violating the offender's rights to privacy.

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

CROSS REFS: JICHA
JICHA
Student Handbook

LEGAL REFS: The Drug-Free Workplace Act of 1988
M.G.L. 71:37H

SOURCE: MASC

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

ADD
TOBACCO-FREE SCHOOL POLICY

1. Statement of Purpose:

The Minuteman Regional Vocational Technical School Committee is committed to providing a tobacco-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the Minuteman Regional Vocational Technical School Health Curriculum. The use of tobacco products has a direct link to numerous health problems. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71, Sections 2A and 37H. It is the intention of the Minuteman Regional Vocational Technical School Committee to prohibit the use or distribution of tobacco products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.

2. Definitions:

School: The Minuteman Regional Vocational Technical School.

School Grounds: Property owned or controlled by the Minuteman Regional Vocational Technical School, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and school parking lots.

School Personnel: A person who performs services for the Minuteman Regional Vocational Technical School, including but not limited to administrators, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

School-sponsored Activity: An activity at least partially funded or controlled by the Minuteman Regional Vocational Technical School or the parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

Student: A person enrolled at the Minuteman Regional Vocational Technical School.

Tobacco Products: Cigarettes, cigars, pipe tobacco, chewing tobacco, bidis, snuff or tobacco in any of its forms or any product containing tobacco.

Original Adoption: 5/71
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

Tobacco Paraphernalia: Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco products, or paraphernalia

Tobacco Cessation: An intervention program applied to treat tobacco addiction.

Tobacco Use: The inhaling, exhaling or consuming of any lit or unlit tobacco product or carrying of any lit tobacco product; also, the possession by a student on school grounds of a tobacco product.

Visitor: Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users, construction workers and contractors.

3. Tobacco Product Use Prohibited:

No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein.

4. Violations:

The following is the policy to be followed regarding violations of this policy. In appropriate circumstances, additional sanctions or remedies may be used. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law.

Visitors

- Announcers at all events will remind the public that the Minuteman Regional Vocational Technical School is a tobacco-free environment and that schools are required by law to keep school premises tobacco free. Visitors, who are observed smoking or using tobacco products on school property, shall be referred to a school administrator, a site administrator or a police officer.

5. Severability:

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

6. Conflict with Other Policies, Laws or Regulations:

Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

Original Adoption: 5/71
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

CROSS REFS: JICG
KF
Student Handbook
Faculty Guide

LEGAL REFS: M.G.L. 71:2A; 71:37H

Original Adoption: 5/71
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

ADDA
BACKGROUND CHECKS

It shall be the policy of the Minuteman Regional Vocational Technical School District (District) that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective District employees, 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. 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 working for Minuteman High School, Minuteman Community Education Programs, Minuteman Technical Institute, or any District sponsored activity. The entity having direct hiring authority (School Committee, Superintendent, or their designee) shall obtain a fingerprint background check/CORI/SORI for current and prospective employees. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The Superintendent or designee may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer employed by the District to perform work on school grounds, who may have direct and unmonitored contact with children. 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 will provide the applicant information on how to successfully register for a fingerprinting appointment.

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) and Sexual Offender Record Information (SORI) for any current and prospective employee or volunteer within the school district 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/SORI checks.

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 District will follow procedures consistent with all applicable laws and regulations.

Original Adoption: 5/71
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

The District will maintain internal procedures that comply with state laws that detail the Storage, Access, and Destruction of CHRI, including CORI and SORI records. The District will also comply with state law and follow procedures regarding training, determining suitability, and adverse Decision based on CHRI, CORI, and SORI records.

Reporting to Commissioner of Elementary and Secondary Education

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

LEGAL REFS: M.G.L. 6:167-178; 15D:7-8; 71:38R, 151B, 276:100A
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)
42 U.S.C. § 16962|
603 CMR 51.00
803 CMR 2.00
803 CMR 3.05 (Chapter 149 of the Acts of 2004)
FBI Criminal Justice Information Services Security Policy
Procedure for correcting a criminal record
FAQ - Background Checks
ADDA-R

Original Adoption: 5/71
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

ADDA-R
DCJIS MODEL CORI POLICY

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

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

Conducting CORI Screening

CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS), state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

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

Access to CORI

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

CORI Training

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

Use of Criminal History In Background Screening

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

Original Adoption: 1/14/20
Revision:
First Reading: 11/19/19
Second Reading: 1/14/20
Adoption: 1/14/20
Review:
Minuteman Regional Vocational Technical School District

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

Verifying a Subject's Identity

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

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

Inquiring About Criminal History

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

Determining Suitability

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

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

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

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

Adverse Decisions Based On CORI

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

Secondary Dissemination Logs

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

SOURCE: MASC May 2014

ADE
SAFE SCHOOLS POLICY

The Minuteman Regional Vocational Technical School shall maintain a safe and nurturing educational environment where students and others can work and learn without fear. The Minuteman Regional Vocational Technical School will not tolerate violence or injury to staff or students. The school will not tolerate any weapons (as defined in Weapons in Schools policy JICI) at any school activity or on any school district property. The Minuteman Regional Vocational Technical School Committee policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of M.G.L. 71:37H & 71:37L, prohibiting firearms on school property shall be strictly enforced.

It is the policy of the Minuteman Regional Vocational Technical School to endeavor to provide a safe environment in which students can learn and participate in all programs offered or sponsored by the Minuteman Regional Vocational Technical School. Providing for the safety of students, employees and visitors while at school and/or participating in school sponsored activities is the responsibility of all school personnel. If a school department employee confronts a situation that the employee considers to be unsafe for any reason, the employee should take all reasonable steps within his/her ability to eliminate the potential for harm to others and thereafter report the circumstances involved to the Principal. The Superintendent may, from time to time, promulgate "administrative procedures" to effectuate the goals of this policy.

The Superintendent shall keep the School Committee informed of any violations of the Safe Schools Policy without violating any individual's right to privacy.

CROSS REF: JICI

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

Original Adoption:
Revision:
First reading: 10/21/08
Second reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

ADG
WELLNESS POLICY

Policy Intent/Rationale

The Minuteman School District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that no child is left behind.

Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low nutrient foods to support school programs.

Support and promote proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste safety, and packaging.

Provide more opportunities for students to engage in physical activity. A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades 9 through 12. Physical activity should include regular instructional physical education, in accordance with the Massachusetts Health Curriculum Framework and the National Standards for Physical Education (NASPE), as well as co-curricular activities.

Original Adoption: 7/18/06
Revision:
First Reading:
Second Reading:
Adoption:
Review: 10/21/08
Minuteman Regional Vocational Technical School District

AF
COMMITMENT TO ACCOUNTABILITY

The Minuteman Regional Vocational Technical School Committee, through the Superintendent of Schools, accepts ultimate responsibility for all facets of school operations and programs. Its chief responsibility is accomplishment of the goals and objectives it sets forth, subject to the financial support of the member towns and the financial subsidies provided by the Commonwealth.

Because it is accountable to residents of the district, the School Committee will maintain an accountability system that conforms to state and federal regulations and that will assist the School Committee, administration, parents and public to assess the effectiveness and monitor the improvement of the school.

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

LEGAL REFS: M.G.L. 69:1I
No Child Left Behind

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFA
EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

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

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

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

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

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

NOTE: No legal reference found – a practice encouraged by MASC and certainly a quality management process.

Original Adoption: 4/24/07
Revision:
First Reading: 3/20/07
Second Reading: 4/24/07
Adoption:
Review: 10/21/08
Minuteman Regional Vocational Technical School District

AFB
EVALUATION OF THE SUPERINTENDENT

The School Committee and the Superintendent have entered into an agreement, which contains language concerning evaluation. An evaluation instrument has been developed.

LEGAL REFS: Superintendent Employment Agreement
M.G.L. c 71:16, 71:59

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFC
EVALUATION OF PROFESSIONAL STAFF

For pertinent information, refer to the Professional Employees' Collective Bargaining Agreements and individual employment agreements.

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFD
EVALUATION OF SUPPORT STAFF

For pertinent information, refer to the appropriate Employees' Collective Bargaining Agreements and individual employment agreements.

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFE
EVALUATION OF INSTRUCTIONAL PROGRAMS

It is the policy of the Minuteman Regional High School to periodically review instructional programs using standardized assessment measures, staff feedback, self study and peer review, parent, student and community feedback as well as state and federal agency data and review. Information gathered shall be shared with the Minuteman School Committee.

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFF
EVALUATION OF SUPPORT SERVICES

It is the policy of the Minuteman Regional High School to periodically review support services using standardized assessment measures, staff feedback, self study and peer review, parent, student and community feedback as well as state and federal agency data and review. Information gathered shall be shared with the Minuteman School Committee.

Original Adoption:
Revision:
First Reading: 10/21/08
Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

AFG
ACCOMPLISHMENT REPORTING TO PUBLIC

It is the policy of the Minuteman Regional High School to report student achievement results, results of peer review as well as state and federal agency review as required by regulation and law. Parents and students receive information regarding the accomplishments of the school and our students through mailings, the web site and local newspapers.

LEGAL REFS: M.G.L. 69:1I
No Child Left Behind

Original Adoption:
Revision:
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Second Reading: 11/18/08
Adoption: 11/18/08
Review:
Minuteman Regional Vocational Technical School District

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

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

BA SCHOOL COMMITTEE OPERATIONAL GOALS
BAA EVALUATION OF SCHOOL COMMITTEE/SCHOOL COMMITTEE SELF-EVALUATION

BB SCHOOL COMMITTEE LEGAL STATUS
BBA SCHOOL COMMITTEE BY-LAWS
BBAA SCHOOL COMMITTEE POWERS AND DUTIES
BBB SCHOOL COMMITTEE MEMBERSHIP
BBBB SCHOOL COMMITTEE MEMBER CERTIFICATE OF VERIFICATION
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BDA SCHOOL COMMITTEE ORGANIZATIONAL MEETING
BDD SCHOOL COMMITTEE/SUPERINTENDENT RELATIONSHIP
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BDEX ADVISORY SUBCOMMITTEE AND TASK FORCE MEMBERS
BDF ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE RESOLUTION ON ADVISORY COMMITTEES
BDFA SCHOOL COUNCIL (Also: CEA)
BDFA-R1 CONDUCT OF SCHOOL COUNCIL BUSINESS (Also: CEA-R1)
BDG SCHOOL COMMITTEE ATTORNEY
BDH CONSULTANTS TO THE SCHOOL COMMITTEE

BE SCHOOL COMMITTEE MEETINGS
BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS
BEDB-C CONSENT AGENDA
BEDD RULES OF ORDER
BEDF VOTING METHOD
BEDG MINUTES
BEDH PUBLIC PARTICIPATION IN SCHOOL COMMITTEE MEETINGS
BEDJ BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS
BEE SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

BF SCHOOL COMMITTEE WORKSHOPS

BGA SCHOOL COMMITTEE POLICY DEVELOPMENT

BGB POLICY ADOPTION
BGC POLICY REVISION AND REVIEW
BGD SCHOOL COMMITTEE REVIEW OF REGULATIONS (Also: CHB)
BGE POLICY DISSEMINATION
BGF POLICY SUSPENSION

BHC SCHOOL COMMITTEE-STAFF COMMUNICATIONS (Also: GBD)
BHE USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION
BIB/BIBA SCHOOL COMMITTEE MEMBER DEVELOPMENTAL OPPORTUNITIES/SCHOOL COMMITTEE MEMBER CONFERENCES, CONVENTIONS AND WORKSHOPS
BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES
BIE SCHOOL COMMITTEE MEMBER INSURANCE

BJ SCHOOL COMMITTEE LEGISLATIVE PROGRAM

BK SCHOOL COMMITTEE MEMBER REQUESTS FOR INFORMATION

Section Index updated 9.5.22

BA
SCHOOL COMMITTEE OPERATIONAL GOALS

The Minuteman Regional Vocational Technical School District Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee must develop a comprehensive perspective, understanding both the details of the district's long-range planning and immediate problems.

The 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 for resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and be evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decisions making process.

In accordance with these principles, the Committee, through its operations, will seek to achieve the following goals:

1. To concentrate the Committee's collective effort on its policy making and planning responsibility.
2. To formulate Committee policies that best serve the educational interests for each student.
3. To provide the Superintendent-Director with sufficient and adequate guidelines for implementing Committee policies.
4. To maintain effective communication with the public the Committee serves and with staff and students in order to maintain awareness of attitudes, trends, opinions, desires, and ideas.
5. To advocate for and allocate the appropriate resources when formulating the budget to accomplish/achieve the goals in the Committee's policy making.

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

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Minuteman Regional Vocational Technical School District

BAA
EVALUATION OF SCHOOL COMMITTEE/SCHOOL COMMITTEE SELF-EVALUATION

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

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

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

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

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

NOTE: No legal reference found – a practice encouraged by MASC and certainly a quality management process.

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Minuteman Regional Vocational Technical School District

BB
SCHOOL COMMITTEE LEGAL STATUS

A regional vocational technical school committee derives its powers from provisions of the General Laws of the Commonwealth of Massachusetts and the Regional Agreement. The Committee is the governing. Extensive powers are granted by virtue of the interrelated provisions of three primary portions of the General Laws:

1. Those laws related directly to vocational education.
2. Those laws related directly to regional school districts.
3. Those laws related to local school committees.

LEGAL REFS: M.G.L. 70, 71, 72, 74 and 76; Regional Agreement

Original Adoption: 1/6/09
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Minuteman Regional Vocational Technical School District

BBA
SCHOOL COMMITTEE BYLAWS

ARTICLE I: THE DISTRICT

Section 1. The Name

The name of the District shall be "Minuteman Regional Vocational Technical School District" and the name of the district committee shall be "Minuteman Regional Vocational Technical School District Committee" herein after respectively referred to as the "District" and the "Committee."

The name "Minuteman" or a similar descriptive term may be used to describe the school in general information publications, correspondence, and otherwise.

Section 2: The Agreement

The basic agreement by and among the member towns, entitled “Agreement with respect to the establishment of a technical and vocational regional school district” and any lawful amendments thereto, (collectively, “Agreement”) are hereby incorporated herein and made a part of these bylaws.

Should there be any conflict between the various articles and sections of these bylaws and the various provisions of the Regional District Agreement, the provision of said Agreement shall prevail.

In the event of any conflict between these provisions and the Massachusetts General Laws, the General Laws shall prevail.

Section 3: Seal

The seal of the District shall bear the name of the District and the year of its organization and shall otherwise be in such form as shall be approved by vote of the Committee.

ARTICLE II: OBJECT

The purpose of the Minuteman Regional Vocational Technical School District is to operate a technical and vocational high school consisting of grades nine through twelve inclusive. (*Regional Agreement*)

ARTICLE III: DUTIES AND POWERS:

Section 1: The Committee shall have all the duties and powers as provided by law.

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Minuteman Regional Vocational Technical School District

Section 2: The Committee shall have the power to select and terminate the superintendent, shall review and approve budgets for public education in the District and shall establish educational goals and policies for the school consistent with the requirements of law and statewide goals and standards established by the Board of Elementary and Secondary Education (M.G.L. 71:37)

Section 3: The Committee may award a contract to a Superintendent-Director and a school business administrator for periods not exceeding six years which may provide for the salary, fringe benefits, and other conditions of employment, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of duties or office, liability insurance, and leave for said Superintendent-Director or school business administrator. (M.G.L. 71:41)

Nothing in this section shall be construed to prevent the Committee from voting to employ a Superintendent-Director who has completed three or more years' service to serve at its discretion.

Section 4: Upon the recommendation of the Superintendent-Director, the Committee shall appoint and set compensation for an administrator of special education, school physicians and registered nurses (unless employees of the Board of Health), and supervisors of attendance. Consent to hiring based on the superintendent's recommendation should not be unreasonably withheld.

Section 5: Upon the recommendation of the Superintendent-Director, the Committee may also establish and appoint positions of assistant or associate superintendents, who shall report to the Superintendent-Director, and the Committee shall fix the compensation paid to such assistant or associate superintendents. The Committee shall approve or disapprove the hiring of said positions. Such approval by the Committee of the recommendation shall not be unreasonably withheld; provided, however, that upon the request of the Superintendent-Director, the Committee shall provide an explanation of disapproval. (M.G.L. 71:59)

Section 6: The Committee shall annually appoint legal counsel to address issues determined by the Committee.

ARTICLE IV: MEMBERS

The members of the Committee shall be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator, each to serve a term of three years from the date specified by the Regional Agreement. The

members may only vote on motions before the Committee after they have been sworn in by their town clerk.

The members are not compensated for their work on the Committee, but they may be reimbursed for travel expenses incurred for Committee work if pre-approved by the chairperson of the Committee.

If a member is absent for four of the meetings of the Committee in any fiscal year, the Committee may choose to contact the appointing authority of the appointing town and request a replacement.

If a member resigns or otherwise vacates their position prior to the expiration of their term, the Superintendent-Director or the chairperson of the Committee will notify the appointing authority of the appointing community within seven business days. The appointing authority of the appointing community must appoint a replacement. The appointing authority will be given a copy of a Committee "Job Description" describing the recommended qualifications for the appointment, written notification their community is temporarily without representation in the oversight of the District until the vacancy is filled, and a written request to appoint a replacement within 30 days. If the appointing authority fails to appoint a replacement within 30 days, the chairperson will contact the appointing authority once. If an appointment is not made within a new 30-day period, the chairperson will contact the town manager/administrator of the appointing community apprising them of the need for the town to appoint a replacement.

ARTICLE V: OFFICERS

Section 1. Election or Appointment

At the Annual Meeting in July of each year, presided over by the Superintendent-Director or another person who is not a member of the Committee, the Committee shall organize and elect by ballot a chairperson and vice chairperson from among its membership. The Committee shall also appoint a Secretary and hire a treasurer who need not be members of the Committee. (M.G.L. c.71:16A). In keeping with the Chapter 71, Section 16A, in no case shall the business manager serve as the treasurer or assistant treasurer. All officers shall hold office until the next annual meeting when the next election will be held and appointments made.

Section 2. Chairperson

The chairperson shall preside at all Committee meetings and shall perform such other duties as may be delegated to them by the Committee.

The duties of the chairperson shall be:

a. To call each meeting to order at the appropriate time.

b. To preside at all meetings. “Presiding” includes: announcing the order of business; stating and putting to a vote all questions regularly moved; appointing subcommittee chairpersons; charging subcommittees with their duties; allowing for adequate discussion and debate on all matters which properly come before the Committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all questions of order and procedure.
c. To represent and stand for the Committee, declaring its will and obeying its decisions.
d. To have final approval of items to be placed on the Committee agenda.
e. To sign contracts and instruments, the execution of which have been authorized by the Committee.
f. To vote on all budgetary matters but may choose to abstain on other matters except to break a tie.

Section 3. Vice-Chairperson

The vice-chairperson shall exercise the powers and perform the duties of the chairperson in the absence or incapacity of the chairperson.

Section 4. Temporary Chairperson

If both the chairperson and vice-chairperson are absent or unable to perform their duties, the Committee shall appoint a temporary chairperson to preside and to perform such other duties of the chairperson as may specifically be delegated by the Committee. The secretary of the Committee will first preside at the meeting to appoint a temporary chairperson and then step aside.

Section 5. Secretary

The secretary shall keep or cause to be kept the minutes of the proceedings of the Committee. The secretary shall review the draft minutes of the proceedings of the Committee in advance of the Committee’s next meeting and make all necessary revisions. The secretary may delegate any or all of the following duties of secretary to the assistant secretary or clerk, who may be an employee of the District:

a. official custodianship of the district seal, and all records of the District and the treasurer's bond.
b. submission of an annual report to the select boards of the member towns in sufficient time for printing in the annual reports of the member towns and for inclusion in electronic documents.

Section 5A. Assistant Secretary or Clerk

The Committee may appoint an assistant secretary or clerk who need not be a member of the Committee, may be an employee of the District, and who shall, in the absence of the secretary, perform his/her duties and shall be subject to applicable requirements and penalties.

Section 6. Temporary Secretary

If the office of secretary is vacant or if the secretary is absent or unable to perform his/her duties because of disability, the Committee may appoint a temporary secretary to hold such office and exercise the powers and perform the duties thereof until a secretary is duly appointed or the secretary who was disabled or absent resumes work.

Section 7. Treasurer

The treasurer shall receive all moneys paid to the District or the Committee and shall deposit the same in such banks as the Committee shall designate. The treasurer shall also pay out money in such amounts as have been approved by the Committee, provided that the treasurer shall pay no money from the treasury, other than court judgments, bonds, or notes which may become due and interest thereon, except upon an order or warrants signed by at least three members of the Committee or a warrant subcommittee so designated by the majority. The treasurer shall render reports of all receipts and disbursements, and of all bank account statements, quarterly unless otherwise directed by the Committee, and shall perform such other duties as the Committee may determine.

The treasurer shall give bond for the faithful performance of their duties in accordance with law, in such amount as may be required by law and such additional amount, if any, as the Committee shall direct, the premium of such bond to be paid as an operating expense from the funds of the District.

The treasurer shall be subject to the provisions of Chapter 71, Section 16A and sections thirty-five, fifty-two, and one hundred and nine A of Chapter 41, to the extent applicable and any other provisions of the General Laws that apply.

The treasurer will be paid a stipend to be determined by the Committee. There will be no benefits associated with the stipend.

Section 8. Assistant Treasurer

The Committee may appoint an assistant treasurer who need not be a member of the Committee and who shall, in the absence of the treasurer, perform the treasurer's duties and shall be subject to the requirements and penalties applicable to them.

The assistant treasurer will be paid a stipend to be determined by the Committee. There will be no benefits associated with the stipend.

The assistant treasurer shall be subject to the provisions of Chapter 71, Section 16A and sections thirty-five, fifty-two, and one hundred and nine A of Chapter 41, to the extent applicable and any other provisions of the General Laws that apply.

Section 9. Vacancies

A vacancy caused by the death or resignation of an officer may be filled by the Committee at any time in the same manner as is provided in Section 1 of this Article.

ARTICLE VI: MEETINGS

Section 1. Annual Meetings

The annual meeting of the Committee shall be held at the first regular meeting of the Committee held in the month of July of each year for the purpose of electing officers and conducting such other business as may come before the meeting.

The members shall be called together at the annual meeting by the presiding chairperson (typically the Superintendent-Director or another person who is not a member of the Committee). The presiding chairperson shall accept nominations for chairperson of the Committee and turn the meeting over to the newly elected chairperson after the election has been held. The newly elected chairperson shall preside over the election of other officers.

The chairperson shall appoint subcommittee and subcommittee chairs subject to the approval of the full Committee.

Section 2. Regular Meetings

Regular meetings of the Committee shall be held at least monthly, except in August, at the Minuteman Regional Vocational Technical School at 7:00 p.m. or as may from time to time be determined by vote of the Committee, provided that notice of any change in the date, time or place of regular meetings shall be communicated by the secretary to any members of the

Committee who may have been absent from the meeting at which such change was made. All meetings shall be posted in accordance with the Open Meeting Law, M.G.L. 30A:20.

Except in an emergency, a notice of every meeting of the Committee shall be filed as directed by the Secretary of the Committee with the clerk of each city or town within the district at least forty-eight hours, excluding Saturdays, Sundays and legal holidays, prior to such meeting, pursuant to the applicable laws of the Commonwealth. Meetings shall not extend beyond 10:00 PM unless two-thirds of the Committee present votes to extend the meeting for thirty minutes. Subsequent thirty-minute extensions shall be voted by two-thirds of the Committee present. The vote to extend the meeting is not debatable.

The general public will be notified through local media and on the official website of the District of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to contact all members by telephone or via electronic communications.

Section 3. Special Meetings

The chairperson has the authority to call a special meeting, if they deem it expedient. The chairperson or the Superintendent-Director shall call a special meeting of the Committee, upon written request of one-third (rounded down) of the sworn members of the Committee. The notice of a special meeting shall be in writing, shall state the time, place, and purpose of the meeting and shall be posted and given to each member of the Committee either by delivering a copy thereof to such member in hand or via electronic communication, or by leaving the same at the member's home address at least twenty-four hours before the time of the meeting or by mailing postage prepaid a copy thereof addressed to the member at his/her business or home address not later than forty-eight hours (exclusive of Sundays and legal holidays) preceding the day on which such special meeting is to be held. At such special meeting no business shall be considered other than that designated in the notice.

Section 4: Emergency Meetings

An emergency meeting of the Committee or any of its subcommittees may be called by the superintendent and/or the chair for a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention (M.G.L. 30A:18-20).

Section 5. Quorum

A quorum for the transaction of business shall be a majority of the sworn- in membership of the Committee. If a seat is vacant and has not been filled by the member town, that seat shall not count in determining the quorum. When a quorum is in attendance, action may be taken by a majority of the members present unless otherwise provided by law or these policies.

The Regional Agreement (section I) says "A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting."

Section 6. Executive Sessions

Closed executive sessions may be held at any time for any purpose permitted by law upon vote of a majority of the members present; otherwise, all meetings shall be open to the public in accordance with Chapter 30A, section 21 (Open Meeting Law).

ARTICLE VII: COMMITTEES

Section 1. Subcommittees

a) Subcommittees may be established by the Committee at any time to carry out a specified task or function and report thereon periodically to the Committee. Each subcommittee shall be discharged upon completion of its assigned task and, in any event, at the annual meeting next following its establishment, unless the Committee at that time votes to continue its existence.

b) Process for the establishment of subcommittees: The chairperson of the Committee shall appoint all subcommittees, subject to approval by the full Committee, and may serve as ex officio member of all subcommittees, except when otherwise directed by the Committee.

c) The Committee may establish a warrant subcommittee of no less than three members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks; provided, however, that such subcommittee shall make available to the Committee at the next meeting, a record of such actions of such subcommittee.

d) A subcommittee shall make recommendations to the Committee but shall not make decisions on behalf of the Committee.

Section 2. School Building Committee

The Committee may appoint a school building committee which shall have such powers and duties relative to the construction, reconstruction, remodeling, repair, expansion or equipping of school buildings or facilities as the committee determines. The school building committee will be composed of persons from a representative sample of member communities and shall include persons whose expertise may include but not be limited to construction, finance and

large project management. Members of the school building committee are subject to all Massachusetts General Laws relating to conflict of interest.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

In accordance with Roberts Rules, the Committee may also suspend parliamentary rules of order by a two-thirds vote.

ARTICLE IX: FINANCIAL

Section 1. Annual Audit

The Committee shall solicit proposals and contract with an independent certified public accountant to perform an annual financial audit and make management recommendations and shall receive the audit report in public session. Copies of the audit shall be provided within ten days to the director of accounts and to the board of select board, town manager, mayor or city manager, as the case may be, in each member municipality.

The Committee may choose to require an audit of any or all of the accounts maintained which are part of the regional school district budget, are associated with any capital projects of the district, or which pertain to any entities which are operated by school district personnel using district owned property or equipment, including but not limited to community education, adult education, retail establishments operated as educational projects, or rental properties.

ARTICLE X: LEGAL

Section 1. Selection of Counsel

The Committee shall annually appoint legal counsel to address issues determined by the Committee. See also BDG.

ARTICLE XI OTHER RULES AND AMENDMENTS

Section 1. Amendments

These bylaws may be amended by a vote of a super-majority (2/3) of the Committee at a regular meeting of the Committee, provided notice in writing of the particular change proposed has been mailed postage prepaid to each member at least five days prior to the regular meeting at which the proposed amendment is to be acted upon. This requirement to notify members by mail of a proposed change in the Bylaws shall not apply if all members of the Committee are present at the meeting when the change is proposed.

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First reading:
Second reading:
Adoption:
Review:

An amendment to the bylaws goes into effect immediately upon its adoption, unless the motion to adopt specifies another time for it to become effective, or the Committee has set such a time by a previously adopted motion.

Section 3. Repeal

The repeal of a bylaw shall not thereby have the effect of reviving any bylaw heretofore repealed.

Section 4. Validity

If any article or section of any articles of these bylaws is declared unconstitutional or illegal by any court, or is disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these bylaws shall not be affected thereby.

The foregoing bylaws were adopted unanimously at the regular meeting of the Minuteman Regional Vocational Technical School District Committee duly called and held Tuesday, May 18, 1971. They were revised by unanimous vote at the regular meetings on June 7, 1988, August 23, 1988 and April 27, 2010. They were revised May 25, 2010. Language related to election of officers was moved to Policy BDA, as approved on March 12, 2013, and these bylaws were revised and approved again on June 18, 2013 and December 14, 2021.

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Minuteman Regional Vocational Technical School District

BBAA
SCHOOL COMMITTEE POWERS AND DUTIES

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

The Committee takes a broad view of its functions, which it has identified as follows:

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

CROSS REFS: BB, School Committee Legal Status

LEGAL REF: M.G.L. 71:16I M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

SOURCE: MASC

Original Adoption: 4/24/07
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Review:
Minuteman Regional Vocational Technical School District

BBB
SCHOOL COMMITTEE MEMBERSHIP

The Minuteman Regional District School Committee, hereinafter sometimes referred to as the Committee, shall consist of one member from each member town. The members of the Committee shall be appointed as hereinafter provided. All members shall serve until their respective successors are appointed and qualified.

According to the Regional Agreement, beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

CROSS REFS: Regional Agreement
School Committee Bylaws (BBA) Article IV

Original Adoption:
Revision: 12/16/21
First reading: 12/16/08
Second reading: 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

BBBB
SCHOOL COMMITTEE MEMBER CERTIFICATE OF VERIFICATION

New Committee members shall have a certificate from their city or town clerk indicating they have been appointed to the Minuteman Regional Vocational Technical School District Committee prior to being seated.

LEGAL REFS: M.G.L. 71:14E

Original Adoption: 1/6/09
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Minuteman Regional Vocational Technical School District

BBBE
UNEXPIRED TERM FULFILLMENT/VACANCIES

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

CROSS REF: Regional Agreement
School Committee Bylaws (BBA) Article IV

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Minuteman Regional Vocational Technical School District

BCA
SCHOOL COMMITTEE MEMBER ETHICS

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 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 Committee members in addition to that referenced above:

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

A Committee member in their relations with their community and the District should:

1. Realize that their primary responsibility is to the children.
2. Recognize that their basic function is to be policy-making and not administrative
3. Remember that they are one of a team and must abide by, support, and carry out all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire District 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 Committee member in their relations with school administrators should:

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

Original Adoption: 4/24/07
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Second reading: 4/24/07; 1/6/09
Adoption: 7/21/09
Review:

4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail. Committee members who feel the serious complaints need to come before the Committee should request that the issue be placed on the Committee agenda.

A Committee member in their relations with their fellow Committee members should:

1. Recognize that Committee action at official meetings is binding and that the member alone cannot bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that occur in executive sessions.
4. Make decisions only after all facts on a question have been presented and discussed.
5. Vigilantly avoid conflicts of interest or the appearance of same and make timely disclosure to the full Committee of all pertinent information in this respect so that proper and disinterested decision-making can occur.

SOURCE: Massachusetts Association of School Committees

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Revision: 12/16/21
First reading: 3/20/07; 12/16/08
Second reading: 4/24/07; 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

BCB
SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST

No member of a School Committee shall be eligible for the position of teacher, or Superintendent-Director.

Any Committee member who has a business relationship with a business entity which wishes to do business with the District shall disclose this relationship and recuse themself from all deliberations involving the business.

CROSS REF: BCA

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

Note: Members of the School Committee and employees of the District are subject to the provisions of the "conflict of interest" statute, Chapter 268A, which is referred to in the legal references.

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Revision: 6/17/75, 1/16/79, 6/7/88, 8/23/88
First reading: 12/16/08, 2/12/13
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Minuteman Regional Vocational Technical School District

BDA
SCHOOL COMMITTEE ORGANIZATIONAL MEETING

The annual meeting of the Committee shall be held at the first regular meeting of the Committee in the month of July of each year for the purpose of electing officers and conducting such other business as may come before the meeting. Officers will be elected by the members present and voting.

At the Annual Meeting in each year the Committee shall organize and elect by ballot a Chair, a Vice-Chair and a Clerk from among its membership. All such officers shall hold office until the next annual meeting or until their successors are elected.

The members shall be called together at the annual meeting by the presiding Chair (typically the Superintendent or another person who is not a member of the Committee). The presiding Chair shall accept nominations for Chair of the Committee and turn the meeting over to the elected Chair after the election has been held. The elected Chair shall then preside over the election of other officers.
Members may not serve as an officer for more than five successive terms.

No member shall be elected as Chair or Vice-Chair unless said member has served on the Committee for at least a year prior to election as Chair or Vice-Chair.

The Chair shall appoint subcommittee and subcommittee chairs subject to the approval of the full Committee.

CROSS REFS: District Agreement
Section I (E) as amended School Committee Bylaws (BBA) Article VI, Section 1

LEGAL REF: M.G.L. 71:16

Original Adoption: 5/71
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BDD
SCHOOL COMMITTEE/SUPERINTENDENT RELATIONSHIP

A natural area of difficulty in maintaining smooth superintendent-school committee relationships is in dealing with problems that arise within a school system. Citizens of the community often will mention a problem to members of the Committee. The Committee member then faces the question of how to deal with this problem. If the Committee member takes action to solve the problem, they infringe upon the administrative function of the Superintendent-Director. If, instead, the Committee member calls the problem to the attention of the Superintendent-Director, the member's initial responsibility has been fulfilled. The Superintendent-Director then has the responsibility of dealing with the problem. Individual Committee members can promise no particular solution to a problem but can only promise that the problem will be investigated and handled by the administration.

The Superintendent-Director, on the other hand, has a responsibility to inform the Committee whenever an administrative decision or problem appears to be of such significance that the Committee might ultimately become involved in the situation. It is generally difficult to predict these situations accurately, but the Superintendent-Director should make every effort to do so in these particular cases.

The Committee should have contact regarding school matters with the staff only through the Superintendent-Director. The Superintendent-Director should be in a position to make all necessary contacts directly with the staff. As the executive officer of the Committee, the Superintendent-Director is the point of contact between the staff and the Committee. All problems connected with staff members should be handled by the Superintendent-Director.

The Committee, as the body designated by the state and the local citizenry, is charged with the responsibility for serving the interests of the people of the local school district. The Committee is charged also with the responsibility for the welfare of the teachers and other staff members whose lives are dedicated to the education of children and youth. The Superintendent-Director shares these charges and these dedications.

The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they 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.

The Committee has a unique responsibility in determining the broad general policies under which the Minuteman Regional Vocational Technical School District will function. The

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Committee's principal function, other than adopting operational policies and approving the budget, is the selection of the Superintendent-Director.

The Superintendent-Director has a unique role in that they are the executive officer of the Committee and also the leader of the professional staff. The Superintendent-Director's primary responsibility, however, is to the students of the Minuteman Regional Vocational Technical School District. All other responsibilities fall in line after this responsibility to children and young people. The roles of the Committee and the Superintendent-Director must not only be clearly understood, but definitively practiced to ensure the best possible school program. The mutual acceptance of roles is key to building the basic relationship of the Committee with the Superintendent-Director as its chief executive officer.

If the District is to prepare future generations to find answers to the problems that perplex our society, the leadership of the school system must continue to be strengthened. This will be done when the Committee and the Superintendent-Director, in a spirit of mutual understanding and confidence, form a strong and enduring partnership based upon a clear understanding of their respective roles and are dedicated to the betterment of the school district.

Reference: Effective School Board Meetings, Jack L. Davidson, Parker Publishing Co., Nyack, New York, 1970, pp. 165-167.

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Minuteman Regional Vocational Technical School District

BDDA
ADMINISTRATION IN THE ABSENCE OF POLICY

Emergency Powers of the Superintendent

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent-Director that, under more normal situations, would clearly be beyond the scope of their duty and authority. It shall be the policy of the Minuteman Regional Vocational Technical School Committee that the Superintendent-Director shall act in emergency situations to preserve and protect lives and property.

1. In those situations that arise within the schools where the Committee has provided no guidelines for administrative action, the Superintendent-Director shall have power to act, but their decisions shall be subject to review by action of the Committee at its next regular meeting. It shall be the duty of the Superintendent-Director to inform the Committee promptly of such action and the possible need for a policy.

2. When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, the Superintendent-Director may take appropriate action including closing the school. If the Superintendent-Director does close the school under the above granted authority, they will notify, as soon as the situation allows, members of the Committee.

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Minuteman Regional Vocational Technical School District

BDEX
ADVISORY SUBCOMMITTEE AND TASKFORCE MEMBERS

The Minuteman Regional Vocational Technical School Committee, pursuant to Massachusetts General Law, Chapter 71, section 37 has the responsibility for establishing educational goals and policies for the school district. The Committee also enters into collective bargaining contracts with its public employee unions, reviews and approves the budget and payment warrants, is responsible for evaluating and making hiring decisions regarding the Superintendent-Director and some other positions, and such other powers granted by law.

The full Committee meets at least monthly but accomplishes much of its work via subcommittees or task forces that research and discuss issues, then make recommendations to the full Committee for action. These subcommittees meet and collaborate with the Superintendent-Director in developing recommendations. The subcommittees' work is time-consuming and requires specific expertise to produce high quality reports and recommendations. At times, the membership of the Committee may not possess the expertise necessary to accomplish all review and recommendation roles efficiently.

Duties

The Committee may from time to time choose to appoint one or more individuals with particular expertise to any of its many subcommittees or task forces, in the role of non-voting advisory member, to serve as a consultant to the subcommittee or task force. The Committee is grateful for the service of these expert individuals, who, like the Committee, serve without compensation. Unlike the members of the Committee, they do not have to come from a particular town, or from a member town. Their role is to provide the benefit of their expertise in a particular area in order to assist the work of the subcommittee or task force to which they have agreed to be appointed.

Appointment

Advisory members of subcommittee(s) and task force(s) shall be recommended for Committee approval by the officers of the Committee, who shall ascertain the willingness of the experts to serve on a specific subcommittee or task force.

They may serve only if approved by the vote of a majority of the full Committee, for a term that ends on June 30 of the school year in which they are appointed. The Committee may terminate the appointment at any time, or renew the appointment for another school year, by a majority vote of the full Committee.

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Minuteman Regional Vocational Technical School District

To ensure that they do not give additional power to any member town, advisory members are non-voting members of the subcommittees or task forces to which they are appointed and under no circumstances shall vote on any matter before them. They must comply with any and all applicable Massachusetts statutes, regulations and rules pertaining to the District, including the Conflict of Interest and the Open Meeting Law*, as well as all applicable policies of the Committee. As non-voting advisory members, they are not considered special municipal employees for purposes of the Conflict of Interest statute. The number of advisory members shall not exceed the number of voting school committee members on any subcommittee or task force.

*The same training that Committee members undergo is required.

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Minuteman Regional Vocational Technical School District

BDF
ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE RESOLUTION ON ADVISORY COMMITTEES

The Committee believes that Advisory Committees play a key role in guiding the improvement of Minuteman programs. To improve the effectiveness of Minuteman Advisory Committees, the Committee believes that:

1. Advisory Committee members need to be aware of, and in compliance with, the appropriate State and Federal laws and regulations. In particular, Advisory Committees must be in compliance with the Open Meeting Law.

2. Advisory Committee members need to be familiar with the latest version of the State's "Career and Technical Education Advisory Committee Guide." Advisory Committee members are encouraged to follow the suggestions and to use the forms provided by this guide whenever practical.

In accordance with this resolution, the Superintendent-Director is directed to:

1. Provide all Advisory Committee members with a copy of this resolution.

2. Ensure that all Advisory Committee members are familiar with the appropriate State and Federal laws, including in particular the Open Meeting Law. Copies of these laws should be provided to all Advisory Committee members.

3. Provide each Advisory Committee member with a copy of the latest Career and Technical Education Advisory Committee Guide.

4. Develop a method of evaluating the performance of Advisory Committees.

5. Revise the Committee meeting schedule to ensure that Advisory Committee recommendations are gathered and presented to the Committee in accordance with the appropriate regulations. The meeting schedule change must ensure that there is sufficient time for the Committee to respond to the Advisory Committee recommendations.

CROSS REFS: JIB
JIBC

LEGAL REFS: M.G.L. 71:38m; 74:6

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BDFA
SCHOOL COUNCIL

The 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.

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

The law outlines four major areas of responsibility for school councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For any school that contains grades nine to twelve, inclusive, the School Council shall review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year.

In addition, the law states that "nothing contained in this section shall prevent the school committee from granting a school council additional authority in the area of educational policy; provided, however, that school council shall have no authority over matters which are subject to chapter one hundred and fifty E of the General Laws."

LEGAL REFS: M.G.L. 71:38Q; 71:59C
DESE Regulations

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Minuteman Regional Vocational Technical School District

BDFA-R1
CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-Chairperson on the School Council. The principal has the responsibility for defining the composition and overseeing the formation of the School Council pursuant to a representative process approved by the Superintendent-Director and Committee. As co-chair of the School Council, the Principal is also responsible for convening the first meeting of the School Council. At this meeting, the other co-chair is to be selected.

The co-Chairperson will be elected annually by the School Council members at its first meeting of the school year subsequent to the election of new School Council members. The co-Chairperson will be responsible for the preparation of the agenda for the School Council meetings.

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

Consensus shall be used by School Council 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, M.G.L. c.30A, §§18-25, , 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-Director shall receive agendas and minutes of all School Council meetings.

LEGAL REF: M.G.L. 39:23A-C

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Minuteman Regional Vocational Technical School District

BDG
SCHOOL COMMITTEE ATTORNEY

The Committee may employ the services of District Counsel, and the Committee and the Superintendent-Director may seek District Counsel's services to counsel and represent the school system at various times.

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

It will be the duty of legal counsel for the Committee to advise the Committee and the Superintendent-Director on the specific legal problems submitted to counsel. Counsel will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with the requirements of school law to enable them 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 or the Superintendent-Director. Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent-Director concludes that unusual types or amounts of professional legal service may be required, the Superintendent-Director will advise the Committee and seek either initial or continuing authorization for such service.

Access to legal counsel by individual Committee members will be through the Chairperson.

CROSS REF: School Committee Bylaws (BBA) Article X

LEGAL REFS: M.G.L. 71:16(j); 71:37E; 71:37F

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BDH
CONSULTANTS TO THE SCHOOL COMMITTEE

Consultants are to be used at Minuteman only when two conditions exist.

1. A specific need is identified.
2. This need cannot be fulfilled by the District's own staff.

Some legitimate examples for the use of consultants could include, but not be limited to, the following:

Conducting in-service workshops for curriculum instructional procedures, teaching strategies, methodologies, special needs, etc.

Curriculum development for unique courses that Minuteman should be offering. Related research regarding the abilities of our students, and activities that need to be performed.

Evaluation studies of the school, instructional program, regional efforts, external grants, etc.

Assistance in the development of such various components of the educational process as the gathering of baseline data, assessment system, reporting system, evaluation of students, etc.

Assistance in computer applications and programming needs.

Use of consultants must be approved by the Superintendent-Director within existing budget or grant limitations unless permission is granted by the Committee for consultant work to be funded by special transfer or appropriation of funds. The administrator supervising the work of any consultant is to provide the Committee with a report on final accomplishments. Interim progress reports would also be desirable on any major projects.

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BE
SCHOOL COMMITTEE MEETINGS AND THE OPEN MEETING LAW

The business of a school committee is conducted at its official meetings. Selection to serve as a member of the Committee confers no privilege or authority on the individual members, except to attend meetings of the Committee, to propose action, to debate all proposals, and to vote. The Committee has all powers and duties as defined by Massachusetts General Law. It is only at a duly called and advertised meeting that its members can act as a Committee or exercise any of their powers. The Chairperson is the spokesperson for the Committee.

All aspects of Committee meetings, including notice, maintenance and publication of minutes, meeting in open or executive session, and the proper modes of School Committee deliberation and decision-making, are governed by the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25. The Massachusetts Attorney General's Office has the statutory authority to enforce the provisions of the Open Meeting Law.

Committee meetings will be conducted according to the Open Meeting Law. Proper notice will be provided of Committee meetings and proposed agenda items. All Committee meetings shall be open to the public and the press, unless the Committee votes to convene in executive session for a reason permitted by the Open Meeting Law. Minutes of all Committee meetings will be made, kept and disseminated as required by Committee policy and state law.

All Committee members will comply with the provisions of the law and the guidance and decisions of the Attorney General's Office with regard to their communications with other members of the Committee so that all deliberations of the Committee take place during Committee meetings.

Members of the Committee shall comply with the requirements of the standards of conduct imposed by the state Conflict of Interest Law, M.G.L. c. 268A, Section 23 (c)(2), and shall not improperly disclose materials or data within the exemptions to the definition of public records as defined by section seven of chapter four of the Massachusetts General Laws, which materials or data were acquired in the course of the Committee member's official duties, including but not limited to materials and information related to executive sessions of Committee meetings.

Between meetings, the Superintendent-Director is the highest authority in the school district, but is obliged to act in conformity with policies established by the Committee and state law. Everything the Committee does is accomplished in its meetings. Therefore, the manner in which meetings are conducted and action taken at meetings are of utmost importance. If meetings are carried on in an efficient, orderly manner, this will do much to gain the confidence of the public and school personnel.

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Minuteman Regional Vocational Technical School District

CROSS REFS: School Committee Bylaws (BBA) Article VI, Section 2
BEC
BEDA
Attorney General's website at www.mass.gov/orgs/office-of-attorney-general-maura-healey.

LEGAL REFS: M.G.L. c. 30A, § 18-25 and c. 268A, Section 23 (c)(2).

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Minuteman Regional Vocational Technical School District

BEDA
NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

Regular meetings of the Committee shall be held at least monthly, except in August, at the Minuteman Regional Vocational Technical High School at 7:00 p.m. or as may from time to time be determined by vote of the Committee, provided that notice of any change in the date, time or place of regular meetings shall be communicated by the Committee's Secretary to any members of the Committee who may have been absent from the meeting at which such change was made. All meetings shall be posted in accordance with the Open Meeting Law.

Except in an emergency, a notice of every meeting of the Committee shall be filed with the clerk of each member community at least forty-eight hours prior to such meeting, excluding Saturdays, Sundays and legal holidays, pursuant to the applicable laws of the Commonwealth. Meetings shall not extend beyond 10:00 PM unless two-thirds of the Committee present votes to extend the meeting for thirty minutes. Subsequent thirty-minute extensions shall be voted by two-thirds of the Committee present. The vote to extend the meeting is not debatable.

The general public will be notified through local media and on the official website of the District of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to contact all members by telephone or via electronic communications.

The Secretary of a Committee shall be considered to be its clerk and shall be responsible for filing and posting such meeting notices with the respective clerks and shall further post such notice in the Secretary's office or on the principal official bulletin board of the District The notice shall be printed in easily readable type and shall contain the date, time and place of such meeting.

The general public will be notified through local media of the cancellation of any meeting due to weather conditions or any unforeseen circumstances. Attempts will be made to call all members by telephone.

CROSS REFS: School Committee Bylaws (BBA), Article VI
BE
BEC

LEGAL REF: M.G.L. 39:23B

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Minuteman Regional Vocational Technical School District

BEDB-C
CONSENT AGENDA

The School Committee will take an annual vote whether to include a "consent agenda" as part of its meeting agendas, allowing a single vote on a list of items that the committee would normally approve with little comment, such as:

- Topics of a routine/recurring nature
- Procedural decisions
- Non-controversial issues that do not require debate or deliberation
- Items previously discussed for which the Committee has come to a consensus, but that still need an official vote

At each School Committee meeting, prior to the motion on a consent agenda, the Chair will ask the members present if anyone wants to discuss any item(s) listed on the consent agenda. If any member of the Committee requests that one or more items be removed from the consent agenda to be considered separately, the item(s) will be considered after the consent agenda during the same meeting.

Any member can contact the Chair prior to the meeting to request that any item(s) be removed from the consent agenda and considered separately.

The Secretary will include in the meeting minutes the full text of all motions and reports approved as part of the consent agenda.

Discussion points:

Reviewing the minutes from March, we spent 13% of the meeting reciting motions and roll calls. The roll call votes, timed from stating the motion to the end of the roll call, are about 40-50 seconds each with the Executive Session vote taking 2 minutes. As there were 11 votes at that meeting, and the meeting was 70 minutes, 13% of the meeting was spent reciting motions and roll calls.

A consent agenda, which is used by other Massachusetts School Committees and other governmental bodies, could reduce the time spent on roll call votes, and the administrative time reviewing the minutes.

https://www.civicplus.com/blog/am/how-to-use-a-consent-agenda-to-save-time-and-refocus-discussion-on-critical-matters

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Minuteman Regional Vocational Technical School District

BEDD
RULES OF ORDER

Rationale
Robert's Rules provides a strong rationale for using a formal parliamentary procedure in its *Principles Underlying Parliamentary Law*. This document is included below.

The Committee has customarily worked with less formal rules than those described in Robert's Rules of Order. This Policy describes how the normal operating rules of the Committee differ from Robert's. However, in the event that either the Chairperson or the Committee by majority vote decides that the situation facing the Committee requires a more formal set of rules, then the operation of the meeting will be governed by Robert's Rules.

Chairperson's Role In Deliberations
The Chairperson's role is very powerful, as the Chairperson can control the agenda and make recommendations on the assignments of subcommittees. However, the Chairperson is paradoxically a servant of the School Committee, maintaining order, ensuring that business is accomplished, and serving as its spokesperson.

Recognizing the inherent power of the Chairperson, Robert's Rules typically requires the Chairperson to remain neutral, and not to participate in deliberations. However, in a regional school committee where each member town is represented by only one member, loss of deliberation rights for the Chairperson would mean that the Chairperson's community would lose some of its right of representation. For regional school committees it is therefore typical for the Chairperson to retain all the same rights and responsibilities as other members, including the right to participate in deliberations.

The Minuteman Chairperson is allowed to deliberate and to vote on all issues. However, to ensure that there is not undue power afforded to the Chairperson, and because the Chairperson serves solely at the will of the Committee, the Chairperson will be extremely judicious in making comments, so as not to dominate the discussion or give excessive influence to his/her community, and may even choose to refrain from voting on non-budgetary matters, except to break a tie.

Agenda
The agenda is set by the Chair, working with the Superintendent-Director with input from the Officers of the committee at a meeting preceding the school committee meeting. If a Committee member wants an item added to the agenda, the member should make a request of the Chairperson who will:

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1. request the Superintendent-Director to add the item to the agenda,
2. refer the item to one of the subcommittees,
3. refer the item to the Superintendent-Director,
4. request that the member further develop the proposed item before its addition to an agenda or
5. decide that the item is inappropriate as an agenda item.

If the member disagrees with the Chairperson's decision on the proposed item, then the member can make a motion under the *New Business* item of the next Committee meeting to add the item as a future agenda item. The Committee, then, will have the prerogative to decide if the item will be placed on an agenda and come before them.

Unanimous Consent
Uncontroversial issues may be addressed without a formal vote. For example, due to the late arrival of a guest it may make more sense to delay an agenda item until later in the meeting. In this case, the Chairperson will say something to the effect, "If there is no objection we will postpone this agenda item until the arrival of our guest." The Chairperson will then pause and listen for any objections. If there are no objections then the Chairperson will assume unanimous consent. If there is even one objection then the issue must be brought to a formal vote.

Motions
A member who has been recognized introduces a motion by the phrase "I move that..." followed by the body of the motion or by reference to a written motion. A motion is in order when:

1. there is no current motion already on the table,
2. the proposed motion is an amendment to the current motion,
3. the motion pertains to the topic of the current agenda item,
4. the motion does not simply restate a motion that has already been decided.

In practice, the Committee does not follow all the formality of the procedures of Robert's Rules especially the rules for classification of motions. This is especially true in the handling of amendments where, under Robert's Rules, even a simple amendment requires significant time to handle. Thus, in general, Relaxed Rules are followed, as long as the approach is understood and agreed to by the membership.

Relaxed Rules: For example, in the case of an amendment to the current motion, the Chairperson may deem that the amendment is so simple and uncontroversial that the Chairperson will first ask the maker of the motion if he/she accepts the amendment. If there is

acceptance, then the Chairperson will ask for the membership to unanimously act as if the amendment were part of the main motion. This avoids the processes of creating and voting on the amending motion. If just one member objects, even if the maker of the motion accepts the proposed amendment, then the amendment will be handled more formally as an amending motion.

If, in the Chairperson's judgment, or by vote of a majority of the Committee, an item is considered too complex or controversial for the Relaxed Rules, then the Chairperson will follow a more formal approach to the handling of the motion.

To Be Recognized

To ensure that order is maintained, for a member to be able to speak the member must be recognized by the Chairperson. To be recognized the member should raise their hand. In deciding who is to be recognized next the Chairperson will give priority to those members who have not yet spoken on the current issue. If a Committee member is either ruled out of order or not formally recognized by the Chairperson, but persists in speaking, the remarks made by the member will not become part of the minutes of the meeting and no action will be taken on them. Only one question at a time may be considered, and only one person may have the floor at any one time. The member has the right to speak uninterrupted. All discussion must be relevant to the immediately pending question.

Questions After a Report

In Robert's Rules, all discussion/deliberations occur after a motion has been made. However, for the Committee, it is often useful to question a report-giver even if no motion is immediately appropriate. Thus, the Chairperson will generally allow a reasonable question and answer period after a report before insisting that a motion be placed before the Committee.

According to Robert's Rules all questions and comments are to be addressed to the Chairperson. The Chairperson will then direct the question to the most appropriate party. However, if a member has a question for the giver of a report, then, in most cases, the Rules of Order are relaxed in the sense that a member can ask to be recognized by the Chairperson and then pose the question directly to the report giver. If, however, in the Chairperson's judgment, the meeting can be best served by more formal operations, then Robert's Rules on recognition shall be followed.

Deliberations

Before the motion is restated by the Chairperson, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).
If the motion is in order, the Chairperson will restate the motion and open debate (if the motion is debatable). The maker of a motion has the right to speak first in debate.

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After a motion is made, the Chairperson will maintain an orderly discussion by recognizing members to speak (see To Be Recognized). The Chairperson will call first on members who have not already spoken on the issue.

Postpone Indefinitely - made when the assembly does not want to take a position on a motion. Its adoption kills the motion for the duration of the session and avoids a direct vote on the motion. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Limit or Extend Debate - is to require that debate be closed at a specified time. It requires a two-thirds vote.

Objection to the Consideration of a Question - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

Time: The Committee has no formal time limits on deliberations. Members should self-regulate the length of their comments as a courtesy to other members. If the Chairperson believes that continued deliberation on the current motion would be ineffective then he or she might ask for a motion to terminate deliberation to see if the committee agrees. The Chair may unilaterally terminate deliberations that are out of order.

Deliberations are out of order if they:

1. are not pertinent to the current motion,
2. are disrespectful,
3. contain any type of personal comment or personal attack,
4. are made in an excessively emotional manner,
5. repeat a question that has already been asked and answered or
6. violate the rights of any person present (such as the right to Executive Session to discuss the character of an employee).

Voting

After deliberations are complete, the Chairperson will bring the motion to a vote. With the exception of those taken in Executive Sessions and remote meetings, Committee votes are made, as required by the Regional Agreement, by the Chairperson asking for a roll call vote. The members each state their name, their town, and their approval, disapproval, or abstention from the vote (Yes, No, Abstain). The Chairperson declares the result of the vote and the vote totals are recorded in the Minutes.

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Appeal
If a member disagrees with a ruling by the Chairperson (for example perhaps the Chairperson stated that a question was out of order and the member disagreed), then the member can, without being recognized, ask for an appeal, "I appeal the ruling of the Chair that..." If the request for an appeal is seconded, then a modified deliberation will occur. During this deliberation every member is allowed to speak exactly once on whether or not the ruling of the Chairperson should stand or be overridden, except the Chairperson is allowed to speak twice, once at the start of the deliberations and once at the end. After the deliberation, the appeal is brought to a vote to determine whether the Chairperson's ruling will stand.

Point Of Order
When a member believes that the rules of order for the meeting are being violated then the member may raise their hand and state, "Point of order," calling upon the Chairperson to enforce the rules. There is no debate on a point of order. The Chairperson will then ask the member what rule the member believes to be violated. The Chairperson will then rule on the member's point of order – to determine whether or not the rules of order are being violated. If the member disagrees with the Chairperson's ruling then the member is free to appeal. (see above)

Move The Question
If a member believes that further deliberations on the current motion would be counterproductive, then that member can raise their hand and state, "I move the question." Moving the question immediately suspends all deliberation on the current motion and is not debatable. A vote is called immediately. If two thirds of the weighted vote are in favor of moving the question, then deliberation on the current motion is terminated and it is brought to a vote. Otherwise, moving the question fails and deliberation continues.

Moving the question is a good way to bring a lengthy, overly emotional, or counterproductive deliberation to an end. However, in calling to move the previous question, members should be respectful of their fellow Committee members. A good rule is to not to move the question unless it seems that each member who wants to discuss the current motion has had the opportunity to speak at least once.

Principles Underlying Parliamentary Law
From *Robert's Rules Of Order Newly Revised 10th Edition,* Perseus Publishing

The rules of parliamentary law found in this book will, on analysis, be seen to be constructed upon a careful balance of the rights of persons or subgroups within an organization's or an assembly's total membership. That is, these rules are based on a regard for the rights:

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- of the majority,
- of the minority, especially a strong minority—greater than one third,
- of individual members,
- of absentees, and
- of all these together.

The means of protecting all of these rights in appropriate measure forms much of the substance of parliamentary law, and the need for this protection dictates the degree of development that the subject has undergone.

Parliamentary procedure enables the overall membership of an organization—expressing its general will through the assembly of its members—both to establish and empower an effective leadership as it wishes, and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself.

Ultimately, it is the majority taking part in the assembly who decide the general will, but only following upon the opportunity for a deliberative process of full and free discussion. Only two thirds or more of those present and voting may deny a minority or any member the right of such discussion.

In this connection, there is an underlying assumption of a *right* that *exists* even though it may not always be prudent or helpful for it to be exercised. Each individual or subgroup has the right to make the maximum effort to have his, her, or its position declared the will of the assembly to the extent that can be tolerated in the interests of the entire body.

Another important principle is that, as a protection against instability arising—for example, from such factors as slight variations in attendance—the requirements for changing a previous action are greater than those for taking the action in the first place.

Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent—free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.

The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.

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BEDF
VOTING METHOD

All voting at Committee meetings must be by voice or roll call vote and no secret ballot shall be used. The Chairperson and Vice Chairperson are elected by roll call vote. Only those members present at the meeting when a vote is being taken shall have the privilege of voting on the matter. Votes relayed by telephone or written votes by absent members are not valid. If the Committee is following procedures for remote participation, votes will be cast on video.

No action shall carry unless it shall receive the vote of a majority of the quantum of vote as provided by law or policy (See the Regional Agreement, Sections I(H), IV, V, VII, VIII, IX) .

Pursuant to M.G.L. c.30A, §21, all votes taken in executive session shall be recorded roll call votes and shall become part of the record of the executive session.

The Committee may, under certain circumstances and for certain kinds of action, require more than a majority vote to carry. Action shall require a two-thirds (2/3) super majority vote of the whole Committee in each category as follows, without limitation:

- M.G.L. 71:16B-Budget
- Revision of the By-Laws of the Committee

The Regional Agreement requires 2/3 of the weighted vote for the budget, and 2/3 of the members for incurring debt, and ¾ to amend the regional agreement.

REC'D NESDEC

CROSS REFS: Regional Agreement
BEC

LEGAL REFS: M.G.L. 39:23B; 71:16B; 71:50

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BEDG
MINUTES

The minutes of a Committee meeting, along with documents and other exhibits used during the open or Executive Session, constitute the written record of Committee actions; they are legal evidence of the actions. Therefore, the clerk of the Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. a statement on the nature of the meeting (regular or Executive Session);
2. the date, time, place, members present or absent, annotated as to arrival and departure times, if during the meeting;
3. a summary of the discussion on each subject (minutes need not be transcripts of everything said), a list of the documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or Executive Session, and the decisions made and the actions taken at each meeting, including all votes (for Executive Sessions, by recorded roll call votes); and notation of formal adjournment.

If documents are presented at the meeting that were not provided by the school administration, they may be entered into the official record of the meeting only by direction of the chair or by vote of the Committee. Materials and exhibits not formally accepted by the chair or by vote of the Committee will be kept in the Committee correspondence file.

Under normal circumstances, copies of the draft minutes will be either emailed or mailed to all Committee members so they will receive them at least 48 hours in advance of the meeting at which the minutes are to be approved.

Existing minutes, associated materials and exhibits will be made available to the public upon request in accordance with the public records laws, whether they have been approved or are in draft form. Materials relating to performance evaluations and deliberations about employment or appointment of individuals will be released only in accordance with Massachusetts General Law.

Whenever possible, the minutes of one meeting will be approved at the following meeting.

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.

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Approved and released minutes will also be posted on the District website, and one permanent copy will be kept at the District office, as required by the Public Records Division of the Secretary of the Commonwealth. The documents shall be maintained in form and material as required by state laws and regulations.

Executive Session minutes: **Separate minutes shall be prepared for each separate Executive Session purpose.** The Committee shall periodically review the Executive Session minutes to determine whether continued non-disclosure is warranted, and vote to "release" those minutes and other records for which disclosure would no longer defeat the purposes of the Executive Session. Minutes that pertain to ongoing litigation or negotiations, that are within an exemption to the Public Records Law, G.L. c. 4, § 7, cl. 26, or are governed by attorney-client privilege, do not have to be released. A determination to release the minutes will be included in the subsequent meeting minutes. The School Committee will respond to a request to inspect or copy Executive Session minutes within 10 days of request and promptly release the records if they are subject to disclosure. If the School Committee has not performed a review to determine whether the requested Executive Session minutes are subject to disclosure, it must do so "not later than the next meeting or 30 days," whichever is sooner.

LEGAL REFS: M.G.L. 30A:22g2; 39:23B; 66:10; 66:56; 66:34; 4:7 cl26; 149:52C

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BEDH
PUBLIC PARTICIPATION IN SCHOOL COMMITTEE MEETINGS

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

The School Committee desires individuals to attend its meetings so that they may become better acquainted with District operations and the school programming. In addition, the Committee would like the opportunity to hear public comment, and it will allow public comment when indicated on the agenda.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of a regularly scheduled School Committee meeting for which the agenda calls for a public comment period, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes in the aggregate unless permitted by the Chair. All speakers are encouraged to present their remarks in a respectful manner, addressing their comments to the Chair.
2. Sign up instructions will be provided for those who wish to participate in Public Comment.
3. Speakers will be allowed up to three (3) minutes to present their material, must speak from the place indicated by the Chair, for example at a particular table, and must begin their comments by stating their name and address, including the name of the town/city. For remote meetings, public comments shall be submitted in advance to the Chair and relayed by the Chair during the meeting. The presiding Chair may permit extension of the time limit, in extenuating circumstances.
4. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. In public session in the Committee will not hear personal complaints of school personnel nor against any members of the school community which are outside the scope of the School Committee's responsibility.

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5. Improper conduct will not be allowed. Defamatory, improper, or abusive remarks are always out of order. If a speaker persists in improper conduct or defamatory, improper, or abusive remarks, the Chair may terminate that individual's privilege of address. Defamatory remarks shall mean remarks that have been adjudicated defamatory. Improper and/or abusive remarks shall mean obscenities, vulgarities, threats, and fighting words or remarks likely to provoke a violent reaction.
6. To ensure that matters not on the agenda are not debated without proper notice, the members of the School Committee will not engage in dialogue with members of the public during public comment, without permission from the Chair.
7. The School Committee will not vote on any item brought up in public comment for which no vote is scheduled on the posted agenda, unless directed to do so by the Chair due to unforeseen circumstances.
8. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the School Committee.
9. No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer, <u>or the meeting host for any remote attendee</u>, to remove the person from the meeting. *(note: with the exception of the underlined text, this language is from M.G.L c 30A:20G.)*

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS
BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

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BEDJ
BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS

A meeting of the Committee may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or by means of videotape equipment fixed in one or more designated locations determined by the Committee except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting.

The Chairperson shall inform those in attendance of the recording of any Committee meeting at the beginning of such meeting or recording. Any member of the public intending to record a meeting shall notify the Chairperson prior to recording so the recording may be properly announced.

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

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BEE
SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

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

1. Give due and public notice in line with statutory requirements,
2. Make available printed information on the topic of the hearing; and
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 of 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 as many people as possible 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 Chairperson and be germane to the topic. To assure that all who wish get a chance to speak, the Chairperson will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

NOTE: CURRENT LANGUAGE

Section 38N. The school committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee.

LEGAL REF: M.G.L. Chapter 71, Section 38N

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BF
SCHOOL COMMITTEE WORKSHOPS

The Committee, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Committee is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action.

Workshops will be conducted for the purpose of informal discussions and exploration of matters pertaining to the Minuteman Regional Vocational Technical School District. Topics for discussion and study will be announced publicly. All workshops will be conducted in accordance with the Open Meeting Law. No formal votes will be taken at these workshops.

All workshops are open to the public.

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

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BGA
SCHOOL COMMITTEE POLICY DEVELOPMENT

Formulation of Policies

The Superintendent-Director shall, in cooperation with the staff, formulate and recommend for adoption policies designed to maintain a high-quality educational institution that meets the needs of its students. The Committee as the controlling body is charged with the responsibility of establishing policies and maintaining the best possible education conditions for the District. A primary function of the Committee is the determination of general policies for and the exercise of general supervision of the District, but its Superintendent-Director and professional staff thereof shall carry out the details and administration.

The Committee shall concern itself primarily with broad questions of policy rather than with administrative details. The Superintendent-Director shall utilize the best judgment of the professional staff in formulating a sound educational program, shall recommend policies for adoption to the Committee, and shall administer policies enacted by the Committee. The adopted policies shall represent a combination of the judgment of the members of the Committee and the professional judgment of the Superintendent-Director and their staff, adopted officially as Committee policy. Having determined its policies, the Committee shall stand squarely behind those employees whose work it is to put the policies into practice.

In formulating policies, the Committee shall adopt general principles that provide authorization for the Superintendent-Director and professional staff. Such policies shall be broad enough to determine or indicate a line of action to be taken by the Superintendent in meeting a number of specific problems and jobs. Application of such policies to individual situations will be the responsibility of the Superintendent, who shall be held responsible for the effective administration and supervision of the entire system.

Policy Development System

Adopting and changing policies is solely the responsibility of the Committee.

Proposals from any Committee member, a citizen of one of the member communities, any employee of the District, or any student of the Minuteman Regional Vocational Technical School shall be referred to the Superintendent-Director.

The Superintendent-Director shall be responsible for reviewing the proposed policy request and drafting a statement for Committee consideration in accordance with Committee policy.

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In the case where the Committee chooses to update its entire policy manual in less than two years, it shall use an electronic storage and review system for developing policy sections, if possible. All policies under review shall be reviewed and edited by a consultant, the Superintendent-Director, and a policy task force and made available in an internet portal for the review and comment of the school committee members. At the next meeting of the Committee, the Committee will revise and adopt any policies which are ready for approval (a first reading). The Superintendent-Director will ensure that finalized copies of policies approved at first reading are returned to the internet portal for further review. At the following meeting of the Committee, or as deemed appropriate, the Committee will vote to approve the policies for "second reading." Those policies that have been through first and second readings will be considered adopted and will become part of the policies of the school district.

CROSS REF: School Committee Bylaws (BBA), Section 2

LEGAL REFS: M.G.L. 71:16, 71:16A, 71:37, 71:59

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BGB
POLICY ADOPTION

The policies of the Committee shall be subject to amendment only upon a majority of the weighted vote of the Committee at two consecutive meetings in the call for which the proposed amendment has been described in writing.

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

1. Discussion item - first reading of proposed policy or policies; response from Superintendent-Director; report from any subcommittee assigned responsibility in the area; Committee discussion and directions for any redrafting;
2. Discussion item - second reading of proposed policy or policies; response from Superintendent-Director; report from any subcommittee assigned responsibility in the area; Committee discussion and directions for any redrafting;
3. Action item -- discussion, adoption or rejection.

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

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

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

LEGAL REFS: M.G.L. 71:16A, 71:37

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BGC
POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for 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.

All policies will be placed on the Committee agenda for reconsideration five years following the date the policy was adopted, unless the Superintendent-Director recommends or the Committee approves an earlier date for reconsideration.

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

The Committee directs the Superintendent-Director to periodically recall all policy and regulations manuals for administrative updating and Committee review.

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Minuteman Regional Vocational Technical School District

BGD
SCHOOL COMMITTEE REVIEW OF REGULATIONS

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

The Committee may review the regulations developed by the Superintendent-Director for the Minuteman Regional Vocational Technical High School 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's law, the Superintendent is required to publish "the district's policies pertaining to the conduct of teachers and students." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Massachusetts 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 Committee.

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

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BGE
POLICY DISSEMINATION

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

Accessibility is to extend at least to all employees of the Minuteman Regional Vocational Technical High School, 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 Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office and online.

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Minuteman Regional Vocational Technical School District

BGF
POLICY SUSPENSION

The policies of the Minuteman Regional Vocational Technical School Committee shall be subject to suspension only upon a majority of the weighted vote of the members of the committee present at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of the weighted vote of the Committee present, when no such written notice has been given.

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BHC
SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The basic line of communication between the School Committee and the staff will be through the Superintendent.

Staff Communication to the School Committee

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

School Committee Communications to Staff

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

Visits to the School

Individual Committee members interested in visiting the school or classrooms will inform the Superintendent-Director 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.

SOURCE: MASC

Original adoption: 4/24/07
Revised: 12/16/21
First reading: 3/20/07; 12/16/08
Second reading: 1/6/09
Adoption: 4/24/07; 7/21/09
Review:

BHE
USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

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

Under the Open Meeting Law, deliberation by a quorum of members with respect to any matter
within the body's jurisdiction constitutes a meeting. Deliberation is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

Committee members should use electronic messaging between and among members 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 Committee Chair, in consultation with the Superintendent-Director, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence among members of the Committee.
At this point your phone, and sometimes your watch, are connected devices. Even your washing machine can send you email. It seems unlikely that a member would not have a computer.

SOURCE: MASC

LEGAL REF: M.G.L. 4:7; 39.23A, 23B; 66:10

Original Adoption: 4/24/07
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Review:
Minuteman Regional Vocational Technical School District

BIA
NEW SCHOOL COMMITTEE MEMBER ORIENTATION

When a new Committee member has been appropriately approved by the member's appointing authority and sworn in that member shall immediately be given a copy of this policy and shall

Be offered:

- An introductory meeting with the Superintendent-Director and administrative staff.
- A detailed tour of the school.
- An introductory meeting with the Committee officers.
- An opportunity to join one of the subcommittees.

Be given a link to online copies of the Committee's onboarding materials including but not limited to:

I. THE MINUTEMAN DISTRICT
About the District
Map of District Towns
Current Minuteman School Committee Members
School Committee Subcommittees
The Minuteman Regional Agreement 3/11/16

II. THE CURRICULUM
Education Program Plan Outlining the Academies

III. THE BUDGET
Finance Office Web Page
Budget Book ()

IV. STAFF RELATED
Superintendent's Contract, Goals, and Evaluation
Current Collective Bargaining Agreement with Minuteman Faculty Association.)

V. BACKGROUND ON ROLE OF SCHOOL COMMITTEE MEMBER
Minuteman School Committee Member Job Description
Representation on the School Committee
Administrative Detail for New School Committee Members (Requirements and Trainings)
Excerpt from Regional Agreement on Appointments
School Committee Member Appointing Authority
Excerpt from Regional Agreement on Weighted Voting

Original adoption: 1/6/09
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Minuteman Regional Vocational Technical School District

Weighted Voting Chart 7/1/21

VI. MISSION AND VALUES
Minuteman Mission Statement
Philosophy and Goals
Guiding Values
Minuteman School Committee Goals

VII. POLICIES
Policy Manual
Specific Policy: BBAA SC Powers and Duties
Specific Policy: BBA SC ByLaws
Specific Policy BEDD SC Rules of Order
Specific Policy BDD SC/Superintendent Relationship

VIII. MASS. GENERAL LAWS
MGL Ch 71 Sec. 16-16I Specific to Regional School Districts
MGL Ch. 71 Sec. 37 General School Committee Powers and Duties
MGL Ch. 71 Sec. 59 Responsible to Appoint Superintendent and Assistant Superintendent (s) upon Superintendent's Recommendation
MGL Ch. 71B Sec 3A Responsible to Appoint Administrator of Special Education
MGL Ch. 74 Specific to Vocational Education
DESE Ch. 74 Manual

IX. STRATEGIC PLANNING
Strategic Planning Group Report for Goal 1: Board Development

- Massachusetts General Laws (MGL) Chapter 74
- Open Meeting Law Guide and Educational Materials
- Summary of the Conflict of Interest Law for Municipal Employees, and information on how to complete the Online Training Program for Municipal Employees
- 603 CMR 4.00 et seq.

A username and password will be issued for access to email and electronic files on the Minuteman website, www.minuteman.org.

Be made aware of procedures that involve:

- How a community member (parent, teacher, etc.) may make a request of the Committee; appropriate responses/actions of an individual Committee member what a request directly presented to him or her.

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- How Committee members may make arrangements to visit schools, and the protocol associated with such visits.
- How the school committee members, assigned certain tasks or investigating certain problems may request information or services of the school staff.
- How the Committee receives and examines complaints relating to personnel.
- How and why executive sessions may be held; what is considered privileged information.

New members will be encouraged to attend meetings or workshops specifically designed for new Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

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Minuteman Regional Vocational Technical School District

BIB/BIBA
SCHOOL COMMITTEE MEMBER DEVELOPMENTAL OPPORTUNITIES/SCHOOL COMMITTEE MEMBER CONFERENCES, CONVENTIONS AND WORKSHOPS

Minuteman Regional Vocational Technical School Committee members are encouraged to engage in activities that will broaden their vision and knowledge of education and increase their competence as they function on a meeting-by-meeting basis on the Committee.

These "educational opportunities/activities" for Committee members take many forms:

1. Membership in local, state, and national school committee and school board associations;

2. Reading of newsletters, periodicals and books about education and school committee operation;

3. Visiting schools with exemplary programs;

4. Attendance and participation at clinics, workshops, conferences and conventions, at the local, state and national levels, is encouraged.

   a. The Superintendent-Director will inform the Committee of educational conferences relating specifically to school committees; and

   b. Members desiring to attend out-of-state conferences and conventions should request the Chairperson to place this matter on the agenda for Committee approval.

5. 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.

CROSS REF: BID
Committee By-Laws

Original adoption: 1/6/09
Revision: 3/1/11, 12/16/21
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Minuteman Regional Vocational Technical School District

BID
SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The members of the Minuteman Regional Vocational Technical School Committee serve without compensation.

No funds held or to be held by the Minuteman Regional Vocational Technical School District, appropriated or by reimbursement, will be paid or disbursed for the services of any Committee member other than for approved expenses in the performance of Committee duties.

All approved district expenses are processed using a purchase order system, with prior approval required, to prevent overspending. Like all other expenses, those for Committee travel must stay within the budgeted amount and must be checked against the remaining amount in the line item using an approval process.

Committee members may be reimbursed, or partially reimbursed, for the following expenses:

- Travel to in-district Committee meetings or meetings of subcommittees to which the member has been appointed.
- Pre-approved out-of-district in-state travel to conferences and meetings.

For a Committee member to be reimbursed, they must:

- Obtain prior approval from the Chairperson of the School Committee. Reimbursement for out-of-state travel shall require the additional approval of the School Committee.
- Follow all reimbursement procedures outlined by the Business Office. (Procedures and forms will be provided by the Business Office upon request.)

As part of the normal budgeting process, the School Committee will vote on a line item for "School Committee Reimbursable Expenses." The Chair of the Committee will use their judgment as to which Committee member expenses should be reimbursed and will consult with the Business Office before approving any expense. In no event will the Chair approve reimbursements that exceed the amount remaining in this account. If this fund is depleted, then the Committee may vote to transfer additional funds in to this account, when both appropriate and financially prudent.

Reimbursement for out-of-state travel requires the approval of the Committee; see BIB/BIBA

CROSS REFS: BIB/BIBA
Committee By-laws

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Minuteman Regional Vocational Technical School District

BIE
SCHOOL COMMITTEE MEMBER INSURANCE

The Minuteman Regional Vocational Technical School District is a body politic and corporate with all the powers and duties conferred by law on school committees. M.G.L c. 258, § 13 authorizes a city or town which has accepted that section, subject to appropriation, to indemnify each member of the Committee for expenses or damages incurred in the defense of settlement of a claim against the member in an amount not to exceed one million dollars providing that claim arose while such member was acting within the scope of the member's official duties and to provide funds therefore.

The District may appropriate such sums as may be necessary to purchase insurance providing indemnity to the extent that it deems appropriate, to cover costs of indemnification for any of the foregoing official or officers.

The Superintendent-Director shall be responsible for ensuring that all Errors and Omissions policies are continuously in force, and that all Committee members are fully insured in an amount not to exceed one million dollars, as described above.

LEGAL REFS: M.G.L.: 71:16; 71:16A; 258:8, 258:13

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Minuteman Regional Vocational Technical School District

BJ
SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of the Minuteman Regional Vocational Technical School District, 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; and

3. The Committee may 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 Committee.

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Minuteman Regional Vocational Technical School District

BK
SCHOOL COMMITTEE MEMBER REQUESTS FOR INFORMATION

The Committee wishes to ensure that Committee members have adequate access to the information necessary to provide responsible oversight of the District. At the same time, the Committee wishes to avoid overburdening the administration with requests for information.

Requests by Committee members for information shall be channeled through the appropriate subcommittee chair or, if the subject of the request does not fall within the purview of any subcommittee, then through the Committee Chair, either of whom may choose to forward the request directly to the Superintendent-Director or to place the matter on the agenda for consideration at an upcoming meeting. The Superintendent-Director will coordinate the timely response to information requests forwarded in this manner.

If the relevant chair or subcommittee denies or unreasonably delays forwarding the request, or if the Superintendent-Director fails to respond within 10 working days after receiving a properly forwarded request, the individual member may appeal to the full Committee.

Appeal Procedure:

1. Member submits written request to the Committee Chair with copy to the Superintendent-Director.
2. School Committee Chair places request on the next regular School Committee meeting, subject to requirements of the Open Meeting Law (MGL 30A:20-21).
3. Committee determines whether and in what form to refer the request to the Superintendent-Director.

In its deliberation and vote, the Committee may consider input related to the specific nature, relevance, availability, and estimated time or cost to fulfill the request, as well as confidentiality or other special concerns that may apply. Any information assembled by the Superintendent-Director or other District staff acting upon such a vote of the full Committee will be provided to all of its members.

Communications between the Committee and the Superintendent-Director may be further governed by law, by other District policies, and by elements of the Superintendent's employment contract. Nothing in this policy is intended to preclude or prevent an individual Committee member from exercising their rights under the Public Records Law (MGL 66:10).

CROSS REF: BBAA School Committee Powers and Duties
BCA School Committee Code of Ethics
BDD School Committee/Superintendent Relationship

Original Adoption:
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Review:
Minuteman Regional Vocational Technical School District

Superintendent's Contract
BHC School Committee-Staff Communications (also GBD)

LEGAL REFS: Mass. Open Meeting Law: MGL 30A, S. 20-21
Mass. Public Records Law: Ch. 66, S. 10

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Minuteman Regional Vocational Technical School District

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the policy classification system provides a repository for statements about the school district management, the administrative structure, school building and department administration. It also is the location for personnel policies that pertain to one individual – the SUPERINTENDENT.

CA ADMINISTRATION GOALS

CB SCHOOL SUPERINTENDENT
CBB RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT
CBC SUPERINTENDENT'S AUTHORITY AND RESPONSIBILITIES
CBD SUPERINTENDENT'S CONTRACT

CE ADMINISTRATIVE COUNCILS AND COMMITTEES
CEA SCHOOL COUNCIL (Also: BDFA)
CEA-R1 CONDUCT OF SCHOOL COUNCIL BUSINESS (Also: BDFA-R1)

CG POST-GRADUATE AND CONTINUING STUDIES ADMINISTRATION

CH POLICY IMPLEMENTATION
CHA DEVELOPMENT OF REGULATIONS
CHB SCHOOL COMMITTEE REVIEW OF REGULATIONS (Also: BGC)
CHC REGULATIONS DISSEMINATION
CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD ADMINISTRATION IN THE ABSENCE OF POLICY (Also: BDDA)

CI TEMPORARY ADMINISTRATIVE ARRANGEMENTS

CL RESEARCH/ADMINISTRATIVE REPORTS

CM ANNUAL REPORT

Section approved 7.21.09.

CA
ADMINISTRATION GOALS

It is the intent of the School Committee that the district employs qualified personnel to administer the Minuteman Regional Vocational Technical School efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

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

The organization and administration of the school 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.

LEGAL REF: M.G.L. 71:41, 71:42

Original Adoption: 1/6/09
Revision:
First reading: 12/16/08; 2/7/23
Second reading: 1/6/09; 3/14/23
Adoption: 7/21/09; 3/14/23
Review:
Minuteman Regional Vocational Technical School District

CB
SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent/Director and fix his/her compensation. The Superintendent/Director shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/She shall also prepare such reports as may be required by authorities having jurisdiction over the school district, such as the State and Federal Departments of Education, and shall submit materials for the Committee's annual report to the Selection of member towns in sufficient time for printing in the annual report of the member municipalities.

SOURCE: MASC

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

Note: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent/Director for a period not to exceed six years.

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Second reading: 1/6/09
Adoption: 6/19/0; 7/21/09
Review:

CBB
RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT

In the event of a vacancy in the office of the Superintendent, the following procedures will be followed:

1. The Minuteman Regional Vocational Technical School Committee will review its policies with reference to desired qualifications and position description as well as level of salary and benefits.

2. The School Committee will take special care to assess the needs of the school district with reference to change and stability. Change, movement, and progress may be in order for the immediate future. On the other hand the school district may have need for a period of stability with a slower pace of change. In large measure, a Superintendent sets the tone and pace of educational improvement for the school district.

3. The School Committee may proceed in one of three ways: Appoint a sub-committee to act as a search committee; use the whole Committee as a search committee; or secure expert assistance to conduct the search process and submit the names of a limited number of applicants for interview.

4. Applicants have the responsibility for submitting evidence to the Department of Elementary and Secondary Education (DESE) that they fulfill the certification requirements for the position of Superintendent. They will also cooperate with any testing or interview requirements of the DESE. Information provided to the Committee by the DESE will be an important consideration in weighing the relative merits of appropriately credentialed applicants.

5. Those responsible for carrying out the search for a new Superintendent are reminded of the steps involved in the process: preparing a presentable and attractive notice of vacancy; publishing the notice of vacancy within and outside the school district; securing applications and credentials of applicants; screening applicants down to a manageable number for interviews and visitations; negotiation of terms; and selection.

6. No interview shall be granted except at the invitation of the School Committee or the Superintendent search committee. All interviews will comply with the provisions of the Open Meeting Law.

If at all possible, selection of a new Superintendent should be by unanimous vote of the School Committee. Should this not be possible, selection may be made by a two-thirds vote

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of the sworn School Committee.

LEGAL REFS: M.G.L. 71:16; 71:52; 71:59

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CBC
SUPERINTENDENT'S AUTHORITY AND RESPONSIBILITIES

The Superintendent of the Minuteman Regional Vocational Technical School District shall perform in good faith and in a full time capacity, the duties and obligations of the Superintendent as provided under Massachusetts law, and other duties from time to time assigned to him/her by majority vote of a quorum of the Committee, and he/she shall use his/her best efforts to achieve the performance goals and objectives established by the Committee, and he/she shall comply with all applicable laws and regulations.

The Superintendent shall serve as the Executive Officer of the Committee as provided in M.G.L. c. 71, §59. The Superintendent shall report any financial irregularities to the Committee, including but not limited to any potential deficits.

Criticisms, complaints, and suggestions called to the attention of the Committee shall be promptly referred to the Superintendent for study, disposition, or recommendation as appropriate to facilitate the orderly administration of the District, and to ensure responsiveness to the public and fairness to the Superintendent.

Likewise, the Superintendent shall refer such criticisms, complaints, or suggestions to the Committee in order to afford the Committee an opportunity to review and address the criticisms, complaints, or suggestions.

CROSS REF: Superintendent's Contract

LEGAL REF: M.G. L. c71, section 59

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Minuteman Regional Vocational Technical School District

CBD
SUPERINTENDENT'S CONTRACT

The Committee, upon the election of a candidate or upon reelection of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.

SOURCE: MASC

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

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

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CE
ADMINISTRATIVE COUNCILS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils and committees as deemed 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 and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee, and authority for implementing policy remains with the Superintendent.

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

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

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Minuteman Regional Vocational Technical School District

CEA
SCHOOL COUNCIL

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.

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

The law outlines four major areas of responsibility for councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies
   and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

For any school that contains grades nine to twelve, inclusive, the council shall review the student handbook each spring to consider changes in disciplinary policy to take effect for the following school year.

In addition, the law states that "nothing contained in this section shall prevent the school committee from granting a school council additional authority in the area of educational policy; provided, however, that school council shall have no authority over matters which are subject to chapter one hundred and fifty E of the General Laws."

The composition of the School Council will conform to MGL and DESE Regulations.

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

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CEA-R1
CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-Chairperson of the School Council. Keeping within the guidelines of the law, he/she has the responsibility for defining the composition and overseeing the formation of the council pursuant to a representative process approved by the superintendent and school committee. As co-chair of the council, the principal is also responsible for convening the first meeting of the council. At this meeting, the other co-chair is to be selected.

The co-Chairperson will be elected annually by the council members at its first meeting of the school year subsequent to the election of new council members. The co-Chairperson will be responsible for the preparation of the agenda for the council meetings.

The School Council shall meet at least four times 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.

Consensus shall be used by School Council 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.

LEGAL REF: M.G.L. 39:23A-C

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Minuteman Regional Vocational Technical School District

CG
POST-GRADUATE AND CONTINUING STUDIES ADMINISTRATION

The Minuteman Regional Vocational Technical School District will offer post-secondary courses that provide skills and knowledge in both technical and academic disciplines reflective of the employment demands of the District. Courses offered will provide training opportunities in industrial, medical and technical occupations.

Further, the District will provide adult and continuing education offerings designed to address content specific and leisure learning programs for the members of the Minuteman Regional Vocational Technical School District.

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CH
POLICY IMPLEMENTATION

Adopting and changing policies is solely the responsibility of the School Committee.

The Superintendent shall be responsible for reviewing the proposed policy request and drafting a statement for School Committee consideration in accordance with School Committee policy.

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 Minuteman Regional Vocational Technical School District. Consequently, it is expected that all school district employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in the school and departments of existing policies and regulations and for seeing that they are implemented in the spirit intended.

The Superintendent shall request the participation of affected staff members in the development of rules and procedures for the operation of the Minuteman Regional Vocational Technical School District.

CROSS REF: BG

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Minuteman Regional Vocational Technical School District

CHA
DEVELOPMENT OF REGULATIONS

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

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

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, regulations may be issued 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.

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Minuteman Regional Vocational Technical School District

CHB
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.

All policies will be placed on the School Committee agenda for reconsideration five years following the date the policy was adopted, unless the Superintendent or member of the School Committee recommends an earlier date for reconsideration.

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

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

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

CHC
REGULATIONS DISSEMINATION

It will be the responsibility of the Superintendent or his/her designee to see that the regulations developed to implement Committee policies and administer the Minuteman Regional Vocational Technical School District are appropriately coded and included as regulations in the School Committee's policy manual.

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

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

CHCA
APPROVAL OF HANDBOOKS AND DIRECTIVES

It is the intention of the School Committee to collaborate with the School Council and the Principal in developing a schedule for the approval of the school handbook. Massachusetts General Laws, Chapter 71, Section 37H 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 Student Handbook shall be available for School Committee review by March 31 to consider changes in the disciplinary policy to take effect in the following 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 Minuteman Regional Vocational Technical School be of a quality that reflects credit on the school department. The Superintendent will recommend to the School Committee handbooks requiring approval prior to publication.

The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

CHD
ADMINISTRATION IN THE ABSENCE OF POLICY

Emergency Powers of the Superintendent

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent that, under more normal situations, would clearly be beyond the scope of his/her duty and authority. It shall be the policy of the Minuteman Regional Vocational Technical School Committee that the Superintendent shall act in emergency situations to preserve and protect lives and property.

1. In those situations that arise within the schools where the School Committee has provided no guides for administrative action, the Superintendent shall have power to act, but his/her decisions shall be subject to review by action of the Committee at its next regular meeting. It shall be the duty of the Superintendent to inform the Committee promptly of such action and the possible need for a policy.

2. In certain circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies it be impossible or unsafe to open (or keep open) the school. If the Superintendent closes the school under the above granted authority, as soon as the situation allows he/she will notify, members of the School Committee.

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption:
Review:
Minuteman Regional Vocational Technical School District

CI
TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event the Superintendent is on temporary absence from duty, the Superintendent will designate another administrator to serve as Acting Superintendent.

A temporary absence is defined as a vacation period, attendance at off-site meetings, and/or any other periods when the Superintendent would be out of immediate contact or presence in the district for over twenty-four hours.

When so appointed, the Acting Superintendent will assume all duties that are the responsibility of the Superintendent, with particular emphasis on emergency and day-to-day decision-making. The Acting Superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the Superintendent.

The Acting Superintendent will take special care to keep the School Committee chairperson informed as to any departure from normal routine.

To ensure continuous administrative control within a school, the Principal will name an administrator to be in charge in the event of his/her absence and to have the authority to act in disciplinary matters regarding M.G.L. Chapter 71, s 34D, 34E, 34F, 37H, 37H 1/2.

LEGAL REF: M.G.L. Chapter 71, s 34D, 34E, 34F, 37H, 37H 1/2.

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption: 7/21/09
Review:
Minuteman Regional Vocational Technical School District

CL
RESEARCH/ADMINISTRATIVE REPORTS

The School Committee may from time to time require reports from the Superintendent concerning general or specific conditions, issues or other matters affecting or occurring within the school.

The Superintendent shall at such time as he/she deems appropriate prepare reports covering the activities, affairs, programs, or other matters or issues affecting or relating to the school and the administrator's recommendations with regard thereto and present same to the School Committee.

Upon receiving reports from outside agents such as the Department of Elementary and Secondary Education, the auditor, fire department, health department and others, the Superintendent shall inform the School Committee of the receipt of the report by the time of the School Committee's next meeting. The Superintendent will notify the School Committee of his/her timetable for release of the report and of action he/she has taken pursuant to recommendations made in the report.

Upon Committee approval, reports will be made available to the public and used as one means to inform parents and citizens, the Commissioner of Education and others of the programs, activities and affairs of the Minuteman Regional Vocational Technical School District.

LEGAL REF: M.G.L.

Original adoption:
Revision:
First reading: 12/16/08
Second reading: 1/6/09
Adoption:
Review:
Minuteman Regional Vocational Technical School District

CM
ANNUAL REPORT

The Committee shall submit on or before January 31 of each fiscal year, an annual report to each of the member municipalities containing a detailed financial statement for the prior year and the budget for the then current year including in each case a statement showing the method by which the annual charges assessed against each municipality were computed, together with such additional information relating to the operation and maintenance of the Minuteman Regional School District as may be deemed necessary or appropriate by the Committee. The Committee shall also furnish, upon request, any additional financial information as may reasonably be deemed necessary by the selectmen, finance committee, or other elected officials of any member municipality.

LEGAL REF: M.G.L. c 71:59

Original adoption:
Revision:
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Second reading: 1/6/09
Adoption:
Review:
Minuteman Regional Vocational Technical School District

SECTION D: FISCAL MANAGEMENT

Section D of the policy classification system provides a repository for statements concerning district fiscal affairs and the management of district funds. Statements relating to the financing of school construction, however, are filed in Section F (Facilities Planning and Development).

DA FISCAL MANAGEMENT GOALS
DA-E INTERNAL CONTROL POLICIES AND PROCEDURES

DB ANNUAL BUDGET
DBACM ANNUAL CAPITAL MAINTENANCE POLICY
DBB FISCAL YEAR
DBF BUDGET HEARINGS AND REVIEWS
DBI BUDGET IMPLEMENTATION
DBJ BUDGET TRANSFER AUTHORITY

DC TAXING AND BORROWING AUTHORITY/LIMITATIONS
DCB DEBT MANAGEMENT

DDA GIFTS, GRANTS, DONATIONS, SCHOLARSHIPS POLICY

DEB REVENUE FROM STATE TAX SOURCES
DEC REVENUE FROM FEDERAL TAX SOURCES

DF REVENUES FROM NON-TAX SOURCES
DFF INCOME FROM SCHOOL SHOP SALES AND SERVICES
DFG INVESTMENT POLICY
DFH CASH RESERVES

DGA AUTHORIZED SIGNATURES

DIB REVOLVING FUND ACCOUNTS
DIBA STUDENT ACTIVITY ACCOUNTS
DIBB STABILIZATION FUND
DIBC EXCESS AND DEFICIENCY FUND
DID INVENTORIES
DIE AUDITS

DJ PURCHASING
DJA PURCHASING AUTHORITY
DJB PURCHASING PROCEDURES
DJE BIDDING REQUIREMENTS

DLCA LONG-TERM OPEB FUNDING POLICY

DKAB WARRANT SIGNATURES

DM CASH IN SCHOOL BUILDINGS

DN SCHOOL PROPERTIES DISPOSAL PROCEDURE

Section Index updated 9.5.22.

DA
FISCAL MANAGEMENT GOALS

The School Committee recognizes that fiscal and related resources are the foundation of the Minuteman Regional Vocational Technical School District program. The quantity and quality of the learning programs are directly dependent on the effective and efficient management of allocated funds. The goals of the School can best be achieved by the exercise of diligent 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.

LEGAL REF: M.G.L. c 71:16 (m)

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DA-E
INTERNAL CONTROL POLICIES AND PROCEDURES

In the fiscal management of the School, the School Committee endeavors to achieve the following goals:

- Establish levels of funding that will provide the highest quality education for the students.
- Engage in thorough advance planning with staff and community involvement to develop budgets and to direct expenditures so as to achieve the greatest educational return and the greatest contribution to the educational program in relation to dollars expended.
- Use the best available techniques for budget development and management. Provide timely and appropriate information to all who have fiscal management responsibilities.
- Establish procedures, which possess the maximum efficiency for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
- Maintain a level of per pupil expenditure which provides the highest quality of education.

LEGAL REF: M.G.L.c. 71:16(m)

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DB
ANNUAL BUDGET

One of the primary responsibilities of the Minuteman Regional Vocational Technical School District Committee is to secure adequate funds to carry out a high-level program of education.

The annual school budget is the financial outline of the district's educational program. The annual school budget process is an important function of the school district operations and should serve as a means to improve communications within the school organization and with the residents of the communities in the district.

Public school budgeting is regulated and controlled by statute and state regulations. The Superintendent will be responsible for preparing and presenting the annual school budget to the Committee for adoption.

The Superintendent and Assistant Superintendent of Finance will work with the Finance Subcommittee, the District Treasurer, and others as appropriate to prepare and present the annual school budget to the Committee for adoption.

LEGAL REFS: M.G.L. 15:1G; 71:16; 71:16B; 71:38N; 71:59

CROSS REF: DISTRICT AGREEMENT

Original Adoption:
Revision:
First reading: 7/21/09; 2/24/15
Second reading: 9/22/09; 4/14/15
Adoption: 9/22/09; 4/14/15
Review: Reviewed by Auditors 2/9/15, Policy Task Force and Finance Subcommittee 2/10/15
Minuteman Regional Vocational Technical School District

DBACM
ANNUAL CAPITAL MAINTENANCE POLICY

The School Committee requires that the District perform an annual facilities audit, which will yield a dollar amount for a fully funded capital maintenance plan.

CROSS REF: DA

Original Adoption: 4/1/20
Revision:
First reading: 3/10/20
Second reading: 4/1/20
Adoption: 4/1/20
Review:
Minuteman Regional Vocational Technical School District

DBB
FISCAL YEAR

Unless changed by the legislature, the "financial and business year" of the Minuteman Regional Vocational Technical School District will commence on July 1st (first) and end on June 30 (thirtieth).

CROSS REF: DISTRICT AGREEMENT

LEGAL REF: M.G.L. 44:56 & 56A

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption:
Review:
Minuteman Regional Vocational Technical School District

DBF
BUDGET HEARINGS AND REVIEWS

At a date, time, and place determined by the Minuteman Regional Vocational Technical School District Committee, an annual budget hearing will be held, at which time Committee members will explain the proposed budget and invite questions and discussion relative to the budget items. Such annual budget hearing shall be conducted by a quorum of the School Committee.

The announcement of the hearing will conform to the following legal requirements:

1. Public notice of the hearing will be given by publication as required by law.

2. The notice will include the time and place of the hearing, and will state the place where a copy of the proposed budget is available for public inspection.

3. The proposed budget will be available for inspection through the Superintendent's office and on the Minuteman website not less than forty-eight hours prior to the annual budget hearing.

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

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption:
Review:
Minuteman Regional Vocational Technical School District

DBI
BUDGET IMPLEMENTATION

Expenditures Under the Budget

The Minuteman Regional Vocational Technical School District is a legal entity created by the Commonwealth and by agreement among participating municipalities. As such, it has the following powers, and other powers as granted by law:

1. To adopt an annual operating and maintenance budget.
2. To receive and disburse funds for any district purpose.
3. To incur temporary debt in anticipation of revenue to be received from any source.
4. To receive any grants or gifts for the purposes of the regional district school.

All purchasing shall be in compliance of Chapter 30B, Uniform Procurement Act and other acts approved by the State Legislature.

The Minuteman Regional Vocational Technical School Committee appoints the treasurer and may appoint an assistant treasurer and other personnel to manage and operate the expenditure program and the business affairs of the school district.

The Committee, under provisions of law and of the regional agreement, assesses member municipalities for expenses of the school district.

There are two important fiscal controls over the expenditures of the Minuteman Regional Vocational Technical School District Committee:

1. The Committee must submit an annual report to each of the member towns containing a detailed financial statement and a statement showing the method by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the school as may be deemed necessary by the Minuteman Regional Vocational Technical District School Committee or by the Selectmen of any member town.

2. The books of the Minuteman Regional Vocational Technical School District Committee shall be subject to an annual audit by a private accounting firm.

CROSS REFS: District Agreement
DIE (policy on Audits)
School Committee By laws (BBA)

Original Adoption:
Revision:
First reading: 7/21/09; 2/24/15
Second reading: 9/22/09;4/14/15
Adoption: 9/22/09; 4/14/15
Review: Reviewed by Auditors 2/9/15, Finance Subcommittee and Policy Task Force 2/10/15
Minuteman Regional Vocational Technical School District

LEGAL REF: M.G.L. 71:16; Ch. 30B

Original Adoption:
Revision:
First reading: 7/21/09; 2/24/15
Second reading: 9/22/09;4/14/15
Adoption: 9/22/09; 4/14/15
Review: Reviewed by Auditors 2/9/15, Finance Subcommittee and Policy Task Force 2/10/15
Minuteman Regional Vocational Technical School District

DBJ
BUDGET TRANSFER AUTHORITY

A. Overview

M.G.L. Chapter 71, Section 37, gives school committees the power and duty to "…review and approve budgets for public education in the district…" Chapter 71, Section 34 gives the school committee authority to determine expenditures within the total appropriation and the exclusive power to transfer amounts between line items that are defined as DESE state function codes in the school operating budget.

B. Budget Adoption

The School Committee shall approve a budget based on the Superintendent's proposed expenditures that is presented utilizing the state function code level format of the Department of Elementary and Secondary Education.

C. Transfer Authority

The School Committee shall be responsible for making transfers between the Department of Elementary and Secondary Education state function codes as recommended by the Superintendent.

Transfers within state function codes are the responsibility of the Superintendent, subject to a vote of the School Committee for transfers that are greater than $10,000. Transfers less than $10,000 are the responsibility of the Superintendent, and will be reported to the Finance Subcommittee on a quarterly basis.

LEGAL REFS: M.G.L. Chapter 71, Sections 34, 37

Original Adoption:
Revision:
First reading: 7/21/09; 2/24/15
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Adoption: 9/22/09; 4/14/15
Review: Reviewed by Finance Subcommittee 6/24/14, Auditors 2/9/15, Policy Task Force and Finance Subcommittee 2/10/15
Minuteman Regional Vocational Technical School District

DC
TAXING AND BORROWING AUTHORITY/LIMITATIONS

Borrowing Powers

As a regional school district, Minuteman Regional Vocational Technical School District Committee may incur temporary debt in anticipation of revenue to be received from any source.

The Committee may issue bonds and notes in the name and upon the full faith and credit of the district; said bonds or notes shall be signed by the chairperson and treasurer of the District Committee, except that said chairperson by a writing bearing his/her written signature and filed in the office of said treasurer, which writing shall be open to public inspection, may authorize said treasurer to cause to be engraved or printed on said bonds or notes a facsimile of said chairperson's signature, and such facsimile so engraved or printed shall have the same validity and effect as said chairperson's written signature, and each issue of bonds or notes shall be a separate loan.

The School Committee may refinance existing debt when it is deemed to be in the best interest of the district.

CROSS REF: District Agreement

LEGAL REFS: M.G.L. 44:17, 21A; 71:14 B, C & D; 71:16 A, D, E & G, 70B: 1A, 6 and 10 as amended in June, 2009

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DCB
DEBT MANAGEMENT

PURPOSE: To formalize standards and guidance for design of the debt structure, authorization of a borrowing request and issuance of bonds so that resources are available for needed capital projects and the long-term liability remains at a prudent level and within statutory limits.

Capital items that can be funded through borrowing include infrastructure, facilities, vehicles, equipment, and land, which have (1) an estimated cost of $100,000 or greater and (2) a useful life of at least 5 years.

All borrowing supported by the General Fund shall be issued as General Obligation (GO) bonds, having the District's pledge of full faith and credit for repayment. Assessment-supported borrowing can be used for the sustainability, improvement, or expansion of the District's significant capital assets with debt service paid for by the General Fund. Borrowing purposes and maximum loan durations will be determined in compliance with M.G.L. Ch. 44 § 7 & 8. The District shall develop a 5-year debt capacity analysis, with estimated project costs updated annually, and make it available to member towns.

The annual amount of debt services is approximately 5% of the annual General Fund expenditures. The purpose of this goal is to allocate sufficient funds for the District's capital needs and prevent operating needs from "crowding out" the proper investment in capital. The retirement structure of a specific bond shall not be greater than the useful life of the underlying capital asset.

Pursuant to the Minuteman Regional Agreement Section IV(I), all borrowing authorizations require a two-thirds majority vote of all members of the Regional School Committee without regard for the weight of the votes, and unanimous approval of all Member Town Meetings per M.G.L. Ch. 71 § 16(d). If one or more Member Towns vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via M.G.L. Ch. 71 § 16(n).

Debt Issuance

The District will retain a financial advisor and bond counsel for financial and legal guidance for debt issuance. Prior to the issuance of a bond, the District shall prepare and issue an Official Statement containing legally required disclosure information pertaining to the financial and economic position of the District (17 CFR § 240.15c2-12). Under the guidance of Bond Counsel, the District shall award the winning bond bid to the bidder with the lowest True Interest Cost (TIC).

Original Adoption: New Policy 7/11/17
Revision:
First reading: 6/13/17
Second reading: 7/11/17
Adoption:
Review: New Draft rev. by KM, Auditors 5/25/17; rev. as v.2 by Fin. Subc. and Policy Task Force 5/30/17

To avoid IRS arbitrage penalties, the District shall spend the bond proceeds in a timely manner. If the District borrows for capital projects other than construction projects, the District shall spend 15% of the bond proceeds within 6 months, 60% within 12 months, and 100% within 18 months. If the District borrows for capital construction projects, the District shall spend 10% of the bond proceeds within 6 months, 45% within 12 months, 75% within 18 months, and 100% with 24 months (with an allowance for 5% contingency holdback). The Business Office shall monitor the use of bond proceeds to ensure compliance with arbitrage regulations.

Original Adoption: New Policy 7/11/17
Revision:
First reading: 6/13/17
Second reading: 7/11/17
Adoption:
Review: New Draft rev. by KM, Auditors 5/25/17; rev. as v.2 by Fin. Subc. and Policy Task Force 5/30/17
Minuteman Regional Vocational Technical School District

DDA
Hi GIFTS, GRANTS, DONATIONS, SCHOLARSHIP POLICY

A. Overview

The School Committee recognizes that individuals and organizations in the community may wish to contribute money, supplies, or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts in compliance with Chapter 44 Section 53A of the Massachusetts General Laws.

The School Committee has the authority to accept such gifts and donations as may be made to the District by resolution duly passed at a public meeting. The School Committee may authorize through general resolution, that the Superintendent or designee be authorized to accept gifts of cash or property valued up to $5,000.00. Gifts exceeding $5,000.00 shall be authorized by separate resolutions. The School Committee shall be notified monthly of any gifts or donations accepted by the Superintendent or designee.

No donations shall be accepted without the approval of the Superintendent or designee, or the School Committee.

B. Gifts and Donations

All gifts must be evaluated according to the following considerations:

-source of gift
-age and condition of gift
-cost of installation of gift
-cost of maintaining or upgrading the gift
-all safety, liability insurance, and regulatory issues
-suitability of gift for intended purpose
-issues raised by acceptance of the gift
-whether the gift would increase workload of district staff

The Administration reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this District.

Any gift accepted by the School Committee or its designee shall become the property of the District, may not be returned without the approval of the School Committee, and is subject to the same controls and regulations as are other properties of the District.

Original Adoption:
Revision: 9/13/22
First reading: 7/21/0; 10/13/15
Second reading: 9/22/09; 11/17/09; 11/17/15 Adoption: 11/17/09
Review: Finance Subcommittee, Policy Task Force, Auditor, Rec. for 1st Reading 6/23/15; held until 10/13/15
Minuteman Regional Vocational Technical School District

The School Committee shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. For non-cash gifts and donations in excess of $5,000, the Business Office should record the value of said gifts in the General Ledger.

The School Committee and Superintendent will make every effort to honor the intent of the donor in its use of the gift, consistent with the educational program of the District. The School Committee may choose to decline the gift if it does not further the goals of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Superintendent or the School Committee of a commercial product or business enterprise or institution of learning.

A potential donor will inform the department/program of their wish to make a donation. Acknowledgement and acceptance of a gift or donation will be made by Administration of all gifts received by the District.

A receipt of the gift or donation shall be made on the form provided by the Business Office. In no event shall the District supply any valuations for the purposes of tax deductions; it is up to the donor to provide the value.

C. Grants

After receiving a Grant Award Notice, all grants are to be approved by the School Committee.

D. Scholarships

The students of the Minuteman District have benefited from the generous donations of its supporters. The District has welcomed such support and wishes to continue to maintain and build relationships with its community and family members, and business partners.

The Minuteman School Committee accepts individual donations of any amount for the General Scholarship Fund.

Named scholarships may be established within the General Scholarship Fund for initial gifts totaling $1,000.00 or more. These named scholarships will be disbursed to graduating seniors according to their criteria until the balances decline below the annual award level, at which point the scholarships will be closed and the remaining balances will be transferred to the General Scholarship Fund.
Additional donations to named scholarships will be accepted at any time.

Original Adoption:
Revision: 9/13/22
First reading: 7/21/0; 10/13/15
Second reading: 9/22/09; 11/17/09; 11/17/15 Adoption: 11/17/09
Review: Finance Subcommittee, Policy Task Force, Auditor, Rec. for 1st Reading 6/23/15; held until 10/13/15
Minuteman Regional Vocational Technical School District

Perpetual named scholarships may be established by a minimum initial donation totaling $10,000. In order to guarantee that a contribution will live on in perpetuity, the sum is protected and only the interest is used to fund annual scholarships that satisfy the terms specified by the donor.

The School Committee shall formally approve any named scholarships before they are established.

All scholarship funds received by the District will be held in a separate account and deposited in a savings bank, trust company, national bank, banking company, or cooperative bank organized under the laws of the Commonwealth, and a member of the Federal Deposit Insurance Corporation (FDIC) pursuant to Chapter 44, Sections 55 and 55B.

Award recipients will be selected annually by the Principal upon recommendation of the Minuteman Scholarship Committee.

E. Computer/Related Technology Donations

All gifts of computer and/or other technology equipment must be approved by the manager of information services and, whenever possible, must be in compliance with District hardware standards as defined in the District's Technology Plan.

All equipment must be in good working order or capable of being restored to good working order by District personnel.

Donors must provide software licenses for any donated software, including operating system software.
Recognition of the donation shall follow the procedure in "B" above.

F. General Conditions

Any accepted donations of equipment having a value of $5,000.00 or more, or computer equipment of any value, must be reported to the Superintendent or designee to be tagged and added to the fixed assets system.

A complete list of all donated equipment, supplies, materials, or furniture must be given to the Business Office. The list must include, to the extent possible, source of the donation, serial numbers, descriptions, models, brands, and approximate values. In the case of expendable supplies and office furniture, exact quantities and descriptions must be reported.

LEGAL REF: M.G.L. 44:53A

Original Adoption:
Revision: 9/13/22
First reading: 7/21/0; 10/13/15
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Review: Finance Subcommittee, Policy Task Force, Auditor, Rec. for 1st Reading 6/23/15; held until 10/13/15
Minuteman Regional Vocational Technical School District

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Review: Finance Subcommittee, Policy Task Force, Auditor, Rec. for 1st Reading 6/23/15; held until 10/13/15
Minuteman Regional Vocational Technical School District

DEB
REVENUE FROM STATE TAX SOURCES

The Commonwealth shall, in accordance with the existing state aid formula, annually reimburse regional school districts maintaining regional school district programs. The School Committee may choose to develop additional programs not supported by state tax sources.

The Minuteman Regional Vocational Technical School District Committee shall annually, in submitting estimates of the amount of money necessary for the proper maintenance of the schools, include its estimate of the amount of school aid that will be received under Chapter 70 of the Massachusetts General Laws.

LEGAL REF: M.G.L. 70

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DEC
REVENUE FROM FEDERAL TAX SOURCES

Grants from Federal Government and Other Sources:

The Minuteman Regional Vocational Technical School District will use federal grants in accordance with all laws and regulations.

An officer of any regional school may accept grants or gifts of funds from the federal government or from a charitable foundation, a private corporation, or an individual, and in the case of any grant or gift given for educational purposes may expend said funds for the purposes of such grant or gift with the approval of the School Committee, and in the case of any other grant or gift may expend such funds for the purposes of such grant or gift.

LEGAL REF: M.G.L. 44:53A; 71:26C; 71: 37A; 74: 20 – 22; 74:22

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DF
REVENUES FROM NON-TAX SOURCES

Control Over Internal Funds

Some receipts and expenditures within the Minuteman Regional Vocational Technical School District are not included in the regular school budget. However, all funds collected from whatever source are public monies and their receipt and expenditure are under the control of the policies of the School Committee. Examples of internal funds are: ticket sales to school events, money collected by student drives, membership fees in classes and clubs, money collected for school trips, and donations and grants for student activities. The following provisions will be adhered to with reference to the receipts and expenditures of internal funds:

1. Adults supervising funds that exceed $500 must be appropriately insured.

2. The Business Manager is responsible for the control of internal funds within the school.

3. Necessary bank accounts must be established in those banks that are designated as the official depository for this purpose by the District Treasurer.

4. Numbered receipts (or numbered tickets) will be given for all monies received. No funds are to be taken off school premises without the Superintendent's permission for specific purposes approved in advance.

5. Disbursement out of internal funds will be by numbered check, with every check blank being accounted for.

6. The Superintendent will have all internal funds audited once a year. A report of this annual audit will be given to the School Committee.

7. Money collected from all vending machines will be deposited in designated accounts.

CROSS REF: DM

LEGAL REF: M.G.L. 71:34; 71:47; 71:71 C & E

Original Adoption:
Revision:
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Review:
Minuteman Regional Vocational Technical School District

DFF
INCOME FROM SCHOOL SHOP SALES AND SERVICES

When students in the Minuteman Regional Vocational Technical School District's programs perform services, including repairs and other projects for private individuals and governmental entities, as part of their technical training, fees shall be charged to cover the cost of materials, parts and incidentals, such as insurance.

Instructors in programs that receive any funds in payment of such fees will deliver all cash received to the Business Manager or the Business Office on a daily basis.

The Business Manager shall be responsible for the establishment of procedures for the handling of program fees. Such fees shall be separately accounted for and shall be deposited weekly in the bank approved for such purposes. Such fees may be held by the Treasurer in a reserve for appropriation and may be used for the purchase of additional supplies and to meet operating incidental costs, but only through the normal School purchasing procedures and with the proper authorization. When such funds are used for this purpose, a charge shall be made against the income tally of the program, which will utilize the material. The application of such funds must be appropriately accounted for within the fiscal year.

The Business Manager shall maintain separate records to document individual program activities.

The School Committee expects that the Superintendent and/or the Business Manager will collect all fees for services and/or projects upon completion of the work.

LEGAL REFS: M.G.L. c. 44:53; 71:17A; 71:20A; 74:14B

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Minuteman Regional Vocational Technical School District

DFG
INVESTMENT POLICY

SECTION I: The Investment of General Funds, Special Revenue Funds, and Capital Projects Funds

A. Objectives

Massachusetts General Laws, Chapter 44, section 55B requires the District Treasurer to invest all public funds except those required to be kept uninvested for the purpose of immediate distribution. The District Treasurer is required to maintain all funds in interest bearing form until the date a disbursement order clears through the banking system. The state law further requires that invested funds be placed at the highest possible rate of interest reasonably available, taking into account safety, liquidity and yield.

B. Investment Instruments

The District Treasurer may invest in any instrument as authorized on the Legal List issued by the Commissioner of Banking for the Commonwealth of Massachusetts.

SECTION II: The Investment of Bonds Proceeds, Trust Funds, Stabilization Funds, and Other Post Employment Benefit Trust Funds

A. Bond Proceeds

Investment of Bond proceeds is governed by the same restrictions as general funds, with the additional caveat of arbitrage regulations. Listed below are the general rules and time frames for spending borrowed funds in order to avoid having to pay a rebate to the Federal government on investment income earned on the borrowed funds. All funds must be used according to the following schedules or sooner:

1. CONSTRUCTION DEBT

First six months:	10%
First year:	45%
Eighteen months:	75%
Two years:	100% - allowance for 5% contingency

1. CAPITAL EXPENDITURES DEBT OTHER THAN CONSTRUCTION PROJECTS

First six months:	15%
First year:	60%
Eighteen months:	100%

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2. ALL OTHER MUNICIPAL PURPOSE DEB
   First six months: 100%

B. Trust Funds

Trust Funds may be co-mingled and invested in any instruments allowed by the Legal List issued by the Banking Commissioner. Each trust fund must be accounted for separately.

C. Stabilization Funds

Under State law (MGL Ch. 71 Sec 16G ½), the Stabilization Fund shall not exceed five per cent of the combined equalized valuations of the member municipalities, and any interest shall be added to and become a part of the fund.

The District Treasurer may invest in any instrument as authorized on the Legal List issued by the Commissioner of Banking for the Commonwealth of Massachusetts.

D. Other Post Employment Benefit Liability Trust Fund

The Other Post Employment Benefit (OPEB) Liability Trust Fund shall be established in a separate bank account, and any interest earned on investment shall be added to and become a part of the fund. The assets of the OPEB Liability Trust Fund shall be held solely to meet the current and future liabilities of Minuteman Regional School District for group health insurance benefits for retirees and their dependents. The Minuteman Regional School Committee may appropriate amounts to be credited to the fund and the District Treasurer may accept gifts, grants and other contributions to the fund. The fund shall be an expendable trust subject to appropriation and shall be managed by a trustee or a board of trustees as provided in the Acts of 2016, Chapter 218, Section 20, subsection (d).

The District Treasurer shall invest and reinvest the funds consistent with the prudent investor rule set forth in Chapter 203C, and may invest in any instrument as authorized on the Legal List issued by the Commissioner of Banking for the Commonwealth of Massachusetts.

E. Ethics

The District Treasurer and any of his/her designees shall refrain from any personal activity that may conflict with the proper execution of the investment program or that could impair or appear to impair ability to make impartial investment decisions. Said individuals shall disclose to the School Committee any material financial interest in financial institutions that do business with the District. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the District's investments.

F. Reporting Requirements

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The District Treasurer will assess investment activity and keep the School Committee, Assistant Superintendent for Finance, and Finance Subcommittee apprised of any major changes by providing a quarterly report of investment activity. The investment activity report shall include the following information at a minimum:

- List of all the individual accounts and securities held at the end of the period
- List of short-term investment portfolios by security type and maturity to ensure compliance with the diversification and maturity guidelines
- Summary of income earned on monthly and year–to-date basis
- Brief statement of general market and economic conditions and other factors that may affect the District's cash position
- Statement on the degree of compliance with the tenets set forth in this policy

LEGAL REFS: MGL Chapter 44 Section 55
MGL Chapter 44 Section 55A
MGL Chapter 44 Section 55B
MGL Chapter 71 Section 16G ½
MGL Chapter 203C
Chapter 218 of the Acts of 2016

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Minuteman Regional Vocational Technical School District

DFH
CASH RESERVES

PURPOSE: To formalize standards and guidance for the level of District cash reserves and proper uses of reserves in order to reduce risk in managing the District's short and long-term financial needs, to improve financial planning and preserve the District's strong financial position and credit rating.

General Fund – Excess and Deficiency

The District will set a goal of maintaining Excess and Deficiency (E & D), the General Fund's unassigned fund balance as certified by the Massachusetts Department of Revenue (DOR), at a level between 3% and 5% (the maximum allowed by law) of the ensuing General Fund Budget. E & D shall be used only to the extent that it can be replenished within a one-year period.

Revolving Funds

The District shall maintain unrestricted fund balances for its revolving funds at a minimum level that would provide adequate resources to sustain operations in compliance with the statutory requirements of each fund.

Stabilization Fund (MGL Ch. 40, Sec. 5b)

The Stabilization Fund has been created to set aside funds to be used for a specific purpose that the District may lawfully borrow for at some later date. The District Administration develops a plan for the funding and use of the Stabilization Fund as part of the annual budget process. The District may add to, or make a withdrawal from, the Stabilization Fund only upon a 2/3 vote of approval by the District School Committee. A withdrawal from the Stabilization Fund for an expenditure that may not be authorized for borrowing may be made only upon a 2/3 vote of approval by the District School Committee and approval from the MA Department of Elementary and Secondary Education.

At the time of request for withdrawal, the District Administration will propose a funding plan that will describe the strategy necessary to restore the funding of the account to the balance at the time of the withdrawal request.

Other Post-Employment Benefits Trust Fund (MGL Ch. 32b, Sec. 20)

"Other Post-Employment Benefits Liability Trust Fund'' or "OPEB Fund'' is a trust fund established by a governmental unit pursuant to this section for the deposit of gifts, grants, appropriations and other funds for the: (1) benefit of retired employees and their dependents, (2) payment of required contributions by the unit to the group health insurance benefits provided to employees and their dependents after retirement and (3) reduction and elimination of the unfunded liability of the unit for such benefits.

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The District Administration, as part of its annual budget process, will identify a sum of money to fund the OPEB Trust Fund. The goal is to fund the Annual Required Contribution (ARC) to diminish the growth of the OPEB liability balance.

Appropriations of amounts to the OPEB Fund may be made only in the annual budget submitted to the member cities and towns for approval. The annual report submitted to the member cities and towns pursuant to clause (k) of Section 16 of Chapter 71 shall include a statement of the balance in the fund and all additions to and appropriations from the fund during the period covered by such report.

CROSS REF: DIBB

LEGAL REF: As noted

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DGA
AUTHORIZED SIGNATURES

The secretary or any other officer of the Minuteman Regional Vocational Technical School District Committee is hereby authorized to certify to the bank and other entities, as may be required, the names of the officers of this regional School Committee and other persons, if any, authorized to sign and act for it and the offices respectively held by them, together with specimens of their signatures.

LEGAL REF: M.G.L. 71:16A

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Minuteman Regional Vocational Technical School District

DIB
REVOLVING FUND ACCOUNTS

Definition

Revolving Fund Accounts are accounts established for specific purposes as allowed by statute. Generally the revenue generated for these funds is derived from fees charged for a non-mandated service or activity.

Management

Minuteman Regional High School manages revolving funds consistent with the purpose of each fund, and revenues and expenditures are applied to the funds. All revenue received and expenditures from these funds must be specifically related to the purpose for which the fund was established. Any money left in the fund at the end of the year carries forward into the next year, and the fund remains open until the revenue generating activity ceases to exist, or is closed out to the undesignated fund balance, based on the accounting requirements of the enabling legislation of each revolving fund.

All revolving funds are required to end the fiscal year in a positive fund balance position. To the extent that a revolving fund at fiscal year-end has a deficit fund balance, said deficit amount will reduce the undesignated fund balance. The amount of the deficit will be applied as a reduction to the Excess and Deficiency fund balance as of the date of the annual certification of the Excess and Deficiency account by MA Department of Revenue.

School Committee Approval

While the budgets for these funds are not subject to the annual adoption/approval process required by general fund budgets, a summary of the revolving fund budget by fund will be presented to the School Committee prior to the beginning of each fiscal year, and acceptance of the revolving fund budget will require a majority vote of the School Committee. It is the responsibility of the School Committee, or an appointed subcommittee, to require a review of the Revolving Funds periodically.

District Revolving Funds

Revolving Funds utilized by the District are listed below, with the statutory reference for each fund:

> School Lunch – The activities of this fund relate to operation of the school lunch program. Revenue is generated from sales of lunch and other meals, and school lunch grant funds. The fund balance at the end of the fiscal year is carried forward to the next fiscal year. A separate bank account must be maintained for this revolving fund. (MGL Ch. 548 of the Acts of 1948)

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Minuteman Regional Vocational Technical School District

School Rental Fund – This fund contains receipts collected for the rental of school-owned facilities and space, including, but not limited to, such spaces as: the Mill St. properties, the Energy House, and the Day Care Center. Expenditures from the fund are permitted for the upkeep of the facilities, including custodial costs, utilities, and ordinary repairs and maintenance. A cost allocation methodology for utility and other indirect costs can be used to charge a portion of these costs to this fund, subject to the approval of said allocation by the School Committee. At the end of the fiscal year, the remaining balance in excess of those funds required for the upkeep of the facilities shall be paid into the excess and deficiency fund as unencumbered funds. (MGL Ch. 71, Sec. 16(r))

Use of School Property – The school district is authorized to permit use of the facility, and user fees and charges may be collected for such rentals within this revolving fund. The proceeds of these fees can be used for the upkeep of the facility, including custodial costs, utilities, ordinary repairs and maintenance. The fund balance at the end of the fiscal year is carried forward to the next fiscal year. (MGL Ch. 71, Sec. 71E)

Vocational Education Program Receipts – This account represents individual revolving funds to support the vocational/technical programs provided to the public by sales of program products and services. The fund balance at the end of the fiscal year is carried forward to the next fiscal year. (MGL Ch. 74, Sec. 14B)

Adult Education and Continuing Education – This fund is used to support the Community Education and Post Graduate programs, including Summer School and Youth Programs. All fees for enrollment and program fees are deposited to this fund, and the fund balance at the end of the year carries forward into the next fiscal year. (MGL Ch. 71, Sec. 71E)

Non-Resident Student Tuition – This account relates to the non-resident tuition set by the Commissioner of the Department of Elementary and Secondary Education, and approved by the School Committee that is charged for each non-resident student attending the school district. Said funds can be used for educational expenditures and instructional equipment. The fund balance at the end of the fiscal year is carried forward to the next fiscal year. (MGL Ch. 71, Sec. 71F)*

*If DESE approves a capital fee, the Superintendent recommends that an account be established in accordance with MGL to dedicate these “tuition” revenues toward debt associated with capital projects.

LEGAL REFS: As noted

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Minuteman Regional Vocational Technical School District

DIBA
STUDENT ACTIVITY ACCOUNTS

A. Overview

The School Committee recognizes that students should have an opportunity to participate in appropriate co-curricular activities as part of their educational experience. The raising and expending of activity money by student activities organizations shall be for the purpose of promoting the general welfare, education, and morale of all students through the financing of recognized co- curricular activities of the student body. The raising and expending of such money by students to support these authorized activities should be governed by controls that safeguard these monies and follow sound business guidelines. This policy is intended to establish guidelines and procedures for such student activity accounts in compliance with Chapter 71 Section 47 of the Massachusetts General Laws.

B. Accounting – Student Activity Account

A separate account will be established on the School District general ledger for each Student Activity account. The general ledger account will record revenue collected, expenditures made, and interest earned by the student activity account. All bookkeeping functions will be the responsibility of the Business Office.

The School Committee shall authorize the Business Office to receive money in connection with the conduct of recognized student activities and to deposit said money with the District Treasurer. The funds shall be deposited into the School District Student Activity Fund Bank account. Any monies paid as commissions or revenue sharing to the school or to a student activity organization belong to the students and shall be deposited into the School District Student Activity Fund Bank account by the District Treasurer. Interest earned by the Student Activity funds may be allocated monthly based on the ending balance as a percent to the total fund balance each month. The Student Activity Fund Bank Account will be reconciled monthly and signed off by the Business Office and District Treasurer. As noted in BBA School Committee Bylaws, this will be included in the Treasurer's quarterly report.

Funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee and in compliance with MA General Laws. Funds shall be expended for the benefit of the students and may not be spent to benefit the staff or to supplement the school budget

All disbursements will be paid through the regularly scheduled accounts payable warrant of the school district duly authorized by the Finance Subcommittee with all expenditures charged to

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Minuteman Regional Vocational Technical School District

the appropriate Student Activity account. The School Committee may periodically be asked to authorize the disbursement of commissions to one or more of the specific activity accounts.

C. Audit

An annual audit of the student activity funds shall be arranged by the Business Office. There shall be an audit of the Student Activity Funds, arranged by the Business Office on an annual basis, and then every three years there will be a review conducted by an independent audit firm. These audits will be based upon guidelines issued by the Massachusetts Department of Elementary and Secondary Education. The cost of the audit shall be paid by the School Committee from its budget.

D. Reporting

The Business Office will prepare quarterly reports to share with Advisors and present to the School Committee.
The School Committee will approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

E. Tax Exempt Status

All Student Activity Account purchases will be made under the district's tax-exempt number.

F. Monetary Gifts

The acceptance of gifts for student activity accounts shall adhere to the district's policy (DDA-GIFTS, GRANTS, DONATIONS, SCHOLARSHIP POLICY) on Gifts.

Monetary gifts to recognized student activity organizations will be deposited into the Student Activity Account and expended in accordance with District procedures for student activity purposes.
The monetary gift shall be expended for the purpose indicated or, if none, in accordance with the overall intent of the gift.

Gifts up to $5,000 may be accepted by the Superintendent or his/her designee.

Gifts exceeding $5,000 shall be authorized by separate resolutions approved by the School Committee.

G. Class Accounts at Graduation

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Class accounts shall remain active after graduation for a period of ninety (90) days to allow for the payment of outstanding bills. After this period, any remaining funds shall be disbursed according to one (or more) of the following options selected by a vote of the class prior to graduation:

1. Make a specific gift to the district in the class's name using a portion or all of its funds.
2. Retain a portion or all of its funds by depositing them in a class account. In such event, prior to graduation, the class officers shall establish an account at a Massachusetts FDIC-insured bank in the name of the "Class of (Year)". A check for the designated portion of the remaining funds in the class account shall be drawn following the ninety (90) day period and shall be remitted to the Class Treasurer to be deposited in the established account. The funds thereafter shall be the responsibility of the class.
3. Distribute a portion or all of its remaining funds to other class accounts or another Student Activity account.
4. If a graduating class fails to select one or more of the foregoing options, any funds remaining after the ninety (90) day period shall be distributed evenly among the funds of active classes.

H. Inactive Funds

Inactive Accounts

For any student activity organization which is inactive for a period of three (3) years or more, and for which there have been no receipts or disbursements recorded on its behalf, the Business Office will endeavor to determine if said student activity organization remains active. Written notification to the principal by the most recent faculty advisor or the most recent student officer/treasurer for that activity, and concurrence by the principal, shall be considered reasonable evidence of discontinuance. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.

Remaining Funds

All assets (cash balances) of any recognized student activity organization that has been deemed inactive shall be determined by the Business Office and stated in writing. Disposition of said assets shall be for the benefit of the student body and shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

I. Deficit Funds

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. Whenever a deficit not resulting from timing exists, remedial action should be ordered by the

School Committee. Possible remedial action could include funding from the following sources: School Committee appropriation, accumulated investment earnings, surpluses of inactive accounts, a gift from an activity with a surplus balance through approval of the advisor, or any other legal means.

J. Policies and Procedures

The receipt process (including standard receipts form, turnover and deposit requirements) and disbursement process (including standard disbursement form and procurement procedures) are included in Minuteman's Manual of Financial Procedures.

If credit card use is required, Minuteman's Business credit card must be used. Reimbursement of funds from personal credit cards that accrue "reward" benefits is prohibited. Disbursements that personally benefit advisors and school staff are prohibited as well.

LEGAL REF: M.G.L. 71:47

CROSS REF: School Committee Bylaws (BBA) and Gifts, Grants, Donations and Scholarship Policy (DDA)

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Minuteman Regional Vocational Technical School District

DIBB
STABILIZATION FUND

Stabilization Fund –The school district may include in its annual budget an amount to be deposited to the stabilization fund. The Treasurer shall deposit a check into a separate bank account for this purpose. Any interest earned shall be added to and become part of the fund. The Stabilization Fund may be appropriated by vote of two-thirds of all of the members of the Regional District School Committee for any purpose for which regional school districts may borrow money or for such other district purpose as the Commissioner of the Department of Elementary and Secondary Education may approve. (MGL Ch. 71, Sec. 16G1/2)

Stabilization Fund Creation, Funding, and Expenditure Process
With its vote to establish a Stabilization Fund for the District (with amounts in the stabilization fund to be expended to pay costs of capital repairs, renovations, and improvements to the regional district school and its associated facilities) on November 15, 2011, the following guidelines were established:

1. To Initially Establish Fund
   For any purpose for which regional school districts may borrow money or for such other district purpose as the Commissioner of the Department of Elementary and Secondary Education approves (MGL Ch. 71, Sec. 16G ½).
   Requires majority of all Minuteman School Committee members, and majority vote of Member Town Meetings. (Member towns must take specific vote to authorize establishment of the fund.

2. To Appropriate into the Stabilization Fund
   Line item in budget to transfer into Stabilization Fund (including transfers from E&D to Stabilization). Expenditures from the Stabilization Fund shall not be included in the budget.

   District may include in its annual budget for deposit in the Stabilization Fund an amount not exceeding 5% of the aggregate amount apportioned to the member towns for the preceding fiscal year, or such larger amount as may be approved by the Department of Revenue Director of Accounts.
   The amount to be appropriated to the Stabilization Fund is included in each member town's assessment and is apportioned based on the Regional Agreement method for capital costs.

3. To Appropriate Out of the Stabilization Fund (Expenditures MGL Ch. 71, S 16G ½)
   Appropriation to expend funds requires a 2/3 vote of all Minuteman School Committee members.

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Money appropriated from the Stabilization Fund for capital projects must be set aside into a capital projects fund for intended purpose (roof replacement, etc.).

If the funds are to be used for any other purpose, then the approval of the Commissioner of the Department of Elementary and Secondary Education is also required.

4. Annual Report must be submitted to member towns, including the balance, expenditures, and any additions to the Stabilization Fund.

   At no time may the aggregate fund balance exceed 5% of the combined equalized valuations of the member towns.

CROSS REF: DFH

LEGAL REF: As noted.

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DIBC
EXCESS AND DEFICIENCY FUND

The school district shall maintain an Excess and Deficiency (E & D) Fund. At the end of every fiscal year, any surplus or deficit in the District's general fund shall be closed to the Excess and Deficiency Fund.

Certification Process

On or before October 31 of each year, the School District shall submit to the Department of Revenue the forms and schedules as the Department of Revenue requires for the purpose of reviewing and certifying the balance in the School District's Excess and Deficiency Fund. At the discretion of the Commissioner, the Department may withhold release of all or some part of the quarterly state school aid for the School District if the School District has not filed the required forms and schedules by such date.

Use of E&D Funds

The regional School Committee may use all or part of the certified balance in the Excess and Deficiency Fund as a revenue source for its proposed budget. If the certified balance exceeds five percent of the proposed budget, the regional School Committee shall use the amount in excess of five percent as a revenue source for its proposed budget. Beyond this amount, expenditures cannot be made directly from the fund. To expend, funds must be transferred into the general budget. This action requires a majority vote of the School Committee and majority approval of member towns. To obtain this, the School Committee must send notification to member towns within fifteen days of said vote. Towns have sixty days to convene a Town Meeting to approve by two-thirds vote of the district towns or disapprove the expenditure. Failure for a town to vote disapproval within the required time period will constitute approval. (MGL Ch. 71, Sec. 16B1/2)

LEGAL REF: As noted.

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Minuteman Regional Vocational Technical School District

DID
INVENTORIES

Inventories are taken for a number of reasons: to make sure that school property is being used for the purposes for which it was purchased; to protect school property from theft and damage; to assess the operational condition and efficiency of school equipment; to establish a maintenance and repair schedule; to determine the specific amounts of supplies which need to be purchased for the near future; to create (for insurance purposes) a current record of the value of school property in the case of fire loss, other damage, or theft, and to comply with state and federal regulations:

1. There shall be an annual inventory of all equipment, furniture, and supplies that are under the responsibility and jurisdiction of the Minuteman Regional Vocational Technical School District Committee.

2. The annual inventory shall be taken under the general supervision of the Superintendent and shall be under the direct supervision of the Business Office with other professional and non-instructional employees cooperating as directed.

3. The procedures for taking and valuing the annual inventory shall be established in consultation with insurers.

4. The Superintendent will provide the School Committee with a brief report of the annual inventory.

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DIE
AUDITS

The Minuteman Regional School District Committee shall solicit proposals as necessary and contract with an independent Certified Public Accountant to perform an Annual Financial Audit. The District Committee shall receive the audit report and the management recommendations in public session.

Upon the completion of each audit, a report thereon shall be made to the School Committee. Copies of the audit shall be provided within ten days to the director of accounts at the Department of Revenue and to the Board of Selectmen, Town Manager, Mayor or City Manager, as the case may be, in each member municipality.

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

LEGAL REFS: M.G.L. 71:16A
District Agreement

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Minuteman Regional Vocational Technical School District

DJ
PURCHASING

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

All contracts for the procurement by the School District of supplies and services other than employee agreements with District employees and other than real estate, are subject to M.G.L. c. 30B and shall be made in accordance with the provisions of M.G.L.c. 30B as amended from time to time. Experience has shown that advertising for bids on low-value purchases results in unnecessary delays and additional costs to the District. Inflationary trends warrant periodic review to determine appropriate procedures for procurement.

SUPPLIES AND SERVICES

The Superintendent or designee acting in the capacity of Chief Procurement Officer will carry out the necessary duties for the District relevant to the acquisition of supplies and services. The Chief Procurement Officer will be guided by the provisions of Chapter 30B of the Massachusetts General Laws, the specific directions of the District Committee, and all other applicable state laws and regulations pertinent to executing his/her duties.

Pursuant to M.G.L.c. 30B, as currently in effect, unless otherwise provided by special law, no contract for the procurement of supplies or of a service, the actual or estimated cost of which is $50,000 or more, except in cases of special emergency involving the health or safety of the people or their property and as permitted by 30B, shall be awarded unless bids or proposals for the same have been posted on the Minuteman Regional School District website, invited by advertisement in at least one newspaper of general circulation in the District, and posted on the COMMBUYS electronic procurement system administered by the Commonwealth of Massachusetts for not less than two weeks before bids are due, with said publications to be in accordance with the applicable provisions of c. 30B, including Section 5. Such advertisements shall state the time and place for submitting and opening sealed bids or proposals in response to said advertisement and shall reserve to the District the right to reject any or all such bids and/or proposals. No procurement shall be split or divided for the purpose of evading any provisions of Ch. 30B.

For the procurement of supplies or services of $10,000 or over but less than $50,000, or as required by law, except in cases of emergency involving health or safety, the School District shall prepare a written purchase description or scope of services and solicit written quotations from at least three vendors.

Original Adoption: 9/22/09
Revision: Amendments reviewed by Fin. Subc. and further amended as v. 2 3/28/17; Policy Task Force v. 3 3.31.17; rev. KM as v. 4 5/25/17; rev. as v. 5 by Fin. Subc. and Policy Task Force 5/30/17
First reading: 7/21/09; 7/7/15; 6/13/17
Second reading: 9/22/09; 10/13/15; 7/11/17
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Review: Policy Task Force, Attorney, Fin. Subc. for 7/7/15
Minuteman Regional Vocational Technical School District

On purchases and services less than $10,000, the use of written quotations should be solicited from vendors whenever feasible or when it can be anticipated that cost savings will result using sound business practices.

GRANT-FUNDED EXPENSES

All grant-funded procurements must comply with the grant terms and conditions. Federal funds must be administered in a manner consistent with the cost principles contained within Education Department General Administrative Regulations and 2 CFR Part 200 for Federal awards.

Subrecipients of federal grant funds must follow both state and local procurement rules. State and local procurement rules are often stricter than federal requirements. Accordingly, the dollar amount limits in MA General Laws Chapter 30 B apply to procurement process using federal grant awards.

FEDERAL PROCUREMENT SYSTEM STANDARDS

The standards used in the procurement of goods and services using federal grant funds are documented in Minuteman Regional Technical Vocational School District's Grant Manual.

REAL PROPERTY

The School District's power to acquire, sell, lease, or rent real property is governed by M.G.L. Ch.30B, Sec. 16 and M.G.L. Ch. 71, Sect.16 (q) and (r), and the District shall comply with the procedures described in M.G.L. Ch.30B, Sec. 16. The power to enter into leases purchase and sales agreements, and other agreements as to acquisition of interests in real property is vested in the District School Committee rather than the Chief Procurement Officer. The District School Committee may make formal delegations of that power from time to time, to the extent permitted by law.

In the event that there is any conflict between this Policy and any provision of Ch. 30B, the terms of Ch. 30B shall control.

CROSS REF: DJE
Procurement Contracts

LEGAL REFS: M.G.L. c. 7:22A, 7:22B, 30B
Chapter 218 of the Acts of 2016
Education Department General Administrative Regulations
2 CFR Part 200

Original Adoption: 9/22/09
Revision: Amendments reviewed by Fin. Subc. and further amended as v. 2 3/28/17; Policy Task Force v. 3 3.31.17; rev. KM as v. 4 5/25/17; rev. as v. 5 by Fin. Subc. and Policy Task Force 5/30/17
First reading: 7/21/09; 7/7/15; 6/13/17
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First reading: 7/21/09; 7/7/15; 6/13/17
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Adoption: 9/22/09; 10/13/15; 7/11/17
Review: Policy Task Force, Attorney, Fin. Subc. for 7/7/15
Minuteman Regional Vocational Technical School District

DJA
PURCHASING AUTHORITY

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

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

Contracts may be entered into for a period of up to three years. Contracts of longer duration must be approved by a two-thirds vote of the School Committee.

CROSS REF: DJE Bidding Requirements

LEGAL REF: M.G.L. 30B

Original Adoption: 9/22/09
Revision:
First reading: 4/11/2025
Second reading: 5/15/2025
Adoption:
Review:
Minuteman Regional Vocational Technical School District

DJB
PURCHASING PROCEDURES

Purchasing procedures will be designed to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent. These procedures will require that all purchases are made on a properly approved purchase order, and that for items not put to bid, price quotations will be solicited as required by M.G.L. Chapter 30B.

Special arrangements may be made for ordering perishable and emergency supplies.

To authorize bills for payment, a warrant must be prepared. This warrant must be signed by the Warrant Subcommittee or a majority of the School Committee prior to being sent to the District Treasurer for processing of payment.

School purchases will be made only on official approved purchase orders, with such exceptions as may be made for emergency purchases and those made with petty cash funds.

LEGAL REF: M.G.L. 30B

Original Adoption:
Revision:
First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DJE
BIDDING REQUIREMENTS

All purchases of supplies, services, and equipment, and all contracts for construction or maintenance will be overseen by the Chief Procurement Officer (CPO) and will conform to the requirements of the law. Only upon approval from the Superintendent, the CPO of the School District has the authority to delegate his/her procurement powers and duties to a position/title with a Massachusetts Certified Public Purchasing Official (MCPPO) designation that has been filed with the Office of the Inspector General (OIG).

For any supply or service equal to or over $100,000, bids will be advertised with an Invitation to Bid. Suppliers will be invited to have their names placed on distribution lists to receive an Invitation to Bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes addressed to the Chief Procurement Officer 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 Chief Procurement Officer 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 Chief Procurement Officer reserves the right to waive any informalities 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 thirty days after opening.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made will be required to enter into a written contract with the District.

Upon awarding such a bid equal to or exceeding $100,000, the Superintendent and/or the Chief Procurement Officer will inform the School Committee. If it would best serve District interest, a Request for Proposal may be used instead of the above Invitation to Bid process.
A procurement for a supply or services in the amount of $10,000 or greater but not more than $100,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the Chief Procurement Officer, except in case of emergency involving health or safety.

A procurement in the amount of less than $10,000 shall be obtained through the exercise of sound business practices.

Adoption: 9/22/09; 10/13/15; 7/11/17
Revision: 05/01/2025
First Reading: 05/13/2025
Second Reading: 06/10/2025
Review: By Auditor, Fin. Subc. 6/2/15; Policy Task Force 6/10/15; reviewed and amended by Fin. Subc. 9/29/15. Amendments reviewed by Fin. Subc. and further amended as v.2 3/28/17; Policy Task Force v.3 3/31/17; rev. as v.4 KM 5/25/17; by Fin. Subc. and Policy Task Force 5/30/17; Policy Subc 05/01/25; Fin Subc 05/06/25

CROSS REF: DJA Purchasing Authority

LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B 30;39M
Chapter 218 of the Acts of 2016
Chapter 198 of the Acts of 2022

Adoption: 9/22/09; 10/13/15; 7/11/17
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Review: By Auditor, Fin. Subc. 6/2/15; Policy Task Force 6/10/15; reviewed and amended by Fin. Subc. 9/29/15. Amendments reviewed by Fin. Subc. and further amended as v.2 3/28/17; Policy Task Force v.3 3/31/17; rev. as v.4 KM 5/25/17; by Fin. Subc. and Policy Task Force 5/30/17; Policy Subc 05/01/25; Fin Subc 05/06/25
Minuteman Regional Vocational Technical School District

DKAB
WARRANT SIGNATURES

The School Committee may establish a Warrant Subcommittee of no less than three members for the purpose of signing payroll warrants and accounts payable warrants to allow for the release of checks. Unless otherwise stated, the Finance Subcommittee will serve this function.

The School Committee may designate any one of its members for the purpose of signing payroll warrants to allow for the release of checks; provided, however, that the member shall make available to the school committee, at its next meeting, a record of such actions. This provision shall not limit the responsibility of each member of the school committee in the event of a noncompliance with this section.

All claims for payment from School Department funds will be processed in accordance with procedures approved 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 Warrant Subcommittee will, at least each month, review lists of bills for payments from School Department funds. The lists will be certified as correct and approved for payment by the Warrant Subcommittee and then forwarded to the District Treasurer for processing and subsequent payment. Finance Subcommittee minutes will include a list of the warrants approved. Actual invoices, statements, and vouchers will be available for inspection by the Warrant Subcommittee and School Committee. The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

LEGAL REF: MGL 71:16A

Original Adoption: 9/22/09
Revision: 7/11/17; 9/13/22
First reading: 7/21/09; 6/13/17
Second reading: 9/22/09; 7/11/17
Adoption: 9/22/09; 7/11/17
Review: Rev. by KM and by Fin. Subc. 3/28/17; rev. as v.2 by Fin. Subc. and Policy Task Force 5/30/17, and v. 3 by SC for 7/11/17.
Minuteman Regional Vocational Technical School District

DLCA
LONG-TERM OPEB FUNDING POLICY

In accordance with the vote of the School Committee on January 11, 2022, the Committee hereby establishes a long-term Other Post Employment Benefits (OPEB) funding policy. The Committee intends to put into action the plan described in the report of the OPEB Advisory Group, and to cushion the uncertainty in forecasting future PAYGO expenses by offsetting changes to the contributions to the OPEB Fund.

Multi-year funding strategy:

The Minuteman School Committee will establish a separate target for OPEB Fund contributions and set a multi-year schedule or plan for funding Line 5250, Retiree Insurance, that provides a significant contribution to the OPEB Fund.

Beginning in FY23, the School Committee will adopt a multi-year funding plan for budget Line 5250, Retiree Insurance.

The Finance Subcommittee shall annually review this plan and may recommend that the School Committee update the plan by vote of the Committee.

New positions – OPEB factor:

Beginning in FY24, when adding a new staff position, the School District Administration will budget for an additional contribution to the OPEB Trust Fund of $10,000 (OPEB Factor), for each new employee that has been hired . This factor will carry forward into future Fiscal Years. The School Committee may choose to update the amount of the OPEB factor, upon a review and recommendation of a new GASB 75 Valuation Report by the Finance Subcommittee or other designee.

Aspirational Goals

As an aspirational goal, the District, in addition to annually meeting the Pay As You Go obligation for retiree health insurance premiums, shall continue to develop strategies to fulfill any unfunded OPEB liability in terms of service cost and net OPEB liability amounts.

Review of the financial position, and reporting

The Finance Subcommittee will annually review the financial position (including investment performance) of all entities that impact the district's long term financial health, including the OPEB Fund, the Minuteman Regional School District Contributory Retirement System, and the Massachusetts Bay Health Care Trust Fund.

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Revision:
First reading: 3/15/22
Second reading: 6/14/22
Adoption:
Review:
Minuteman Regional Vocational Technical School District

The Superintendent or designee will report to the School Committee quarterly on the OPEB Fund, per the Investment Policy Statement, and report on all other retirement funds or systems at least once a year.

Original Adoption:
Revision:
First reading: 3/15/22
Second reading: 6/14/22
Adoption:
Review:
Minuteman Regional Vocational Technical School District

DM
CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in the school, except in locked areas provided for safekeeping of valuables. The school shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Insurance

The School Committee shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty and may include a comprehensive dishonesty, disappearance and destruction bond with option coverage depending upon the exposures at various locations.

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First reading: 7/21/09
Second reading: 9/22/09
Adoption: 9/22/09
Review:
Minuteman Regional Vocational Technical School District

DN
SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Superintendent or designee acting in the capacity as the Chief Procurement Officer will carry out the necessary duties for the District relevant to the disposition of all school property, other than real property. The Superintendent or Chief Procurement Officer will be guided by the provisions of Chapter 30B of the Massachusetts General Laws, the specific directions of the District School Committee, and all other applicable state laws and regulations pertinent to executing his/her duties.

The power to enter into leases, purchase and sales agreements, and other agreements as to the disposition of interests in real property is vested in the District School Committee rather than the Chief Procurement Officer or Superintendent. The District School Committee may make formal delegations of this power from time to time, to the extent permitted by law.

Disposal of Surplus Equipment

For disposal of equipment, the School Committee, by a majority vote, shall determine whether said equipment is surplus. The procedure for disposal is listed below.

Procedure

At a minimum, the District will publish in a newspaper with general circulation within the District a notice of public auction or online auction of surplus equipment. The notification will be published no less than two weeks prior to the auction and provide a website to access details that shall indicate the surplus equipment offered for sale, designate the location and method or website for inspection of such equipment, state the terms and conditions of sale, including the place, date, and time for the bid opening or auction, and state that the governmental body retains the right to reject any and all bids.

The Superintendent or designee acting in the capacity of the Chief Procurement Officer will award the bid to the highest responsive and responsible bidder. The Superintendent or Chief Procurement Officer shall report each transaction to the School Committee, when it occurs. The Superintendent or Chief Procurement Officer may also choose to offer surplus property to other member district towns and school districts. The ability to offer surplus property to other governmental units is not subject to the surplus supply disposal procedures of Ch. 30B.

Real Property

The School District's power to dispose of real property is governed by M.G.L Ch. 30B Sec.16 and M.G.L Ch. 71 Sec. 16 (q) and (r), and the District shall comply with the procedures described in

M.G.L Ch. 30 B, Sec. 16. The power to enter into leases, purchase and sales

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Second reading: 9/22/09; 12/15/15; 7/11/17
Adoption: 9/22/09; 12/15/15; 7/11/17
Review: By Auditor, Fin. Subc., Special Policy Task Force. After 1st Reading approval, it was reviewed again, simplified, and amended 11/3/15. Rev. by KM 5/25/17, rev. as v.3 by Fin. Subc. and Policy Task Force 5/30/17.

agreements, and other agreements as to the disposition of interests in real property is vested in the District School Committee rather than the Chief Procurement Officer or Superintendent. The District School Committee may make formal delegations of that power from time to time, to the extent permitted by law.

Disposal of Surplus Equipment under a Federal Award

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Business Office will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions. The Business Office will report any disposal of surplus equipment under a federal award over $5,000 to the School Committee.

LEGAL REFS: M.G.L. Ch. 30B Sec.16
M.G.L. Ch. 71 Sec. 16 (q) and (r)

Original Adoption: 9/22/09
Revision: 12/15/15; 7/11/17; 9/13/22
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Adoption: 9/22/09; 12/15/15; 7/11/17
Review: By Auditor, Fin. Subc., Special Policy Task Force. After 1st Reading approval, it was reviewed again, simplified, and amended 11/3/15. Rev. by KM 5/25/17, rev. as v.3 by Fin. Subc. and Policy Task Force 5/30/17.

SECTION E: SUPPORT SERVICES

Section E of the policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and management (not construction), transportation, food services.

EA SUPPORT SERVICES GOALS

EB HEALTH AND SAFETY
EBAB INTEGRATED PEST MANAGEMENT
EBB ACCIDENT PREVENTION AND SAFETY
EBBA ACCIDENTS AND ILLNESSES
EBBB ACCIDENT REPORTS
EBC EMERGENCIES
EBCA DISASTER PLANS
EBCB FIRE DRILLS
EBCC BOMB THREATS
EBCE EMERGENCY CLOSINGS
EBCFA FACE COVERINGS

EC BUILDINGS AND GROUNDS
ECABA STAFF AND STUDENT IDENTIFICATION PROCEDURES
ECAF MONITORING DEVICES ON SCHOOL PROPERTY/VIDEO SURVEILLANCE

EEA STUDENT TRANSPORTATION SERVICES
EEAE SCHOOL BUS SAFETY PROGRAM
EEAEA BUS DRIVER EXAMINATION AND TRAINING
EEBA SCHOOL-OWNED VEHICLES
EEBB USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

EF FOOD SERVICES MANAGEMENT
EFC FREE AND REDUCED PRICE FOOD SERVICES
EFD MEAL CHARGE POLICY

EI INSURANCE MANAGEMENT
EIB LIABILITY INSURANCE

EJ EVALUATION OF SUPPORT SERVICES (Also: AFF)

Section Index updated 9.5.22.

EA
SUPPORT SERVICES GOALS

The Minuteman Regional Vocational Technical School District support staff provides all those services for the school, other than administration and instruction of students, which enable it to fulfill its mission of providing the highest quality of education to the residents of the Minuteman Regional Vocational Technical School District. The support staff shall maintain the school building, prepare and dispense food, and provide such clerical and secretarial assistance as may be necessary or appropriate to enable the school to fulfill its mission. The support staff shall have as its goal the creation of a learning environment which is conducive to the highest level of instruction.

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Adoption:
Review:
Minuteman Regional Vocational Technical School District

EB
HEALTH AND SAFETY

It is the goal of the Minuteman Regional Vocational Technical School District to provide the best service possible to our public at the best possible cost. Losses due to accidents make achieving this goal much harder. This statement of policy concerning safety is a reflection of the importance the School Committee places in operating in a safe manner.

The School Committee is committed to an organized program of safety management. All Personnel are expected to do their share to ensure the success of the safety management program. It is the responsibility of every employee to work and act in a safe manner.

The Superintendent will appoint a Safety Officer to oversee a safety committee to assess the ongoing safety of the building and to make recommendations to improve it.

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First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBAB
INTEGRATED PEST MANAGEMENT

The Minuteman Regional Vocational Technical School District desires to prevent unnecessary exposure of students, children and employees to chemical pesticides and reduce the need to rely on chemical pesticides when managing pests. It is the policy of the Minuteman Regional Vocational Technical School District to use chemical pesticides only when pests have been identified and their presence verified. Selection of treatment option or corrective actions will give priority to non-chemical actions whenever possible to provide the desired control of pests. Education of staff, students, children, employees and parents about Integrated Pest Management (IPM) will be included to achieve desired objectives. When it is determined that pesticides are needed, only those allowed by the Children's and Families' Protection Act will be used. Further, only certified and/or licensed individuals will be able to use pesticides. Our policy prohibits the use of any pesticide by unlicensed staff. It will be the school's policy to make the appropriate notification and posting as well as keep records of all pesticide use. A copy of the IPM plan will be maintained in the Superintendent's office. It will be available upon request.

CROSS REF: Indoor and Outdoor Integrated Pest Management Plans

LEGAL REFS: Chapter 85 of the Acts of 2000, An Act Protecting Children and Families from Harmful Pesticides

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Revision:
First reading: 3/4/09
Second reading: 7/21/2009
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Review:
Minuteman Regional Vocational Technical School District

EBB
ACCIDENT PREVENTION AND SAFETY

The best way "to take care of accidents" in school is to prevent them from happening. Staff and students are responsible for becoming aware of the potential safety hazards within the school and for knowing the rules which protect them from such hazards. All employees will be trained to protect themselves from the risks of infectious diseases by using Standard precautions while at work. A comprehensive Health and Safety Plan will include appropriate training for staff and students.

CROSS REF: Minuteman Parent/Student Handbook
Minuteman Faculty and Staff Handbook

LEGAL REF: M.G.L. C 71:55c

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBBA
ACCIDENTS AND ILLNESSES

The Minuteman Regional Vocational Technical School District maintains a Health Services Department that is available to all student and staff during the school day. The nurses assess students who become ill, or need First Aid or medication during the day. They also provide health education. Our mission is to ensure that students are school-ready each day.

Upon entering Minuteman, a current physical examination and documentation of up-to-date immunizations is required by state law. In addition, each year students and parents/guardians are responsible for completing an Emergency Form, with current emergency phone numbers. Failure to submit these documents may lead to exclusion from shop and extracurricular activities.

No public school teacher, no principal, secretary, clerk, nurse or other public school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in the School or on the grounds thereof shall be liable in a suit for damages as a result of such acts or omissions either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he/she causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action for such emergency first aid transportation.

A person certified as an athletic trainer or an emergency medical technician shall be on campus during the Massachusetts Interscholastic Athletic Association (MIAA) sanctioned home games, and/or as required by MIAA rules, and the expenses of such person shall be paid by the School Committee of the District. As required by MIAA regulations, a physician is contracted and the expenses shall be paid by the School Committee.

CROSS REFS: Minuteman Parent/Student Handbook
MIAA Handbook

LEGAL REFS: M.G.L. 71:54a, 71:54b, 71:55, 71:55a, 71:56

Original Adoption: 7/21/09
Revision:
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Second reading: 7/21/09; 9/27/16
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBBB
ACCIDENT REPORTS

All accidents must be reported to the school nurse immediately.

The circumstances of any accident which occurs within the School buildings or upon the School grounds shall be set forth in writing on a form by those staff members having the greatest knowledge of the incident giving rise to the accident. All such reports shall be delivered to the Superintendent or his designee who shall meet with the author(s) of the report to discuss the nature of the accident, the injuries suffered by anyone, and the actions which should be undertaken by the School to address the conditions which may have contributed to the accident and prevent those events from recurring.

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First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBC
EMERGENCIES

The Minuteman Regional Vocational Technical School Committee expects that proper attention will be paid to the safety of students, staff and visitors on school property during the normal school day, during their participation in school sponsored extra-curricular activities on school grounds and at school sponsored functions scheduled away from school property.

The Minuteman Regional Vocational Technical School Committee has the responsibility to provide safe circumstances for students and staff, and has directed the Superintendent to develop and maintain the Minuteman School Safety Crisis Management Plan to address all aspects of safety including: disasters, safety drills, bomb threats, weather-related emergencies, overnight trips and school closings and cancellations.

The Minuteman School Safety Crisis Management Plan shall focus on three major components: prevention, intervention and aftervention.

The Minuteman School Safety Crisis Management Plan shall become the focus for regular staff training in crisis planning and response and shall be reviewed annually by the Superintendent. The School Committee shall receive an annual report from the Superintendent on the implementation of the Plan.

The Superintendent shall assign the Minuteman staff to participate in the development of the initial Plan and shall assign staff where needed to properly and safely implement the Plan.

CROSS REF: Minuteman School Safety Crisis Management Plan

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBCA
DISASTER PLANS

In the event of fire or other disaster requiring the evacuation or lockdown of the school buildings, the Safety Crisis Management Plan will be followed.

CROSS REF: Minuteman School Safety Crisis Management Plan
Massachusetts Department of Elementary and Secondary Education

EBC

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBCB
FIRE DRILLS

Fire Prevention and Fire Drills

The Minuteman Regional Vocational Technical School District will cooperate with the fire department in maintaining fire-safe conditions within all school buildings and in regularly conducting fire drills for the protection of students and staff.

The Superintendent and the Principal with the assistance of the Facilities Manager have the responsibility for periodic inspection of every room, corridor, and space in the school. The purposes of these inspections are:

1. To remove any fire hazards.
2. To ensure that flammable supplies and materials are properly stored.
3. To check the condition and proper location of all fire extinguishers and alarms.
4. To ensure that there is no obstruction in any corridor or stairway.

Instructions for fire drills will be printed in the teachers' and students' handbooks. Instructions with regard to the primary and secondary exit routes will be posted in a prominent place near the door of every room. During the fire drill all teachers and students shall vacate the buildings in an orderly manner by means of designated fire exits to places of safety on the grounds outside the buildings. Attendance shall be taken by each teacher upon reaching the assembly points.

In the event of fire, drill procedures should be followed. Teachers and administrators must act in such manner to maintain order and prevent panic.

All students who are transported by bus shall have two emergency evacuation drills from the School bus each year. These drills shall be conducted on the School grounds; the first one during the first month of school and the second one during the spring. Each drill shall include instruction in the location of emergency exits and the actual use of all exits to evacuate the bus.

CROSS REF: Student Handbook

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
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Review:
Minuteman Regional Vocational Technical School District

EBCC
BOMB THREATS

The Superintendent will work in consultation with local authorities to develop procedures for the handling of bomb threats.

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First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBCE
EMERGENCY CLOSINGS

Emergency Weather Provisions

When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, the Superintendent may cancel school for the day or postpone the opening time of school. If the Superintendent does close the school under the above granted authority, he/she will notify, as soon as the situation allows, members of the School Committee.

In the event of weather related problems, it is the policy of the Minuteman Regional Vocational Technical District School Committee to open school if buses can travel safely. Otherwise a decision is made to cancel school and is announced on radio and television stations. The school website will also inform staff and students of cancellations or delays. A computerized phone call will go out to all students regarding any school cancellations.

Parents should be reminded that they retain their responsibilities for the safety of their children on bad weather days when school may be in session. Decisions by parents not to send their children to school on days when weather conditions are questionable should be respected.

CROSS REFS: Student Handbook
CHD

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EBCFA
FACE COVERINGS

The Minuteman Regional Vocational Technical 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 while keeping 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 will be in place at Minuteman until further notice.

A face mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation vehicles. The face covering must be made of two-ply materials and fit securely over the nose and mouth.

The CDC excuses individuals from this requirement for the following reasons.

The individual:

- is having trouble breathing
- is unconscious
- in incapacitated
- cannot remove the mask or face covering without help

Parents may not excuse their child from the face covering requirement by signing a waiver. Requests for exceptions/accommodations to this policy must be supported by appropriate documentation. Exceptions/accommodations to this policy must be approved by Minuteman's Director of Special Education and the Principal, in consultation with the School Nurse.

Face coverings will not be required when proper social distancing is enforced:

- during mask breaks.
- while eating or drinking.
- while outside.

Minuteman will supply face masks for students or staff who misplace or forget them at home. Students who deliberately refuse to wear a face mask will be referred to Minuteman's Assistant Principal for follow up. Visitors who refuse to wear a mask will be denied entry to the facility.

This policy will remain in place until rescinded by the Superintendent.

Original Adoption: 9/22/20
Revision:
First reading: 9/8/20
Second reading: 9/22/20
Adoption: 9/22/20
Review:
Minuteman Regional Vocational Technical School District

EC
BUILDINGS AND GROUNDS

Management

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

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

The supervision over the care and safekeeping of property used by the Minuteman Regional Vocational Technical School District will be the general responsibility of the Superintendent. The Superintendent will develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of the school building and grounds to ensure that they are well maintained, equipped, and staffed and report to the School Committee no less than annually.

Maintenance

The Minuteman Regional Vocational Technical School Committee can "adopt an annual operating and maintenance budget." The maintenance and repair program is viewed as a continuing long-term effort to maintain the appearance and functioning efficiency of the building and grounds.

The maintenance, repair and cleaning of school facilities (building and sites) are the direct responsibility of the Director of Facilities.

Security

The School building constitutes one of the great investments of the Minuteman Regional Vocational Technical School 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 requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records, architectural drawings and funds shall be kept in a safe place and under lock and key when required.

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

The school building shall be closed and locked after the conclusion of the last school activity.

If an authorized school or community group is using the building in the evening, or on non-school days, the building shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to the secured building by any employee. Authorization may be granted only by the School Committee or by the Superintendent-Director and his/her staff.

Protective and preventative devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate to the individual situation.

LEGAL REFS: M.G.L. 71:16m and 68

Original Adoption:
Revision:
First reading: 3/4/2009
Second reading: 7/21/2009
Adoption:
Review:

ECABA
STAFF AND STUDENT IDENTIFICATION PROCEDURES

It is the policy of the Minuteman Regional Vocational Technical School District to issue staff and students a photo identification badge that must be on their person at all times on the school grounds.

CROSS REF: Minuteman Student/Parent Handbook

Original Adoption:
Revision:
First reading: 3/17/2009
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

ECAF
MONITORING DEVICES ON SCHOOL PROPERTY VIDEO SURVEILLANCE (VIDEO CAMERAS) CCTV (CLOSED CIRCUIT TELEVISION)

The Minuteman School Committee agrees to allow the use of video surveillance to promote the safety and security of students and staff, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

DEFINITIONS
Video surveillance is a term that refers to video-audio-digital components of multi-media.

GUIDELINES: VIDEO MONITORING ON SCHOOL PROPERTY
Camera Location, Operation and Control
-School buildings and grounds may be equipped with video monitoring devices.

-Video surveillance may be placed in areas where surveillance is necessary, as a result of threats, prior property damage, security incidents or security recommendations made by public safety officials or school administrators.

-Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.

-Only individuals authorized by the Superintendent of Schools in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.

-The Superintendent of Schools or designees shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video and electronic records.

Notification
-All staff shall be made aware of the Minuteman video surveillance guidelines and practices.

-At each site where video surveillance is employed, the school principal shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice. Appropriate signage will be posted at major public entrances.

Use of Video Recordings
-A video recording of actions by students may be used by the authorized Minuteman administrator as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Minuteman property.

Original Adoption:
Revision:
First reading: 3/13/12 (to be further refined)
Second reading: 5/8/12 (to be reviewed by counsel); Third reading: 5/22/12
Adoption: 5/22/12
Review:
Minuteman Regional Vocational Technical School District

-Video surveillance recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Minuteman policy and school rules.

-Minuteman administrators may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.

-Minuteman administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

Protection of Information and Disclosure/Security and Retention of Video Data

-All video data must be securely stored.

-All video data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.

-The Superintendent of schools or designee must authorize access to all video electronic data.

-Documentation shall be maintained of all episodes of access to, or use of recorded materials.

-Video electronic data normally will be erased on a bi-monthly basis. Video data that contain personal information used to make a decision directly affecting an individual or a discipline case, however, may be retained for a longer period of time, as needed.

Disposal or Destruction of Video Data

-All recordings shall be disposed of in a secure manner.

Video Monitors and Viewing

-Only individuals authorized by the Superintendent of Schools shall have access to video monitors while they are in operation.

-Video monitors should be in controlled access areas wherever possible.

-Records should be viewed on a need-to-know basis only, in such a manner as to avoid public view. Video data that constitutes part of a student record shall be maintained and disseminated in accordance with federal and state laws addressing student records.

LEGAL REFS: FERPA, 20 U.S.C. §1232g, 34 CFR Part 99
PPRA, 20 U.S.C. §1232h, 34 CFR Part 98
M.G.L. c .66, §10, M.G.L. c. 71, §34, 603 CMR 23.00 et seq.

Original Adoption:
Revision:
First reading: 3/13/12 (to be further refined)
Second reading: 5/8/12 (to be reviewed by counsel); Third reading: 5/22/12
Adoption: 5/22/12
Review:
Minuteman Regional Vocational Technical School District

EEA
STUDENT TRANSPORTATION SERVICES

The Minuteman Regional Vocational Technical School District shall be subject to all laws pertaining to school transportation; and when the agreement provides for the furnishing of transportation by the District, the Commonwealth shall reimburse the District in accordance with the provisions of M.G.L. 71:7A for the amounts expended. The State Treasurer shall annually pay to the regional school district, subject to appropriation, the sums required for such reimbursement and approved by the Commissioner of Education.

Regional school districts are subject to all laws pertaining to school transportation. (See M.G.L. 71:7A & 16C)

Provision is made in the law for the use of state transportation funds to help sustain the cost of a city or town's public transportation system when that system transports students to and from school. (See M.G.L. 71:7B)

Bus transportation to and from school is provided for all students living within the 16-town district. The rules of conduct which are observed while in school also apply when on board the school bus and at the bus stop.

The School Committee may provide transportation for athletic teams, coaches, cheerleaders, bands, and any other groups composed of pupils from the school that bear the school name and are under the control of the School Committee.

CROSS REF: Minuteman Student/Parent Handbook

Original Adoption:
Revision:
First reading: 3/17/2009
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EEAE
SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. The School District reserves the right to use video surveillance and recording equipment on all buses. The Superintendent will ensure the following conditions in the provision of transportation services to students:

1. Students must follow established procedures for changing their boarding or unloading bus stop or for transferring from one bus to another.

2. 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.

3. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.

4. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.

Original Adoption:
Revision:
First reading: 3/17/2009
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EEAEA
BUS DRIVER EXAMINATION AND TRAINING

Licensing of School Bus Drivers:

Inasmuch as the Minuteman Regional Vocational Technical School District contracts for transportation services, the regular school bus drivers are not employees of the School District. However, because the safety and welfare of children are involved, the Superintendent shall secure verification from the contractor that all legal and health requirements have been fulfilled and that the Registrar of Motor Vehicles has properly licensed all bus drivers.

LEGAL REF: M.G.L. 6:172C; 90:7D; 90:8A

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EEBA
SCHOOL-OWNED VEHICLES

All School-owned vehicles shall be the responsibility of and under the control of the Superintendent or his/her designee. All such vehicles shall be used for School purposes or as otherwise authorized by the Superintendent or his/her designee. The Business Manager shall obtain and maintain a policy of fleet insurance covering all of the vehicles which shall provide such insurance as is deemed appropriate.

Original Adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EEBB
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

This is a placeholder for a future policy.

Original Adoption:
Revision:
First reading:
Second reading:
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EF
FOOD SERVICES MANAGEMENT

The Minuteman Regional Vocational Technical School Committee holds as a first priority the health and safety of its students. Therefore, it requires that the food services program for the district students shall provide healthy, nutritious meals at a reasonable cost, encouraging students to develop lifelong habits of good nutrition.

As per statute, the Minuteman Regional Vocational Technical School Committee shall establish, maintain, operate and expand a school food service program for its pupils, may make all contracts necessary to provide material, personnel and equipment needed to carry out the provisions of the National School Lunch Act; and, if necessary, may expend funds to meet the matching requirements and any other provisions the Act, and such other acts as are provided for in section one of chapter fifteen.

The Committee may use funds disbursed to them under the provisions of this act, gifts and other funds received from sale of school lunches and other meals under such programs.

1. Such contributions received in the form of money, together with fees from the sale of lunches, other meals and any allotments received from the state under the provisions of this act for said purposes, shall be deposited with the treasurer of the Minuteman Regional Vocational Technical School District and held as a separate account and expended by the Committee without appropriation, notwithstanding the provision Massachusetts General Laws, Chapter 44:53.

2. Nothing in this act shall prevent the school district from appropriating funds in addition to those provided from other sources.

LEGAL REF: M.G.L. 69:1C; 71:72

Original Adoption:
Revision:
First reading:
Second reading:
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EFC
FREE AND REDUCED PRICE FOOD SERVICES

Free lunches for eligible students will be made available according to procedures established by the Bureau of Nutrition Health & Safety. Care should be taken to provide these lunches in such a way as to avoid overtly identifying students.

Parents will be informed at the beginning of each school year of the eligibility requirements for participation by their children. However, in accordance with the guidelines of the program, no child who a teacher believes is improperly nourished will be denied a free or reduced price lunch simply because proper application has not been made by the parent or guardian.

School employees shall take great care to observe whether students are properly nourished, and to refer the student to the Guidance Department and school nurse if inadequate nutrition is suspected.

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

Original Adoption:
Revision:
First reading: 3/4/09
Second reading:
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EFD
MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to

parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds
Withdrawn and/or graduating students will receive a refund of any money remaining in their account in excess of $1.00. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections
Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors must be signed off on their graduation paperwork by the Food Services Department, clearing them of any negative debt, or they may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications
This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

SOURCE: MASC February 2018

CROSS REFS: JQ, Student Fees, Fines & Charges

LEGAL REFS: MGL 71:72
USDA School Meal Program Guidelines May 2017

Original adoption: 5/15/18
Revision:
First reading: 4/10/18
Second reading: 5/15/18
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EI
INSURANCE MANAGEMENT

Insurance Coverage

The Minuteman Regional Vocational Technical School Committee shall purchase, through the budgetary process, appropriate insurance concerning the following:

1. Loss by School Committee members from legal action which might be brought against them.

2. Loss by employees from legal action which might be brought against them.

3. Loss from damage to any building, equipment, contents, or facilities caused by fire, water, wind, hail or any other natural occurrences.

4. Losses that might occur through arson, vandalism, or theft.

Special insurance coverage for students participating in Chapter 74 off-campus projects and approved work-based learning activities, and for those who plan interscholastic sports shall be purchased by the District. This policy is to provide coverage that is supplemental to the family's primary policy.

CROSS REF: EEBA

LEGAL REF: M.G.L. 44:53; 180:17D; 258:9

Original adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EIB
LIABILITY INSURANCE

The Minuteman Regional Vocational Technical School Committee may purchase insurance providing for the indemnification authorized under the provisions of Chapter 258.

A copy of this policy will be provided to the School Committee's insurance representative for this area of responsibility.

LEGAL REF: M.G.L. 258:8 & 9

Original adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009
Adoption:
Review:
Minuteman Regional Vocational Technical School District

EJ
EVALUATION OF SUPPORT SERVICES

It is the policy of the Minuteman Regional Vocational Technical School District to periodically review support services using standardized assessment measures, staff feedback, self study and peer review, parent, student and community feedback as well as state and federal agency data and review. Information gathered shall be shared with the Minuteman Regional Vocational Technical District School Committee.

REC'D NESDEC

LEGAL REF: M.G.L. 258:8 & 9

Original adoption:
Revision:
First reading: 3/4/09
Second reading: 7/21/2009; held for discussion
Adoption:
Review:
Minuteman Regional Vocational Technical School District

SECTION F: FACILITIES PLANNING AND DEVELOPMENT

Section F of the EPS/NSBA policy classification system provides a repository for statements on school construction, remodeling and modernizing, temporary facilities, and facilities retirement plans.

FE FACILITIES CONSTRUCTION

FF NAMING FACILITIES

Section approved 3.17.09.

FE
FACILITIES CONSTRUCTION

School Building Construction

By agreement and by law, the Minuteman Regional Vocational Technical School District was formed in order to construct, maintain and operate a vocational technical high school for the region. The Regional School Committee may appoint a school building committee, or may even serve in that role itself.

All building construction and major renovation must be done in accordance with provisions in the law and the regulations promulgated by the Department of Public Safety of the Commonwealth of Massachusetts and the Massachusetts School Building Authority.

LEGAL REFS: M.G.L. 15:60; 49: 44A-44I; 71:16, 16AA, 71:68, c. 149, c30B
Regional Agreement

Original adoption:
Revision:
First reading: 2/10/09
Second reading: 3/17/09
Adoption: 3/17/09
Review:
Minuteman Regional Vocational Technical School District

FF
NAMING FACILITIES

Naming an area, structure or facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure or temporary popularity should not be an influence in choosing a name. The purpose of naming an area, structure or facility is to honor an individual or an organization for distinguished service or outstanding contributions to the school.

This policy outlines the procedure for naming architectural structures, outdoor facilities, academic programs and the installation of commemorative plaques on school premises.

The naming of an area, structure or facility must be placed on the School Committee agenda and voted affirmatively at two consecutive meetings.

Original adoption:
Revision:
First reading: 2/10/09
Second reading: 3/17/09
Adoption: 3/17/09
Review:
Minuteman Regional Vocational Technical School District

SECTION G: PERSONNEL

Section G of the policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to professional personnel who must hold certification by the state to serve in their positions; subsection GD is for policies pertaining to support, or noncertified, personnel.

GA PERSONNEL POLICIES GOALS

GBAA GENERAL POLICIES: EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY (Also: ACAA)
GBAD FAMILY AND MEDICAL LEAVE
GBD SCHOOL COMMITTEE – STAFF COMMUNICATIONS (Also: BHC)
GBEAA STAFF CODE OF ETHICS – SUPERINTENDENT
GBEBD ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING
GBEC DRUG-FREE WORKPLACE
GBED TOBACCO-FREE SCHOOL POLICY
GBGB STAFF PERSONAL SECURITY AND SAFETY
GBGD WORKMEN'S COMPENSATION
GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES
GBJ PERSONNEL RECORDS

GC PROFESSIONAL STAFF
GCA PROFESSIONAL STAFF POSITIONS
GCB PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
GCFA HIRING OF INSTRUCTIONAL STAFF
GCFB HIRING OF ADMINISTRATIVE STAFF
GCGB ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES
GCH PROFESSIONAL STAFF ORIENTATION
GCHA MENTOR TEACHERS/ADMINISTRATORS
GCIB PROFESSIONAL GROWTH FOR TEACHERS
GCIC PROFESSIONAL GROWTH FOR ADMINISTRATORS
GCID PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES
GCJ PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT
GCN EVALUATION OF PROFESSIONAL STAFF
GCQ PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT
GCR NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS
GCU PROFESSIONAL ORGANIZATIONS

GDJ SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
GDN SUPERVISION OF SUPPORT STAFF

Section approved 11.17.09; updated 5.15.18

GA
PERSONNEL POLICIES GOALS

The personnel policies established by the Minuteman Regional Vocational Technical School Committee shall have as their primary objectives the following:

- To attract and maintain a staff which shares the goal of the School Committee to provide the highest quality of education possible for the students at the Minuteman Regional Vocational Technical High School and to exert all efforts to obtain that goal.
- To provide such benefits and incentives for the staff as will enable the Committee to attract and maintain personnel who share such a commitment.
- To create an environment in which providing the highest quality of education is the primary focus of all staff.
- To create an environment which is culturally sensitive and in which all persons are treated equally and with respect and dignity at all times.
- To create an environment in which the learning process is honored.

Among the sources that form the foundation for personnel policy are:

1. Chapter 71 of the General Laws of the Commonwealth of Massachusetts that pertain to "teachers" as certified personnel and the requirements for Vocational Technical educators as issued by the Department of Elementary and Secondary Education

2. The specific provisions of the Collective Bargaining Agreements.

3. Principles of good school personnel administration as detailed in research and in the literature.

4. Related personnel policies.

CROSS REFS: GBEAA, GBEAB
Faculty Handbook

LEGAL REF: M.G.L. 71:38G; 74:18

Original Adoption:
Revision:
First reading: 9/20/09
Second Reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GBAA
GENERAL PERSONNEL POLICIES

The Minuteman Regional Vocational Technical School Committee has established and adopted several policies which apply to all School staff and which form the foundation of the relationship of all personnel in the School. The policies which follow relate to and restate the most fundamental rights and responsibilities to which all staff must adhere in their relations with each other.

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

EQUAL OPPORTUNITY EMPLOYMENT

The Minuteman Regional Vocational Technical School Committee subscribes fully and unconditionally to the principle that the dignity of all people and of their labors is of utmost importance. It will take all action necessary or appropriate to ensure that all persons are employed, paid, assigned, promoted, and treated at all times without regard to their race, creed, religion, color, age, sex, ancestry, handicap, sexual preference or national origin. Every effort will be taken to assure that all applicants for positions in the School are selected on the basis of their qualifications, merit and ability.

LEGAL REF: Fourteenth Amendment to United States Constitution
Civil Rights Acts of 1964, as amended in 1972, Title VI, Title VII, 42 U.S.C.A.
Executive Order 11246, 1965, as amended by Executive Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX, (P.L. 92-318), 20 U.S.C.A. 1681 et seq.
45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975)
Rehabilitation Act of 1973, Section 504
Civil Rights Act of 1991, P.L. 102-166
M.G.L. c. 151B, c. 214:1C, c. 151C
Age Discrimination in Employment Act of 1967, 29 U.S.C.A. 661-634
Americans with Disabilities Act of 1990, 42 U.S.C.A. 12101 et seq.
Equal Pay Act, 29 U.S.C.A. 206(d)
Collective Bargaining Agreements with Staff

Original Adoption: 8/23/88
Revision: 6/17/08, 10/21/08
First reading: 9/22/09; 11/14/17
Second Reading: 10/20/09; 1/16/18
Adoption: 11/18/08; 11/17/09
Review: voted to add to Student Handbook, 9/8/98, 10/21/08; reviewed SS, EB, AD for 11/14/17; counsel 1/12/18

GENERAL PERSONNEL POLICIES

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The policies which follow relate to and restate the most fundamental rights and responsibilities to which all staff must adhere in their relations with each other.

LEGAL REF: M.G.L. Chapter 71 §37

EQUAL OPPORTUNITY EMPLOYMENT

The Minuteman Regional Vocational Technical School Committee subscribes fully and unconditionally to the principle that the dignity of all people and of their labors is of utmost importance. It will take all action necessary or appropriate to ensure that all persons are employed, paid, assigned, promoted, and treated at all times without regard to their race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, or gender identity. The District will make every effort to ensure that all applicants for positions in the District are selected on the basis of their qualifications, merit, and ability.

LEGAL REF:
Fourteenth Amendment to United States Constitution
Title VI and Title VII of the Civil Rights Acts of 1964, as amended
Executive Order 11246, as amended by Executive Orders 11375 and 13672
Equal Employment Opportunity Act of 1972
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Civil Rights Act of 1991, P.L. 102-166
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§621-634
Individuals with Disabilities Education Act (IDEA)
Equal Pay Act of 1963, as amended
45 CFR Part 86: Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
M.G.L. Chapter 151B, Chapter 214 §1C, and Chapter 151C

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Minuteman Regional Vocational Technical School District

SEXUAL HARASSMENT

Students are protected from sexual harassment by federal law, specifically Title IX of the Education Amendments of 1972. Courts have found sexual harassment to be a form of sex discrimination. Sexual harassment includes harassment based on sex, sexual orientation or gender identity. School employees are also protected from sexual harassment by federal law, Title VII of the Civil Rights Act of 1964.

It is the policy of the Minuteman Regional Vocational Technical School District to maintain an instructional and working environment that is free from sexual harassment of any kind. For the purposes of this policy, "instructional and working environment" includes, without limitation, school-sponsored social events, trips, and sports events, work-related travel, and similar events connected with school or employment.

The Minuteman Regional Vocational Technical School District Public Schools strictly enforces a prohibition against sexual harassment of any of its students or employees by anyone, including any fellow student, teacher, supervisor, co-worker, vendor, or other third party, as such conduct is contrary to the mission of the Minuteman Regional Vocational Technical School District and its commitment to equal opportunity in education and employment. Sexual harassment of students and/or employees interferes with learning and will not be tolerated. It is a violation of this policy for any board member, employee, parent, student, vendor, or other individual doing business with the District to harass another employee or student through conduct or communication of a sexual nature.

The Minuteman Regional Vocational Technical School District will make it clear to all employees, students, and vendors that sexual harassment is prohibited. Sexual harassment will be specifically addressed during in-service programs. The District shall inform all employees and students of their rights and responsibilities under this policy.

While this policy sets forth our goals of promoting a school environment that is free from discrimination and harassment, this policy is not designed or intended to limit the District's authority to discipline and/or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct falls within the ambit of this policy.

Definition of Sexual Harassment:

Sexual harassment shall include conduct or communications of a sexual nature including, but not be limited to, unwelcome sexual advances, unwelcome comments regarding physical or

personality characteristics of a sexual nature, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any employee to a student, when made by any individual subject to this police when:

a) Submission to the conduct or communication is made a term or condition of employment or education;
b) Submission to, or rejection of, the conduct or communication is a basis for decisions affecting education, employment, or assignment;
c) The conduct or communication has the purpose or effect of substantially interfering with an individual's professional or educational performance;
d) The conduct or communication has the effect of creating an intimidating, hostile, humiliating, or offensive working or educational environment; and/or
e) The allegedly harassed person has indicated by his/her conduct or verbal objection that the conduct or communication is unwelcome.

Prohibited behavior includes, without limitation, and depending on the totality of the circumstances including the severity of the conduct or communication and its pervasiveness:

- Verbal harassment or abuse of a sexual nature.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching, leering, or whistling of a sexual nature.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
- Unwelcome inquiries into and/or discussion of one's sexual experiences.
- Telling sexually suggestive jokes, making demeaning gestures, or displaying sexually suggestive photographs, objects, cartoons, and/or or other materials in the presence of one who finds them offensive and has communicated that fact to the individual telling the jokes or displaying the materials.

Reporting Sexual Harassment:

Minuteman Regional Vocational Technical School District takes allegations of sexual harassment seriously. The District will respond promptly to reports of sexual harassment. Where it is determined that inappropriate conduct has occurred, the District will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Students and employees who believe they have experienced or witnessed sexual harassment should notify the District's Civil Rights/Title IX Coordinator for investigation. Minuteman employees who witness sexual harassment or have a reasonable belief that it is occurring are

required to report it immediately to the school's Civil Rights/Title IX Coordinator for investigation. The Coordinator's work address is 758 Marrett Road, Lexington, MA 02421. The Coordinator's telephone number is 781-861-6500 x7301.

Investigation:

All complaints shall be processed in a fair, expeditious and confidential manner. The Civil Rights/Title IX Coordinator has authority to investigate all complaints. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution.

A student who believes that he/she is the victim of sexual harassment may report the matter to a teacher, counselor, or administrator. Any employee receiving a report of sexual harassment must immediately notify the Assistant Principal, who will in turn notify the Civil Rights/Title IX Coordinator. As an alternative, any student or employee may report directly to the Assistant Principal or the Coordinator. If the complaint concerns allegations against the Coordinator, then the complaint should be brought to the Superintendent. Employees are expected to take every report of sexual harassment seriously and to understand the reporting procedures.

All complaints will be thoroughly investigated by the Coordinator, the Superintendent, and/or the Coordinator's or Superintendent's designee. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case through the presentation of witnesses and other evidence. Witnesses and other persons relevant to the complaint, if any, may also be interviewed. A record will be kept of each investigation.

When handling an investigation with the accused harasser:

a) there will be a third-party faculty member present at discussions with the accused (preferably a supportive faculty member of the same sex as the accuser); and
b) the investigating group will be as small as possible to protect the privacy of both parties.

Both the complainant and the subject of the complaint will be informed of the result of the investigation, in writing, in a manner consistent with federal and state law.

Disciplinary Action:

If a complaint is substantiated, the Coordinator will act promptly to eliminate the behavior and will refer the matter to the proper supervisor or administrator for appropriate responsive measures, including but not limited to disciplinary action. For students, discipline will be imposed consistent with the student code of conduct and state laws and regulations. Discipline

of school staff will be consistent with collective bargaining procedures, if applicable, and may include reprimand, suspension from employment, or discharge. Responsive measures will also include any steps necessary to prevent the recurrence of any discrimination and/or harassment, and will include corrective action aimed at eliminating any discriminatory effects on the complainant and others, as appropriate.

Retaliation Prohibited:

Retaliation in any form against any person because of or related to a sexual harassment or retaliation complaint, or because of or related to cooperation with an investigation of a sexual harassment or retaliation complaint, is unlawful and prohibited. If it occurs, it could be considered grounds discipline, up to and including suspension and/or discharge for employee(s), and suspension and/or expulsion from the school for student(s).

Confidentiality:

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the primary goal of stopping any unacceptable behavior while protecting the rights of both parties.

Any student who has been a victim of sexual harassment at Minuteman will have the opportunity to speak with the School Social Worker or School Psychologist. This can be arranged by his/her Guidance Counselor or the Civil Rights/Title IX Coordinator. Such referrals will be kept confidential.

Additional Reporting:

In certain cases, harassment, especially sexual harassment, of a student may constitute child abuse under Massachusetts law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse. The District will also report instances of sexual harassment that may involve a crime to law enforcement authorities in a manner consistent with applicable law.

In addition to the above, if an employee believes he/she has been subjected to sexual harassment, a formal complaint may be filed with either or both of the government agencies set forth below. Using the Minuteman Regional Vocational Technical School District's complaint process does not prohibit the employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD – 300 days).

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1. **The United States Equal Employment Opportunity Commission ("EEOC")**
John F. Kennedy Federal Building
Government Center
4th Floor, Room 475
Boston, MA 02203
(617) 565-3200
TTY: (617) 565-3204

2. **The Massachusetts Commission Against Discrimination ("MCAD")**
Boston Office:
One Ashburton Place - Room 601
Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145
TTY: (617) 994-6196

3. **The U.S. Department of Education, Office for Civil Rights**
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
(617) 281-0111

4. **Massachusetts Department of Education**
75 Pleasant Street
Malden, MA 02148
(781) 388-3300

CROSS REFS: AC
ACA
JBA
Minuteman Student/Parent Handbook

LEGAL REFS: Title VI and VII of the Civil Rights Act of 1964, as amended

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Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.
603 CMR 26:00: Access to Equal Educational Opportunity

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Minuteman Regional Vocational Technical School District

GBAD
FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act provided that effective August 5, 1993, the District will grant job protected family and medical leave to eligible employees for up to twelve (12) weeks per twelve (12) month period for any one or more of the following reasons:

A. The birth of a child and/or in order to care for such child or in placement of a child with the employee for adoption or foster care (leave taken for this reason must be taken within the 12 month period following the child's birth or placement with the employee): or

B. In order to care to an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition: or

C. The employee's own serious health condition that makes the employee unable to perform the functions of his position.

Definitions

A. 12 Month Period – means a rolling 12 month period measured backward from the date the leave is taken and continuous with each additional leave day taken.

B. Spouse – does not include unmarried domestic partners. If both parties work for the School District their total leave in any 12 month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.

C. Child – means a child under 18 years of age, or 18 years of age or older who is incapable of self care because of mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibilities for care and include a biological, adopted, foster, or stepchild.

D. Serious Health Condition – means an illness, injury, impairment, or a physical or mental condition that involves:

    1. Inpatient care; or
    2. Any period of incapacity requiring absence from work for more than (3) three calendar days and that involves continuing treatment by a health care provider; or

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Minuteman Regional Vocational Technical School District

3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
4. Prenatal care by health care provider.

E. Continuing Treatment Means

1. Two (2) or more visits to a health care provider; or
2. Two (2) or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
3. A single visit to a health care provider that results in a regimen of continuing treatment; or
4. A serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision or, but not necessarily being actively treated by, a health care provider.

Coverage and Eligibility

To be eligible for family/medical leave an employee must:

1. Have worked for the District for at least twelve (12) months; and
2. Have worked at least 1250 hours for the District over the previous twelve (12) month period.
3. Eligibility requirement may be waived by the Superintendent.

Intermittent or Reduced Leave

A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when "medically necessary."
    1. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
    2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.

B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Employer's consent.

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C. For part-time employees with family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave will be used for calculating the employee's normal work schedule.

Notice Requirement

A. An employee is required to give thirty (30) days notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form (obtained from the Business Office) must be completed by the employee and returned to the Business Office. In unexpected or unforeseeable situations, an employee must provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.

B. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until thirty (30) days after the employee provides notice.

Medical Certification

A. For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form (obtained from the Business Office) and return the certification to the Business Office. Medical certification must be provided by the employee within fifteen (15) days after requested, or as soon as is reasonably possible.
B. The District may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness for duty report to return to work.

C. All documentation related to the employee's or family member's medical condition will be held in strict confidence.

Effect on Benefits

A. An employee granted leave under this policy will continue to be covered under the District group health insurance, life insurance or long term disability plan under the same conditions as coverage would have been provided if he had been continuously employed during the leave period.

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B. Employee contributions will be required either through payroll deduction or by direct payment to the Business Office. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to change in rates that occurs while the employee is on leave.

C. If an employee's contribution is more than thirty (30) days late, the District may terminate the employee's insurance coverage.

D. If the District pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the District for delinquent payment (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

E. If the employee fails to return from unpaid family /medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the employer contribution) during the period of leave.

F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to the leave.

Job Protection

A. If the employee returns to work within twelve (12) weeks following a family/medical leave, he will be reinstated to his former position or any equivalent position with equivalent pay, benefits, status and authority.

B. The employee's restoration of rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

LEGL REF: Family and Medical Leave Act of 1993 Ref: H.R. 4986, the National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181.

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Minuteman Regional Vocational Technical School District

GBD
SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The basic line of communication between the School Committee and the staff will be through the Superintendent.

Staff Communication to the School Committee

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

School Committee Communications to Staff

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

Visits to the School

Individual School Committee members interested in visiting the school or classrooms 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.

SOURCE: MASC

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GBEAA
STAFF CODE OF ETHICS - SUPERINTENDENT

An educational leader's professional conduct must conform to an ethical code of behavior, and the code must set high standards for all educational leaders. The educational leader provides professional leadership across the district and also across the community. This responsibility requires the leader to maintain standards of exemplary professional conduct while recognizing that his or her actions will be viewed and appraised by the community, professional associates and students.

The educational leader acknowledges that he or she serves the schools and community by providing equal educational opportunities to each and every child. The work of the leader must emphasize accountability and results, increased student achievement, and high expectations for each and every student.

To these ends, the educational leader subscribes to the following statements of standards. The educational leader:

1. Honors Minuteman Regional Vocational Technical School District's mission statement.
2. Makes the education and well-being of students the fundamental value of all decision making
3. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
4. Supports the principle of due process and protects the civil and human rights of all individuals.
5. Implements local, state and national laws.
6. Advises the school board and implements the board's policies and administrative rules and regulations.
7. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
8. Avoids using his/her position for personal gain.
9. Accepts academic degrees or professional certification only from accredited institutions.
10. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
11. Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
12. Accepts responsibility and accountability for one's own actions and behaviors.

Taken from the American Association of School Administrators Code of Ethics, adopted March 1, 2007.

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GBEBD
ONLINE FUNDRAISING AND SOLICITATIONS – CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principal the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal shall approve all online fundraising activities prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, student activities and clubs, athletic activities, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such

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solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

SOURCE: MASC February 2018

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

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GBEC
DRUG-FREE WORKPLACE

The Minuteman Regional Vocational Technical School District will provide a drug-free workplace and certifies it will:

1. Notify all employees that the unlawful manufacture, distribution, dispensing, possession or use of 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; 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 policy as required.

4. Notify the employee that, as a condition of employment under the grant, the employee will abide by the terms of this policy, 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 granting 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.

8. Notify the school committee of any disciplinary actions made to insure a drug-free workplace, without violating the offender's rights to privacy.

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CROSS REFS: JICHA
JICHB
Student Handbook

LEGAL REFS: The Drug-Free Workplace Act of 1988, M.G.L. 71:37H

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Minuteman Regional Vocational Technical School District

GBED
TOBACCO-FREE SCHOOL POLICY

1. Statement of Purpose:

The Minuteman Regional Vocational Technical School Committee is committed to providing a tobacco-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the High School Health Curriculum. The use of tobacco products has a direct link to numerous health problems. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71, Sections 2A and 37H. It is the intention of the Minuteman Regional Vocational Technical School Committee to prohibit the use or distribution of tobacco products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.

2. Definitions:

School: The Minuteman Regional Vocational Technical School.

School Grounds: Property owned or controlled by the Minuteman Regional Vocational Technical School, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and school parking lots.

School Personnel: A person who performs services for the Minuteman Regional Vocational Technical School, including but not limited to administrators, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

School-sponsored Activity: An activity at least partially funded or controlled by the Minuteman Regional Vocational Technical School or the parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

Student: A person enrolled at the Minuteman Regional Vocational Technical School.

Tobacco Products: Cigarettes, cigars, pipe tobacco, chewing tobacco, bidis, snuff or tobacco in any of its forms or any product containing tobacco.

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Tobacco Paraphernalia: Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco products, or paraphernalia

Tobacco Cessation: An intervention program applied to treat tobacco addiction.

Tobacco Use: The inhaling, exhaling or consuming of any lit or unlit tobacco product or carrying of any lit tobacco product; also, the possession by a student on school grounds of a tobacco product.

Visitor: Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users, construction workers and contractors.

3. Tobacco Product Use Prohibited:

No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein.

4. Violations:

The following is the policy to be followed regarding violations of this policy. In appropriate circumstances, additional sanctions or remedies may be used. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law.

Visitors

- Announcers at all events will remind the public that the Minuteman Regional Vocational Technical School is a tobacco-free environment and that schools are required by law to keep school premises tobacco free. Visitors, who are observed smoking or using tobacco products on school property, shall be referred to a school administrator, a site administrator or a police officer.

5. Severability:

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

6. Conflict with Other Policies, Laws or Regulations:

Original Adoption:
Revision:
First Reading: 10/21/0; 9/22/09
Second Reading: 11/18/08; 10/20/09
Adoption: 11/18/08; 11/17/09
Review:
Minuteman Regional Vocational Technical School District

Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

CROSS REF: JICG
KF
Student Handbook
Faculty Guide

LEGAL REF: M.G.L. 71:2A
M.G.L. 71:37H

Original Adoption:
Revision:
First Reading: 10/21/0; 9/22/09
Second Reading: 11/18/08; 10/20/09
Adoption: 11/18/08; 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GBGB
STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety and security program and various policies pertaining to school personnel, the Minuteman Regional Vocational Technical School Committee will seek to promote the safety of employees during their working hours and assist them in the maintenance of good health.

Physical examinations will be required of bus drivers, custodians, and food services employees.

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 risk to children or others in the school system or when a doctor's certificate is needed to verify issues related to sick leave.

Identification Badges: In order to promote a safer and more secure school environment for students, staff and visitors, all school staff shall clearly and conspicuously display a Minuteman Regional Vocational Technical School District photo I.D. card at all times during school hours. Photo I.D. badges and lanyards will be provided for all school staff.

Keys: Staff may request a key for their personal classroom or office area. Any and all staff scheduled into a classroom/office may request a key, without charge, for their professional use. The key remains the property of Minuteman Regional Vocational Technical School District and must be turned in to the administration upon request, or upon leaving employment of the district.

CROSS REFS: CORI (ADDA)
School Safety Crisis Plans (EBC)
Accident Prevention and Safety Procedures (EBB)

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

Original adoption:
Revision:
First reading: 9/22/09
Second reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GBGD
WORKMEN'S COMPENSATION

The Committee shall provide Workmen's Compensation as specified in chapter 152 of the Massachusetts General Laws.

Original adoption:
Revision:
First reading: 9/22/09
Second reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GBI
STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Minuteman Regional Vocational Technical School Committee shall not by rule, regulation, or otherwise, restrict any teacher in, or dismiss him/her for, exercising his/her right of suffrage, signing nomination papers, petitioning the general court or appearing before its committees, to the extent that such rights are not exercised on the school premises during school hours, or when their exercise would actually interfere with the performance of school duties. No school resources are to be used in the support of or promoting of any political activity.

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

Original adoption:
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First reading: 9/22/09
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Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GBJ
PERSONNEL RECORDS

The Superintendent shall maintain a personnel file and a payroll file for each staff member. All files shall be updated periodically and kept current.

All staff members shall, at the request of the Superintendent, furnish or assist in the acquisition of documentation to complete or revise the following:

1. Teaching Certificate (or duplicate thereof).
2. Completed Application and Credentials.
3. Official Undergraduate and Graduate Transcripts.
4. Pre-employment Health Records.
5. Records of Salary Deductions.
6. Income Withholding Information.
7. Hospital Insurance Information.
8. Attendance and Sick Leave Information.
9. Supervisory Reports and/or Written Appraisals.
10. Any Documents relating specifically to the staff member.
11. Performance Reviews.
12. Other pertinent records.

All personnel records shall be maintained in accordance with the provisions of the Collective Bargaining Agreements between the School Committee and the employee groups in the School.

LEGAL REFS: M.G.L.c. 4:7; 71:42C
M.G.L.c. 149:52C
Family Educational Rights and Privacy Act, Sc. 438, P.L. 90-247, Title IV as amended, 88 Stat. 571-574 (20 U.S.C. 1232G)

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Minuteman Regional Vocational Technical School District

GC
PROFESSIONAL STAFF

In addition to the staff specifically identified within the recognition clause of any collective bargaining agreement, all other personnel are considered professional staff.

LEGAL REF: M.G.L. c. 71:59

Original adoption:
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Review:
Minuteman Regional Vocational Technical School District

GCA
PROFESSIONAL STAFF POSITIONS

The Minuteman Regional Vocational Technical School District has no fixed number of professional position descriptions. The number of such positions is determined by the Superintendent. Position descriptions are required for every employee position in the School District. A position description should apply to each major type or kind of position. The District should classify all of its employees into "groups" or "types" to the extent possible.

Whenever possible, the "major responsibilities" should be written in a single, "non-subdivided" list. For positions in which the role is unduly complex, a limited number of "major responsibilities" should be listed with the specific duties listed as sub-points under each major responsibility.

In the event of a vacancy in any position, it may be appropriate to update the list of responsibilities.

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Revision:
First reading: 9/22/09
Second reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCB
PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

The Superintendent, Assistant Superintendent/Principal, and Business Manager, shall be employed pursuant to individual employment contracts which set forth the term, compensation, benefits and terms and conditions of the employment. The remaining non-instructional staff and administrators in the District shall be employed pursuant to the provisions of M.G.L.c. 71, sec. 59 which provides for the establishment of compensation by the Superintendent each year in accordance with policies adopted by the School Committee each year. All other district employees shall be employed pursuant to the terms of the Collective Bargaining Agreements between the School Committee and the District employees.

LEGAL REFS: M.G.L.c. 71:40, 71:41, 71:42B, 71:43, 71:59, 150E:6
Employment Agreements
Collective Bargaining Agreements

Original adoption:
Revision:
First reading: 9/22/09
Second reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCFA
HIRING OF INSTRUCTIONAL STAFF

Procedure for Hiring Teachers

The Assistant Superintendent/Principal shall be responsible, consistent with District personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for recommending for hiring all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the School. Before the Superintendent hires any personnel, the Assistant Superintendent/Principal shall undertake the following:

1. Identify and advertise for the vacant position.
2. Ensure that each applicant for the position must complete the appropriate application and submit it together with a resume to the School.
3. Review all applications, conduct interviews with those applicants the Assistant Superintendent/Principal deems appropriate, and submit the recommendation of the preferred candidates to the Superintendent.

The Superintendent shall:

1. Determine salary placement.
2. Report all newly employed staff to the School Committee.
3. May waive any qualification or requirement of candidates for any position if in his/her judgment it is in the best interest of the School.

Certification Requirements

All teachers must be properly certified or have received a waiver from the certification requirements from the Department of Elementary and Secondary Education prior to commencement of employment with the School District.

LEGAL REFS: M.G.L. c 69:6; 71:38; 71:38G; 71:39; 71:42B; 71:45; 71:55B; 74:22E
Massachusetts Board of Education Requirements for Certification of
Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts; as currently revised.

Original adoption:
Revision:
First reading: 9/22/09
Second reading: 10/20/09
Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCFB
HIRING OF ADMINISTRATIVE STAFF

Procedure for Hiring Administrators

The School Committee shall employ the Superintendent and fix the compensation for such position. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint positions of assistant of associate superintendents, who shall report to the Superintendent, and the School Committee shall fix the compensation paid to such assistant or associate superintendents. The School Committee shall approve or disapprove the hiring of said positions, provided such approval shall not be unreasonably withheld and upon the request of the Superintendent the School Committee shall provide an explanation of disapproval.

The Superintendent shall appoint other administrative staff for the School at levels of compensation determined in accordance with policies established by the School Committee.

LEGAL REFS: M.G.L.c. 71:16; 71:37; 71:38; 71:38G; 71:39; 71:42B; 71:45; 71:55B; 71:59; 71:59B
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts as currently revise

Original adoption:
Revision:
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Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCGB
ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

The Superintendent or his/her designee will seek to develop as complete a substitute list as possible so that the instructional program can be effectively carried on in event of the absences of regular classroom teachers.

The consideration of assignment of a substitute will include experience, subject matter, interests, and ability to supervise groups of students.

Original adoption:
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Review:
Minuteman Regional Vocational Technical School District

GCH
PROFESSIONAL STAFF ORIENTATION

Under development.

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Review:
Minuteman Regional Vocational Technical School District

GCHA
MENTOR TEACHERS/ADMINISTRATORS

Under development.

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Review:
Minuteman Regional Vocational Technical School District

GCIB
PROFESSIONAL GROWTH FOR TEACHERS

Held for development 11.17.09

Original Adoption:
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Second reading:
Adoption:
Review:
Minuteman Regional Vocational Technical School District

GCIC
PROFESSIONAL GROWTH FOR ADMINISTRATORS

The Superintendent and the other administrators bear major responsibilities for educational leadership in the Minuteman Regional Vocational Technical School District. It is essential that each administrator continue to grow in both the knowledge of current developments in vocational education and in the skills needed to carry out the responsibilities of a particular position. Accordingly, each administrator, the Superintendent included, will develop an individualized professional growth plan that will include:

1. Specific "growth" objectives to be accomplished.

2. Means by which the objectives are to be accomplished: conferences, workshops, conventions, academic courses, sabbatical leaves, and individual reading and study program.

3. Activities above and beyond the ordinary which will support an administrator's growth as a professional educator: leadership in a professional group, curriculum construction, businesses and industries, educational travel and visitations participating in team efforts to introduce educational improvements, and planning and carrying out other research and development activities.

4. Provisions for a desirable balance between time spent in professional growth activities and the time required for carrying out the responsibilities of the position.

5. Provisions for recording and evaluating professional growth activities with the view of giving credit in the evaluation of an administrator for his/her efforts to grow professionally.

CROSS REFS: Massachusetts Department of Elementary and Secondary Education Certification/Recertification Guidelines

Original adoption:
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First reading: 9/22/09
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Review:
Minuteman Regional Vocational Technical School District

GCID
PROFESSIONAL STAFF TRAINING, WORKSHOPS AND CONFERENCES

Opportunities for professional staff to attend conferences and workshops are provided as indicated in the Professional Development Plan and employment contracts.

LEGAL REFS: M.G.L. 71:73

Original adoption:
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Review:
Minuteman Regional Vocational Technical School District

GCJ
PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT

Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement and must include the reason for dismissal.

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

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

Established by law and Committee policy

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

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Minuteman Regional Vocational Technical School District

GCN
EVALUATION OF PROFESSIONAL STAFF

For pertinent information, refer to the Professional Employees' Collective Bargaining Agreements and individual employment agreements.

Original adoption:
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First reading: 10/21/08; 9/22/09
Second reading: 11/18/0; 10/20/09
Adoption: 11/18/08; 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCQ
PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT

Termination of Contract:

Termination is covered by individual and collective bargaining contracts.

LEGAL REFS: M.G.L. 71:41; 71:42; 71:42B
Collective Bargaining Agreements

Original adoption:
Revision:
First reading: 9/22/09
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Adoption: 11/17/09
Review:
Minuteman Regional Vocational Technical School District

GCR
NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

Staff members may undertake and engage in private employment for which the staff member may be paid by outside individuals or concerns, so long as said activities do not interfere with the duties of the professional staff member in the Minuteman Regional Vocational Technical School District, do not occur during school hours, and so long as such activities do not reflect unfavorably upon the School District. No district resources can be used in the conduct of any employment or volunteer work not associated with the school.

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First reading: 9/22/09
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Review:
Minuteman Regional Vocational Technical School District

GCU
PROFESSIONAL ORGANIZATIONS

Professional staff members are encouraged to engage in activities which will broaden their vision and knowledge of education and increase their competence as they function as members of the School staff.

The Superintendent must authorize in advance the reimbursement of staff members for expenditures for any expenses related to professional development including but not limited to items such as: books, subscriptions, transportation, meals, lodging, membership fees, and conference costs.

LEGAL REFS: M.G.L.c. 40:5; 71:16

Original adoption:
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Review:
Minuteman Regional Vocational Technical School District

GDJ
SUPPORT STAFF ASSIGNMENTS AND TRANSFER

Held for development 11.17.09; see Superintendent.

Employees will be placed on the appropriate salary schedule on the basis of their experience and assigned responsibilities.

The Superintendent is responsible for the assignment of the employee to his/her specific position.

With the advice of supervising personnel, the Superintendent will establish work schedules for all non-instructional employees.

The decision to transfer an employee from one position to another will be based on consideration of factors such as:

1. Desires of the employee and his/her present immediate superior.
2. Quality of work now being performed.
3. Length of service.
4. Possible desired changes in the present position.
5. The advisability of increased or reduced responsibilities.
6. The general welfare of the Minuteman Regional Vocational Technical School District.

It is the responsibility of the Superintendent to make all decisions related to the transfer of employees, in accord with collective bargaining agreements where appropriate.

CROSS REF: Support Staff Policies & Agreements

Original adoption:
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Second reading:
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Review:
Minuteman Regional Vocational Technical School District

GDN
SUPERVISION OF SUPPORT STAFF

For pertinent information, refer to the appropriate Employees' Collective Bargaining Agreements and individual employment agreements.

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Adoption: 11/18/08; 11/17/09
Review:
Minuteman Regional Vocational Technical School District

SECTION H: NEGOTIATIONS

Section H of the policy classification system provides a repository for statements pertaining to the process of negotiating with staff units recognized by the school board.

HA NEGOTIATIONS GOALS

HB NEGOTIATIONS LEGAL STATUS
HBA PROHIBITED PRACTICES

HC SCOPE OF NEGOTIATIONS

HE SCHOOL COMMITTEE NEGOTIATING RIGHTS AND RESPONSIBILITIES

HF SCHOOL COMMITTEE NEGOTIATING AGENTS

HG SUPERINTENDENT'S ROLE IN NEGOTIATIONS

HH EMPLOYEE NEGOTIATING ORGANIZATIONS

HI PRIVILEGES OF STAFF NEGOTIATING ORGANIZATIONS

HMA RESOLUTION OF DISPUTES UNDER THE AGREEMENT

Section approved 11.17.09.

HA
NEGOTIATIONS GOALS

The Minuteman Regional Vocational Technical School District School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

LEGAL REFS: M.G.L 150E
Collective Bargaining Agreements with Staff

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Adoption: 11/17/09; 3/14/23
Review:
Minuteman Regional Vocational Technical School District

HB
NEGOTIATIONS LEGAL STATUS

The Minuteman Regional Vocational Technical School Committee shall comply with M.G.L.c. 150E which regulates collective bargaining with employee organizations.

LEGAL REFS: M.G.L. 71:16; 150E
Collective Bargaining Agreement with Staff

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Second reading: 10/20/09; 11/17/09
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Review:
Minuteman Regional Vocational Technical School District

HBA
PROHIBITED PRACTICES

M.G.L.150E, secs. 10-15 describes those practices of a public employer, or an employee organization or their designated representative or agent, that constitute prohibited practices relating to the formation or maintenance of employee unions and collective bargaining. It is the policy of the Minuteman Regional Vocational Technical School Committee in its dealings with all employee organizations that it shall not engage in any action or conduct which would constitute a prohibited practice.

LEGAL REFS: M.G.L. 150E: 10-15

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Minuteman Regional Vocational Technical School District

HC
SCOPE OF NEGOTIATIONS

The Minuteman Regional Vocational Technical School Committee shall at all times bargain collectively in good faith with all lawful employee organizations with regard to wages, hours, standards of productivity and performance, and any other terms and conditions of employment.

LEGAL REFS: M.G.L. 71:16; 150E: 2,6

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Minuteman Regional Vocational Technical School District

HE
SCHOOL COMMITTEE NEGOTIATING RIGHTS AND RESPONSIBILITIES

The Minuteman Regional Vocational Technical School Committee and the exclusive representative of the employee organization shall meet at reasonable times including meetings in advance of the budget-making process and shall negotiate in good faith with respect to wages, hours, standards of productivity and performance, and any other terms and conditions of employment. As to every matter not expressly covered by a collective bargaining agreement, and except as specifically modified by a specific provision of such agreement, the Committee retains exclusively to itself all rights, powers and responsibilities that it has or may hereafter be granted by law and may exercise same without such exercise being made the subject of a grievance or arbitration proceeding.

LEGAL REFS: M.G.L. 71:16, 150E:6

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Minuteman Regional Vocational Technical School District

HF
SCHOOL COMMITTEE NEGOTIATING AGENTS

Counsel for Collective Bargaining

The Minuteman Regional Vocational Technical School Committee, having all the powers and duties conferred by law on school committees, may, under provisions of the law, employ legal counsel in connection with collective bargaining with employee organizations for school employees.

CROSS REF: BCG

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

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Review:
Minuteman Regional Vocational Technical School District

HG
SUPERINTENDENT'S ROLE IN NEGOTIATIONS

The School Committee is responsible for negotiations with employee bargaining units.

The Superintendent shall be the primary resource to the Minuteman Regional Vocational Technical School Committee in all matters pertaining to collective bargaining and negotiations with staff. The Superintendent shall confer with the other school administrators to identify those areas of concern and issues that the administration determines should constitute proposals to be made during such negotiations. The Superintendent shall review all proposals to be made by the Committee to insure that they are relevant and appropriate; shall review the proposals submitted by all employee groups and staff; shall confer with the negotiation representative(s) for the Committee concerning strategies, methods, and substantive responses to be made during negotiation sessions; and shall attend or provide for the attendance of another appropriate administrator at all negotiation sessions.

The Superintendent shall meet with the School Principal to discuss the terms and conditions of his/her employment and may enter a written contract for employment with the Principal following M.G.L. Regulations.

LEGAL REFS: M.G.L. 71:16(1); 71:41; 71:59
Superintendent's Employment Agreement

Original adoption:
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Review:
Minuteman Regional Vocational Technical School District

HH
EMPLOYEE NEGOTIATING ORGANIZATIONS

All eligible staff shall have the right to 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 free from interference, restraint or coercion. The Labor Relations Commission shall prescribe rules and regulations and establish procedures for the determination of appropriate bargaining units. A staff member shall have the right to refrain from all organization activities, except for the payment of a service fee if such payment is prescribed by law and a bargaining agreement.

The Collective Bargaining Agreement prohibits any association representative from causing, condoning, encouraging, supporting or taking part in any strike, slow down or withholding of nonvoluntary services or any other interference with the operation of the school district.

LEGAL REFS: M.G.L. 150E:2; 150E:3; 150E:4; 150E:12; 180:17G
Collective Bargaining Agreements with Staff

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Minuteman Regional Vocational Technical School District

HI
PRIVILEGES OF STAFF NEGOTIATING ORGANIZATIONS

The exclusive representative shall have the right to act for and negotiate agreements covering all staff members in the unit and shall be responsible to represent the interests of all such employees without discrimination and without regard to employee organization membership. The exclusive representative shall have the right to be present at grievance conferences involving staff members.

The exclusive representative shall have the same access to School facilities as any other organization for the purpose of conducting its business.

The staff will not allow collective bargaining to interfere with teaching and learning and/or relationships with students.

LEGAL REF: M.G.L. 150E:5
Teachers' Bargaining Agreement Article XII (Academic Freedom)

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Review:
Minuteman Regional Vocational Technical School District

HMA
RESOLUTION OF DISPUTES UNDER THE AGREEMENT

The Minuteman Regional Vocational Technical School Committee and any employee organization may include in any collective bargaining agreement a grievance procedure culminating in final and binding arbitration. In the absence of such grievance procedure, binding arbitration may be ordered by the Labor Relations Commission upon request of either party; provided that any such grievance procedure shall, whenever applicable, be exclusive and shall any other applicable grievance procedure provided by law, subject to the terms of M.G.L. 150E:8.

LEGAL REFS: M.G.L. 150E:5, 7, 8, 9
Collective Bargaining Agreements with Staff

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Review:
Minuteman Regional Vocational Technical School District

SECTION I: INSTRUCTION

Section I of the policy classification system provides a repository for statements on the instructional program: basic programs, special programs, activities programs, instructional resources, and academic achievement.

IA INSTRUCTIONAL GOALS

ICA SCHOOL YEAR/SCHOOL CALENDAR

IGD CURRICULUM ADOPTION AND REVIEW

IHAE PHYSICAL EDUCATION
IHAM HEALTH EDUCATION
IHAMB TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO
IHB OFF CAMPUS WORK PROJECTS
IHBA SPECIAL NEEDS PROGRAMS AND SERVICES
IHBF HOMEBOUND INSTRUCTION
IHCA SUMMER SCHOOL COURSES, INTERNET OR CORRESPONDENCE COURSES

IJ INSTRUCTIONAL MATERIALS
IJNC RESOURCE CENTER/MEDIA CENTERS/SCHOOL LIBRARY

IKF GRADUATION REQUIREMENTS
IKFB EVALUATION OF INSTRUCTION PROGRAMS (Also: AFE)

ILD STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

IMDA DISPLAY AND PLEDGE TO FLAG

IMG ANIMALS IN SCHOOL

Section Index updated 5.15.18.

IA
INSTRUCTIONAL GOALS

The primary function of the Minuteman Regional Vocational Technical School District is to provide for the instruction of students. All staff activities and efforts shall be directed toward providing a high quality, effective, and ever-improving instructional program.

CROSS REF: ADA

LEGAL REF: 603 CMR 26:00
M.G.L. 69:1D

REC'D NESDEC

Original Adoption:
Revision:
First reading: 9/14/10
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Adoption:
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Minuteman Regional Vocational Technical School District

ICA
SCHOOL YEAR/SCHOOL CALENDAR

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

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

The District will follow all mandatory provisions of state and federal laws and regulations related to this policy, as amended.

SOURCE: MASC Reviewed 2023

LEGAL REFS.: M.G.L. 4:7; 69:1G; 71:1; 71:4; 71:4A; 71:73; 136:12

First Reading: 2/10/2026
Second Reading: 3/10/2026
Adopted: 3/10/2026
Minuteman Regional Vocational Technical School District

ID
SCHOOL DAY

The length of the school day is established in the collective bargaining agreement with the school union. The specific opening and closing times of school will be detailed in the student handbook.

SOURCE: MASC - Reviewed 2023

LEGAL REFS.: M.G.L. 69:1G; 71:59 71:16

603 R 27.00

First Reading: 2/10/2026
Second Reading: 3/10/2026
Adopted: 3/10/2026
Minuteman Regional Vocational Technical School District

IGD
CURRICULUM ADOPTION AND REVIEW

The Minuteman Regional Vocational Technical School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will advance the educational goals of the district.

The Superintendent will have authority to approve new programs and courses of study that have been developed in accord with Chapters 71 and 74 of the Massachusetts General Laws and the Department of Elementary and Secondary Education procedures governing academic, career/technical and vocational programs.

The School Committee will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach and will accept program and curriculum annually in the Program of Studies.

The Program of Studies will inform the School Committee of all new courses and substantive revisions in curriculum. The School Committee will receive additional reports upon request.

LEGAL REF: M.G.L. 71:1, 71:2, 69:1E, 74:6

603 CMR 26:05

First Reading: 9/14/2010
Second reading: 12/14/2010
Adopted: 12/14/2010
Revised: 3/10/2026
Minuteman Regional Vocational Technical School District

IHAE
PHYSICAL EDUCATION

Physical Education shall be taught for the purpose of promoting the physical well being of students. No student shall be required to take part in physical education exercises if a licensed physician certifies in writing that in his/her opinion such physical education exercises would be injurious to the student.

The school shall attempt to meet the needs and interests of the diversity of students who attend the school, and shall ensure that during physical education classes all students are able to participate.

LEGAL REF: M.G.L. 71:3

REC'D NESDEC

Original Adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IHAM
HEALTH EDUCATION

The Minuteman Regional School District provides notice to parents before implementing curriculum which primarily involves human sexual education or human sexuality issues. In accordance with Chapter 71, Section 32A of the General Laws of Massachusetts, a parent or guardian may exempt their child from participating in curriculum activities that involve human sexual education or human sexuality issues. This policy affords parents or guardians the flexibility to exempt their child from any portion of said curriculum through the written notification to the Principal. No child so exempted shall be penalized by reason of such exemption.

Program materials shall be made accessible to parents and guardians through the office of the Principal.

LEGAL REF: 71:32A

First Reading: 9/14/2010
Second Reading: 12/14/10
Adopted: 12/14/2010
Revised: 3/10/2026
Minuteman Regional Vocational Technical School District

IHAMB
TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

The Minuteman Regional Vocational Technical School District shall comply with M.G.L in providing the required instruction regarding the abuse of drugs, alcohol, and tobacco.

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

Original adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review: 7/12/16
Minuteman Regional Vocational Technical School District

IHB
OFF-CAMPUS WORK PROJECTS

The purpose of off-campus student work projects shall be to promote learning relevant to the student's chosen major. Students may also contribute to non-profit, public-service projects and other community service activities.

These projects will provide Minuteman students with the most advantageous learning environment in which to develop skills.

The School District expects that the above persons shall comply with Chapter 268A of the Massachusetts General Laws regarding the conduct of public officials and employees.

Proposed projects will be presented to the Superintendent for review and shall align with the competencies of the program, meet all federal and state safety and health guidelines and, where possible, help foster the development of good will in our member communities. Projects will be prioritized based upon an objective process developed by the Superintendent with the involvement of the Director of Career and Technical Education, Advisory Committee members and appropriate community representatives. The Superintendent will inform the School Committee of all off-site work projects.

LEGAL REF: M.G.L. 74.2B, 268A (Ethics)

Original adoption: 10/07/80
Revision: 5/19/97, 8/23/98
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IHBA
SPECIAL NEEDS PROGRAMS AND SERVICES

The Minuteman Regional Vocational Technical School District shall comply with all laws and regulations relating to persons with handicapping conditions or special needs.

"Reasonable accommodations" will be provided to ensure the student a "free and appropriate education" in the least restrictive environment feasible.

CROSS REF: Student/Parent Handbook

LEGAL REF: M.G.L.Ch. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Rehabilitation Act of 1973
Board of Education Regulations, 603 CMR 28.00
Individuals with Disabilities Education Act, P.L. 94-142
Americans with Disabilities Act, 42 U.S.C. 12101
Amendment Article 114, Massachusetts Constitution; M.G.L.Ch. 151C:2(e)

REC'D NESDEC

Original adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IHBF
HOMEBOUND INSTRUCTION POLICY

Minuteman Career & Technical High School will furnish home/ hospital educational instruction to those students who are unable to attend classes for 14 school days due to a physical injury, medical situation, or a severe emotional problem. The Massachusetts regulation requiring educational services in the home or hospital is 603 CMR 28.03(3)(c). It reads as follows:

> Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

To qualify for this service, the student needs to complete the appropriate State form: Temporary Home & Hospital Physicians Statement Form completed by a medical doctor requesting the home / hospital educational instruction, stating the reasons why, and estimating the time the student will be out of school and potential return date. This form is available through the Special Education Department and when completed, needs to be sent to the school's Administrator of Special Education.

Educational instruction, provided in a home/hospital setting, is offered in core academic subjects and in subjects that do not require laboratories and/or specialized equipment. The instruction is designed to provide maintenance in the core academic courses so that when the student returns to school, he/she will not be at a disadvantage because of the illness or hospitalization.

In all cases, home/hospital educational instruction is subject to the availability of a qualified instructor.

CROSS REF: Student Handbook

Original adoption: 3/20/07
Revision: 12/14/10; 12/11/18
First reading: 3/20/07; 9/14/10; 11/13/18
Second reading: 12/14/10; 12/11/18
Adoption: 12/14/10; 12/11/18
Review:
Minuteman Regional Vocational Technical School District

IHCA
SUMMER SCHOOL COURSES, INTERNET OR CORRESPONDENCE COURSES

If a student fails an academic course at the Minuteman Regional High School, the transcript will reflect the course name, grade of F, Credit (0), and the course level. The student may take a summer/outside course for credit for a failed academic course under the following conditions:

- A student who is failing an academic course during the regular school year must remain in the course for the entire year if he/she wishes to take the same course (title) for credit during summer school.
- A student who voluntarily drops an academic course or who is removed permanently from an academic course during the school year will not be allowed to retake the course (title) from which he/she dropped or was removed. A student may take a different titled academic course for credit. This may be accomplished through standard scheduling or by any approved Internet or correspondence course. Recommendation shall be made to the principal by the Director of Curriculum, Instruction and Assessment. Online learning shall be budgeted. The Department Chairperson and Guidance Counselor must approve all courses taken for credit outside of Minuteman.
- Any expense associated with online learning shall be preapproved by the Superintendent prior to registration or enrollment.
- A student must achieve a grade of C- or higher in any summer school course, Internet course, or correspondence course in order to apply credit toward graduation.
- The transcript of a student who takes a summer/outside course will note the course name, grade, and all credit earned. The course will be designated as unleveled and not be computed as part of the overall G.P.A. of the student.
- Any outside course work that a student wishes to enroll in must be approved by his or her guidance counselor.
- A student wishing to take courses online may do so with approval from his or her guidance counselor.

CROSS REF: Student/Parent Handbook

Original adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IJ
INSTRUCTIONAL MATERIALS

The Superintendent or his/her designee, shall at the expense of the School District, purchase textbooks and other school supplies, including necessary tools, implements and materials and, consistent with the district policy, shall provide them to the students attending the School free of charge. The Superintendent or his designee shall also, at like expense, procure and/or provide access to such technology, equipment, tools, reference materials and other means of instruction, as may be needed. Said purchases shall be made in accordance with the procurement law and the purchasing guidelines adopted by the School Committee.

LEGAL REFS: M.G.L. 71:16; 71:48; 71:49

REC'D NESDEC

Original adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IJNC
RESOURCE CENTER/MEDIA CENTERS/SCHOOL LIBRARY

The School shall maintain a well-equipped library that shall contain such materials as are appropriate for academically rigorous vocational technical high school. Such materials shall be acquired under the supervision of the librarian/media specialist subject to the approval of the Superintendent or his designee.

The Library shall be a flexible space where multiple styles of teaching and learning activity take place simultaneously. The area shall be arranged to facilitate individual and small group work, instruction, large group projects and presentations, quiet study and include a computer classroom and individual workstations. Students and staff shall have full access to a collection comprised of a variety of print and electronic resources. Information resources are acquired under the supervision of the librarian/media specialist and subject to the approval of the Superintendent or his/her designee. It is the responsibility of the librarian to have the necessary materials available to support and enrich the curriculum of the school.

CROSS REF: NEASC STANDARDS

LEGAL REF: Board of Education Regulations, 603 CMR 4.11

Original adoption:
Revision:
First reading: 9/14/10
Second reading: 12/14/10
Adoption: 12/14/10
Review:
Minuteman Regional Vocational Technical School District

IKF
GRADUATION REQUIREMENTS

Students who have met (1) all local requirements and who have earned (2) a Competency Determination (CD) in alignment with current legal and DESE guidelines will be granted a traditional Minuteman High School Diploma.

Local Graduation Requirements:

To graduate from Minuteman High School, a student must meet the requirements for the year of graduation (YOG) including but not limited to coursework and credits.

English	8 credits	4 years - Academic
Math	8 credits	4 years - Academic
Science	8 credits	4 years - Academic
History	8 credits	4 years - Academic
Comprehensive Health & Physical Education	4 credits	4 years - Academic
Selectives or Electives including World Language	8 credits	4 years - Academic
Career Exploration & Technical Study	52 credits	4 years – Vocational
Minimum Number of Credits Required for a Diploma	96 credits	

AND

Competency Determination:

If DESE or the State articulates requirements for CD, a student must pass any state required assessments, projects, or expectations as applicable.

If law/regulations/DESE guidance defers the CD determination to the District, the following coursework as determined by the District's grading policy and mastery as indicated below is required to earn a CD:

Class of 2026

English 9 and English 10	4 credits	Common Final Exam minimum 70% mastery	Summer Support Opportunity for both/either coursework and/or mastery
Algebra I and Geometry	4 credits		
Biology, Physics,	2 credits		

Original adoption:
First reading: 7/22/25
Second reading: 8/20/25
Adoption: 8/20/25
Minuteman Regional Vocational Technical School District

Chemistry, or Technology & Engineering			

Class of 2027 & Beyond

English 9 and English 10	4 credits	Common Final Exam minimum 70% mastery	Summer Support Opportunity for both/either coursework and/or mastery
Algebra I and Geometry	4 credits		
Biology, Physics, Chemistry, or Technology & Engineering	2 credits		
US History	2 credits		

All identified courses address all standards as outlined by Massachusetts State Frameworks.

If a student has not successfully met the CD requirement by fall of the student's senior year, the student may request a CD appeal through a request in writing to the high school principal. The appeal will be adjudicated by the District through a transcript and records review including documentation of any special circumstances within 30 business days.

Students with disabilities and English Language Learners will be provided appropriate accommodations in alignment with accommodations received during the school year.

Late enrolling students who do not have the opportunity to meet the CD requirement are eligible for a District appeal through a transcript and records review including documentation of any special circumstances.

If no records or transcripts are available for review, the district may use MCAS scores to determine competency in this limited circumstance.

Former students who have not yet earned a CD and who would like to earn a high school diploma may request a transcript review for Competency Determination eligibility in writing to the high school principal. The appeal will be adjudicated by the District through a transcript and records review including documentation of any special circumstances within 30 business days. If the student meets both local graduation requirements and the CD requirement, a high school diploma will be issued at the next semester break.

Original adoption:
First reading: 7/22/25
Second reading: 8/20/25
Adoption: 8/20/25
Minuteman Regional Vocational Technical School District

ILD
STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes. Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
6. Critical appraisals of others with whom respondents have close family relationships;
7. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
8. Religious practices, affiliations, or beliefs of the student or parents; or
9. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Original adoption: 5/15/18
Revision:
First reading: 4/10/18
Second reading: 5/15/18
Adoption: 5/15/18
Review:
Minuteman Regional Vocational Technical School District

SOURCE: MASC February 2018

CROSS REF.: JRA, Student Records

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Original adoption: 5/15/18
Revision:
First reading: 4/10/18
Second reading: 5/15/18
Adoption: 5/15/18
Review:
Minuteman Regional Vocational Technical School District

IMDA
DISPLAY AND PLEDGE TO FLAG

The School Committee shall provide flags of the United States of silk or bunting not less than two feet long, such flags or bunting to be manufactured in the United States, and suitable apparatus for their display as hereinafter provided.

A flag shall be displayed weather permitting, on the School building or grounds on every school day and on every legal holiday or day proclaimed by the governor or the President of the United States for especial observance; provided that on stormy school days, it shall be displayed inside the building.

A flag shall be displayed in each classroom in the School. At the commencement of the first class of each day, the class shall recite the "Pledge of Allegiance to the Flag". However, it shall be the right of every student to remain silent.

LEGAL REF: M.G.L. 71:69

REC'D NESDEC

Original adoption
Revision:
First reading: Held 9/14/10; discussion inconclusive; to be revisited.
Second reading:
Adoption:
Review:
Minuteman Regional Vocational Technical School District

IMG
ANIMALS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal. The Minuteman Regional Vocational Technical School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

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

Educational Program

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

Student Health

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

Animals Prohibited from School

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

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

Original adoption:
Revision:
First reading: 4/5/11
Second reading: 5/10/11
Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

Fur-Bearing Animals (pet dogs*, cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.
Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.
Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

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

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

Service Animals (Guide or Assistance Dogs)

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

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

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

- assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs",
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the

Original adoption:
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First reading: 4/5/11
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Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal, will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

Original adoption:
Revision:
First reading: 4/5/11
Second reading: 5/10/11
Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

SECTION J: STUDENTS

Section J of the policy classification system provides a repository for statements concerning students -- admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the instruction of students, and extracurricular programs and the curriculum are filed in Section I: Instruction.

JA STUDENT POLICIES GOALS
JB NONDISCRIMINATION (Also: AC)
JBA NONDISCRIMATION ON THE BASIS OF GENDER (Also: ACA)
JBB CIVIL RIGHTS POLICY

JE STUDENT ATTENDANCE
JF ADMISSIONS POLICY
JFABD HOMELESS STUDENT
JFABE EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN
JFABF EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE
JFBB SCHOOL CHOICE
JFC STUDENT WITHDRAWAL FROM SCHOOL
JFCA TRANSFER TO ANOTHER DISTRICT

JHA TARDINESS POLICY
JHB TRUANCY
JHBA STUDENT ATTENDANCE OFFICER
JHC RELEASED TIME FOR STUDENTS

JI STUDENT RIGHTS AND RESPONSIBILITIES
JIB/JIBC STUDENT INVOLVEMENT IN DECISION MAKING
JIC STUDENT CONDUCT
JICFA HAZING
JICFA-E HAZING REGULATIONS
JICFB BULLYING
JICG TOBACCO USE BY STUDENTS
JICH ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED
JICI DANGEROUS WEAPONS IN SCHOOL
JIE PREGNANT STUDENTS

JJA STUDENT TRAVEL
JJA-R STUDENT TRAVEL REGULATIONS

JJE STUDENT FUNDRAISING ACTIVITIES

JJFA EXCESS FUNDS: SENIOR CLASS
JJIF CONCUSSION/HEAD INJURY POLICY

JKA CORPORAL PUNISHMENT
JKAA STUDENT RESTRAINT POLICY
JLA STUDENT INSURANCE PROGRAM
JLC STUDENT HEALTH SERVICES AND REQUIREMENTS
JLCC COMMUNICABLE DISEASES
JLCD ADMINISTERING MEDICINES TO STUDENTS
JLD GUIDANCE PROGRAM

JRA STUDENT RECORDS

Section approved 5.10.11; amended 3.13.12; updated 5.17.16; updated 9.27.16; updated 6.13.17; updated 1.16.18; updated 5.15.18 ; updated 2.10.21

JA
STUDENT POLICIES GOALS

The Minuteman Regional Vocational Technical School District exists to provide career and technical education of the highest quality and order to its students who are the primary focus of the programs and services offered by the school. As such, the rights, responsibilities, conduct, attendance, activities, discipline, and welfare of the students are of utmost importance. The School Committee, therefore, establishes the following policies to create a learning environment in which all students will succeed and flourish.

LEGAL REF: 603 CMR 26:00

Original adoption:
Revision:
First reading: 3/1/11
Second reading: 4/5/11; 5/10/11
Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

JB
NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The Minuteman Regional Vocational Technical School District will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, religious and ethnic groups.

3. Carefully consider, in all the decisions made within the School District, the potential benefits or adverse consequences that those decisions might have on the human relationships within the school community.

Through its School Committee, the District declares that it does not discriminate on the basis of race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation or gender identity in its programs or activities, including its admissions and employment practices. Additionally, the District does not discriminate against individuals on the basis of homelessness, consistent with the McKinney-Vento Act. The School District further declares that it does not tolerate harassment or discrimination based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness.

This policy of non-discrimination extends to all students and staff, the general public, and individuals doing business with the District.

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness may be brought to a Civil Rights/Title IX Coordinator for investigation. This includes complaints under Title IX or Section 504.

The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Original adoption:
Revision:
First reading: 10/21/08; 3/1/11; 12/18/12 (as AC); 11/14/17
Second reading: 11/18/07; 4/5/11; 5/10/11; 1/22/13 (as AC); 1/16/18
Adoption: 11/18/08; 5/10/11; 1/22/13 (as AC)
Review: SS, EB, AD for 11/14/17; by Counsel 1/12/18
Minuteman Regional Vocational Technical School District

Civil Rights/Title IX Coordinator
758 Marrett Road
Lexington, MA 02421
781-861-6500 x7301

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Minuteman Regional Vocational Technical School may also be referred to:

Office for Civil Rights U.S. DOE
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Phone: 617-289-0111
FAX: 617-289-0150
e-mail: OCR.Boston@ed.gov

Massachusetts Department of Education,
75 Pleasant St., Malden, MA 02148-4906
Phone 781-338-3000

Massachusetts Commission Against Discrimination
One Ashburton Place #601,
Boston, MA 02108
Phone: 617- 994-6000).

CROSS REF: ACA, ACAA, GBBA, and JBA
Minuteman Student/Parent Handbook

LEGAL REFS: Title VI and Title VII of the Civil Rights Act of 1964, as amended
Executive Order 11246, as amended by Executive Orders 11375 and 13672
Equal Pay Act of 1963, as amended by the Education Amendments of 1972
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Individuals with Disabilities Education Act (IDEA)
M.G.L. Chapter 71B: Children with Special Needs
M.G.L. Chapter 76 §§5 and 16
603 CMR 26.00: Access to Equal Educational Opportunity
603 CMR 28.00: Special Education

Original adoption:
Revision:
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Review: SS, EB, AD for 11/14/17; by Counsel 1/12/18
Minuteman Regional Vocational Technical School District

JBA
NONDISCRIMINATION ON THE BASIS OF GENDER

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the Minuteman Regional Vocational Technical School District does not and will not discriminate on the basis of sex, sexual orientation, or gender identity in its educational programs and activities. Further, the District will not tolerate discrimination on the basis of sex, sexual orientation, or gender identity.

This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of sex, sexual orientation, or gender identity should be brought to the school's Civil Rights/Title IX Coordinator(s) for investigation. The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator
758 Marrett Road
Lexington, MA 02421
781-861-6500 x7301

CROSS REF: AC, ACAA, and JBA

LEGAL REF: Title IX of the Education Amendments of 1972
45 CFR, Part 86: Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
M.G.L. Chapter 76 §§5 and 16
603 CMR 26.00: Access to Equal Educational Opportunity

Original adoption:
Revision:
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Review:
Minuteman Regional Vocational Technical School District

ALSO: ACAA, GBAA

JBB
CIVIL RIGHTS POLICY

The Minuteman Regional Vocational Technical School District prohibits all forms of harassment, discrimination, and hate crimes based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. Minuteman Regional Vocational Technical School District also prohibits bullying or harassment of school community members for reasons unrelated to their race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness. The District also will not tolerate retaliation against persons who take action consistent with this Policy.

It is the policy of the Minuteman Regional Vocational Technical School District to maintain an instructional and working environment that is free from discrimination and harassment of any kind. Administrators and supervisors will make it clear to all staff, students, and vendors that discrimination and harassment are prohibited. Discrimination and harassment shall be specifically addressed during meetings with students and in-service programs with staff.

Discrimination and harassment of staff or students interfere with the learning process and will not be tolerated. Discrimination or harassment by board members, employees, parents, students, vendors, and others doing business with the District is prohibited. The District will not tolerate any unlawful or disruptive behavior, including any form of harassment, bullying, discrimination, or hate crimes in our school or at school-related activities.

The District will promptly investigate all reports and complaints of harassment, bullying, discrimination, and hate crimes, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency. The District will support this Policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

The District will implement procedures consistent with this policy. To the extent there is any direct conflict between this policy and the District's Sexual Harassment polic(y/ies), the provisions of the District's Sexual Harassment polic(y/ies) shall supersede this policy.

A. APPLICATION

Original adoption: 8/23/88
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Review: voted to add to Student / Parent Handbook 340, 9/8/98, 10/21/08, 3/1/11; reviewed SS, EB, AD for 11/14/17 and relettered (formerly JBA-E); counsel 1/12/18

This Policy applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law. It applies to all students, school committee members, school employees, independent contractors, school volunteers, parents and legal guardians of students, and visitors to district schools where the conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this Policy, however, is designed or intended to limit the District's authority to discipline or take remedial action under Massachusetts General Laws Chapter 71, §§37H, 37H 1/2, or 37H 3/4**,** or in response to violent, harmful, or disruptive behavior, regardless of whether this Policy covers the conduct.

B. DISCIPLINARY AND CORRECTIVE ACTION

Violation of this Policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

C. RESPONSIBILITIES

A. Each School Community Member is responsible for:

1. complying with this Policy, where applicable;
2. ensuring that (s)he does not harass, discriminate against, or commit a crime against another person on school grounds or in a school-related activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability;
3. ensuring that (s)he does not bully another person on school grounds or in a school-related activity;
4. ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and
5. cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

B. Each School Employee, Independent Contractor and School Volunteer is ALSO responsible for:

1. responding appropriately, and intervening if able to take action safely, when witnessing harassment, bullying, discrimination, retaliation, or a hate crime on school grounds or in a school-related activity;

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Minuteman Regional Vocational Technical School District

2. cooperating with the District's efforts to prevent, respond effectively to, and eliminate harassment, bullying, discrimination, and hate crimes; and
3. promptly reporting all information s(he) knows concerning possible harassment, bullying, discrimination, retaliation, or a hate crime to a designated school official when (s)he witnesses or becomes aware of that conduct occurring on school grounds or in a school-related activity.

D. REPORTING VIOLATIONS OF THE CIVIL RIGHTS POLICY

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of race, color, national origin, ethnicity, sex, disability, religion, sexual orientation, gender identity, or age may be brought to a Civil Rights/Title IX Coordinator for investigation. This includes complaints under Title IX or Section 504.

The Superintendent will ensure that all students and employees are notified of the name, office address, and telephone number of the Civil Rights/Title IX Coordinator(s). The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator
758 Marrett Road
Lexington, MA 02421
781-861-6500 x7301

E. PROTECTION AGAINST RETALIATION

The District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action.

F. DEFINITIONS

DISABILITY: A physical or mental impairment that substantially limits one or more major life activities (a) where the person has such an impairment, (b) has a record of such an impairment, (c) is regarded as having an impairment, or (d) has an individualized education program (IEP).

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DISCRIMINATION: Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of his/her race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability. A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

BULLYING: Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to himself or herself or of damage to his/her property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyberbullying

HARASSMENT: Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the District's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational or work environment. A single incident, depending on its severity, may create a hostile environment.

Harassment based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays (such as swastikas), or symbols on school or another person's property (e.g., books or backpacks);
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites;
- Defacing, damaging, or destroying school (e.g., desks, lockers or school walls) or another person's property; throwing objects (eggs, paint).

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For informational purposes, and without limitation of any provision of this policy, examples of Specific Types of Harassment include, depending upon the circumstances:

Disability Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, imitating manner of movement, using slurs referring to an individual's actual or perceived disability status, or invading personal space to intimidate.

National Origin Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her national origin, ancestry, or ethnic background, such as ethnic slurs or negative comments about surnames, customs, language, accents, immigration status, or manner of speaking.

Racial Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including characteristics of a person's race or color, such as racial slurs or insults, racial graffiti or symbols, hostile acts based on race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

Religious Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her religion or non-belief, including derogatory comments about religious beliefs, traditions, practices, or religious clothing.

Sexual Orientation Harassment

- Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms, taunting, or invading personal space to intimidate.

Sexual Harassment

- Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by another student, a school employee, or a third

party on school property or at a school-related activity is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from The District's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. A victim may also be someone reasonably affected by conduct directed toward another individual.

- *Quid pro quo* sexual harassment occurs when a school district's employee explicitly or implicitly conditions participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the student submits to the conduct. Quid pro quo sexual harassment occurs, for example, when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee. Quid pro quo sexual harassment also occurs when a school district's employee conditions an employee's employment on submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or a basis for an employment decision (e.g., promotion, demotion, alteration of duties or hours or performance reviews).

- Sexual harassment may occur between any two or more individuals, including but not limited to adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.

  Depending on the circumstances, sexual harassment may include, but is not limited to:

  - **Verbal forms of sexual harassment**, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, making unwanted gender-based references to a person's physical characteristics;
  - **Written forms of sexual harassment**, including obscene graffiti, sexually graphic computer messages or games, love poems or letters continuing after being informed they are unwelcome;

- **Nonverbal forms of sexual harassment**, including offensive gestures, following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- **Visual forms of sexual harassment,** including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters; or
- **Unwelcome physical touching**, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

HATE CRIME: A crime motivated by hatred or bias, or where the victim is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, or sexual orientation from the perpetrator or because the targeted person has a disability. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

Indicators that a crime may constitute a hate crime include, but are not limited to:

- Use of racial, ethnic, religious or anti-gay slurs;
- Use of symbols of hate, such as a swastika or burning cross;
- Similar behavior toward others who are members of the same protected class;
- The perpetrator's protected class is different from the victim's;

- The incident occurs while the victim was promoting a racial, religious, ethnic/national origin, disability, gender or sexual orientation group, such as attending an advocacy group meeting, or participating in a students' gay-straight alliance, or a disability rights demonstration.

INDEPENDENT CONTRACTOR: Any person, organization, or company who contracts with and/or provides goods, supplies, or services to the District or a school, and who is not a school employee and is not under the direction or control of the District (e.g., bus drivers and school vendors).

NATIONAL ORIGIN: A person's ancestry, country of origin, or the country of origin of the person's parents, family members or ancestors.

RETALIATION: Any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a

complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

REPORTER: A person reporting an incident who is a third party and not the victim of the alleged conduct that violates the Policy.

SCHOOL COMMUNITY MEMBER: Any student, administrator or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

SCHOOL EMPLOYEE: Any school administrator, teacher, school counselor, nurse, secretary, librarian, and any other professional or support staff member employed by the District, and (except school volunteers) subject to the District's direction or control.

SCHOOL-RELATED ACTIVITY: Any school-sponsored activity, such as a field trip or an athletic competition**;** any school-related function or event, such as a PTO meeting; where school officials have supervisory responsibility for students; or where students are using school transportation or are at a designated school bus stop.

SCHOOL VOLUNTEER: Any person who without compensation provides goods, supplies, or services to The District or its schools on a one time or an ongoing basis, and who is not a school employee or independent contractor.

G. FURTHER OPTIONS FOR REPORTING

As outlined above, complaints may be filed with the Civil Rights/Title IX Coordinator at Minuteman.

In certain cases, harassment of a student may constitute child abuse under Massachusetts law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse. The District will also report instances of harassment that may involve a crime to law enforcement authorities in a manner consistent with applicable law.

In addition to the above, if an employee or student believes he/she has been subjected to harassment, a formal complaint may be filed with one or more of the government agencies set forth below. Using Minuteman's complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 300 days).

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1. **The United States Equal Employment Opportunity Commission (EEOC)**
   John F. Kennedy Federal Building
   Government Center
   4th Floor, Room 475, Boston, MA 02203
   (617) 565-3200, TTY: (617) 565-3204

2. **The Massachusetts Commission Against Discrimination (MCAD)**
   Boston Office:
   One Ashburton Place - Room 601, Boston, MA 02108
   (617) 727-3990

   Springfield Office:
   436 Dwight Street, Room 220, Springfield, MA 01103
   (413) 739-2145, TTY: (617) 994-6196

3. **The U.S. Department of Education, Office for Civil Rights**
   5 Post Office Square, 8th Floor
   Boston, MA 02109-3921
   (617) 281-0111

4. **Massachusetts Department of Education**
   75 Pleasant Street
   Malden, MA 02148
   (781) 388-3300

CROSS REFS: AC, ACA, JBA, JICFB
Minuteman Student/Parent Handbook

LEGAL REFS: Title VI and VII of the Civil Rights Act of 1964 as amended
Title IX of the Education Amendments of 1972
U.S. Equal Employment Opportunity Commission regulations
603 CMR 26:00: Access to Equal Educational Opportunity

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Minuteman Regional Vocational Technical School District

JE
STUDENT ATTENDANCE

The Minuteman Regional Vocational Technical School District shall provide for and enforce the school attendance of all students actually enrolled in the district school. The School Committee, administration and faculty are committed to making the learning experiences rewarding and challenging for all students. We recognize that the greatest level of vocational and academic achievement is possible only when students attend school on a daily basis.

Specific information regarding student attendance is contained in the Student / Parent Handbook, under "Attendance Policy" which is reviewed, published and approved by the School Committee each year.

CROSS REF: Student / Parent Handbook

LEGAL REF: M.G.L. 69:1; 76:1; 76:2

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Revision:
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Second reading: 4/5/11
Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

JF
ADMISSIONS POLICY

INTRODUCTION

Massachusetts state regulations (603 CMR 4.00) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

1. ADMISSIONS

When Minuteman Regional Vocational Technical School District (Minuteman) receives more applications than it has available seats, Minuteman runs a weighted lottery system to determine which students it will admit. The process Minuteman applies has been approved by its School Committee, and the School Committee will approve the use of these criteria annually. Minuteman's admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Minuteman admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

If a student's primary home language is not English, Minuteman will provide them with an application in their home language. Please contact our Admissions Office at (781) 861-6500 extension 3 or admissions@minuteman.org if you have questions or need help filling out the application.

Minuteman is committed to providing educational opportunities to students experiencing homelessness. Please contact Minuteman's homeless liaison, Assistant Superintendent of Student Services, at studentservices@minuteman.org with any questions.

Students with disabilities may voluntarily identify themselves to Minuteman to request reasonable accommodations during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Minuteman.

Consistent with Massachusetts regulations, Minuteman recruits, markets, and analyzes enrollment and retention with "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." These strategies may include but are not limited to:

- Attending student and/or parent events at sending district middle schools.

- Yearly data analysis of the academic and demographic profiles of population trends.
- Providing informational in-person presentations annually to 8th grade classes – in addition but not limited to email & mail communication.
- Providing an open house, tour days, shadow days, virtual information sessions, and a showcase day.
- Ensuring that information on http://www.minuteman.org/admissions of our philosophy, programming, and campus life activities is up-to-date, easily accessible, and available in multiple languages.

III. ELIGIBILITY

Any rising 9th, 10th, 11th, or 12th grade student who is a resident of Minuteman's member towns may apply for admission to Minuteman. Students may only be admitted to Minuteman if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Students who reside in member towns who have submitted a completed application according to our published timeline shall be admitted prior to any students residing in non-member towns. The admissions application requires all applicants verify legal residency within the District.

NON-RESIDENT STUDENTS:

Students who are not residents of Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, or Stow are eligible to apply for admission to Minuteman. Please be aware that residents of the aforementioned towns will be admitted before any non-residents according to Minuteman's published timeline. Students and families can find information on the Non-Resident Resources online. Please note that non-resident students' home district would be responsible for tuition, fees, and transportation, **not the individual family**, if a student is accepted.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend Minuteman full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Minuteman and will be subject to the same admissions standards as other applicants. Transfer students may apply at any time.

SCHOOL CHOICE:

Minuteman does not participate in the inter-district school choice program. The inter-district school choice program, M.G.L. c. 76, § 12B, allows parents/guardians to send their children to

schools in communities other than the city or town in which they reside.

IV. ORGANIZATIONAL STRUCTURE

Minuteman Regional Vocational Technical High School is a public vocational school located in Lexington, Massachusetts.

The Superintendent of Minuteman is: Heidi Driscoll, superintendent@minuteman.org

The Principal of Minuteman is: Paul D'Alleva, pdalleva@minuteman.org

The Director of Admissions at Minuteman is: Erin Norsen, admissions@minuteman.org

It is the responsibility of Minuteman's Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS COMMUNICATION POLICIES

Minuteman maintains a calendar of events on its website http://www.minuteman.org/admissions where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of information by emailing the Admissions Office at admissions@minuteman.org

Minuteman also shares recruitment information with potential applicants using methods including but not limited to online, via email, on social media, and on our website.

Minuteman offers tours of its facilities to interested applicants. To request a tour, please email our Admissions Office at admissions@minuteman.org If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.

VI. APPLICATION PROCESS

1. Applications will be open to students interested in applying to Minuteman for fall admission to the 9th, 10th, 11th, 12th grade no later than November 1st **To be included in the admissions lottery, applicants must:**
    - *Obtain an application form online* http://www.minuteman.org/admissions *or a hardcopy from a middle school guidance counselor or designee.*
    - *Complete all elements of the application online OR on the hardcopy*
    - *Submit the completed application to the admissions office online (preferred), via mail, or through a middle school counselor no later than the first Monday in February.*
      Applications are available in home languages both online and hard copy

2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to provide the following information for each applicant **for Minuteman to determine if an applicant receives any additional lottery weight**:

- Does the applicant have fewer than 27 unexcused absences over the 270 school days prior to the date of application? No data prior to 7th grade may be considered.
    - If "yes", one additional weight is assigned.
    - If "no", no additional weight is assigned.
- Has the applicant been suspended or expelled pursuant to M.G.L. c.71 37H or 37H ½ over the 270 days prior to the date of the application? If yes, the following elements will be examined by Minuteman:
    - Was the incident on school premises or at a school-sponsored or related event?
    - Was the incident possession of a dangerous weapon or assault of educational staff?
    - Has the felony been adjudicated or has the student made an admission of guilt in court?
        - If "no" to any element, one additional weight is assigned.
        - If "yes" to all elements, no additional weight is assigned.
- Has the student provided an optional demonstration of student interest on the application including but not limited to an audio or video presentation, a personal essay, a letter of recommendation from a non-family member, or through an unscored interview?
    - If "yes", one additional weight is assigned.
    - If "no", no additional weight is assigned.

The first Monday in February	**Deadline** for all students to complete the application process for March review and entrance into a lottery.
February – March (TBD)	If there are more completed applications than seats, a public lottery will be announced at least one week prior to its commencement in alignment with our regional agreement's resident student allocations.
March	Offer letters sent to resident students.
Seven calendar days after notification	Selected students **must confirm** or decline acceptance of the offer of enrollment.
March 15	**Deadline** for all non-resident students to complete the application process for review and entrance into a lottery if seats are available and there are no remaining completed resident student applications.

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April 1	Deadline to file *Chapter 74 Vocational Technical Nonresident Student Tuition Application* with the Superintendent of the non-resident student's district-of-residence.
April (TBD)	Secondary public lottery (announced at least one week prior) for completed non-resident student applications.
May (TBD)	Offer letters sent to non-resident students.
Seven calendar days after notification	Selected students must confirm or decline acceptance of the offer of enrollment.

LATE APPLICATIONS

Applications received after the published deadline will be drawn from a separate lottery if additional seats become available. If seats are available at any time, resident students receive preference.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to Minuteman. Please contact the Admissions Office at admissions@minuteman.org with any questions or to request an application form.

WITHDRAWN STUDENTS

Students who withdraw from Minuteman and who are attending or not attending another high school may reapply following the procedures contained in this admissions policy. A student who has withdrawn is not guaranteed acceptance.

VII. SELECTION PROCESS

When more students apply to Minuteman than available seats, Minuteman uses the following weighted lottery system to select students for admission:

- All students with completed applications are entered into the lottery.
- As identified in Application Process VI.2, students will be assigned additional weight in the admissions lottery for meeting criteria in the following areas:
    - Attendance
    - Discipline
    - Interest
- The lottery will take place according to seat allocations in public as published on the school district's website with reasonable public notice at least one week prior to the

lottery.

- If there are seats remaining, and if necessary, students will be entered into a pool for an additional lottery for remaining seats for member towns.
- If all students from member towns are accepted and there are seats remaining, nonresident applicants will be entered into a pool for an additional lottery for remaining seats.

VIII. EXPLORATORY PROGRAM (IF APPLICABLE)

Because Minuteman offers 5 or more Chapter 74 state-approved programs, Minuteman provides a half-year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All 9th graders who enroll at Minuteman shall participate in a half-year vocational technical exploratory program (September – January), designed to help students learn about their talents and interests relative to a variety of different vocational-technical fields. During the first week of exploratory, all students will spend one period in each of Minuteman's CTE programs. After this mini-exploratory, students will spend five to nine days in five CTE programs.

IX. PROGRAM-SPECIFIC ADMISSION

Minuteman uses the following system for students to identify and enroll in their Chapter 74 technical programs:

During the exploratory process, students are evaluated and assessed in the following areas: conduct, willingness to follow instruction, task completion & workmanship, personal safety & safety habits, and attendance & punctuality. Students can receive a maximum of 100 total points. The total points accumulated during a vocational/technical rotation translate as follows:

Total Points Accumulated	Earned Letter Grade
90 - 100	A
80 - 89	B
70 – 79	C
60 - 69	D
59 - below	F

At the end of the exploratory period, students will select their program of choice, as well as a second and third choice.

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9th grade students are evaluated by each vocational technical teacher during the period of exploration. If the number of enrollees seeking a program major exceeds the number of openings, **the student's rank order of points total in all shops combined** would determine the enrollee or enrollees who are placed in the program major. If the students' chosen programs were filled by students with higher point totals, the student will meet with the guidance counselor who will present a list of programs that have openings. This process continues until all students are placed.

Students who enroll in Minuteman after grade 9 may explore vocational technical programs that have openings before making a program selection.

Students who wish to transfer from one program major to another during the school year may apply to initiate the transfer process through the guidance office. Transfer requests, regardless of residency, will be considered subject to the availability of openings in the requested program.

If a nonresident student selects and is admitted into a program that is different than the one for which they have been approved for nonresident tuition, a new Chapter 74 Vocational Technical Education Nonresident Student Tuition Application must be completed and approved for the new Chapter 74 vocational technical education program in accordance with the MA Department of Elementary & Secondary Education *Guidelines for the Vocational Technical Education Program.*
Nonresident Student Tuition Process pursuant to M.G.L. c. 74:

See https://www.doe.mass.edu/ccte/cvte/admissions/default.html for guidelines and information regarding obtaining required written approval of the sending district.

X. REVIEW AND APPEALS PROCESS

ADMISSION TO MINUTEMAN & SPECIFIC PROGRAMS WITHIN MINUTEMAN

If there are more completed applications than seats, students will be admitted in order to the weighted random lottery. No decision of denial is made by the district with this system.

Students who have been admitted to Minuteman will need to apply to a specific program of study (also known as a "major" or "shop") during the last CTE rotation in quarter 2.

If the student applies to a program and is denied, they may request to be added to the waitlist of their program of choice. The student may request to be added to a waitlist in the following ways:

By e-mail	By hard-copy mail or hand delivery
Grade 9 counselor LCAMAGNA@MINUTEMAN.ORG	MRVTHS Guidance Office c/o Lisa Camagna, Gr. 9 Counselor 758 Marrett Road, Lexington, MA 02421

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XI. MAINTENANCE OF RECORDS

Minuteman maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Minuteman will provide this information to the Department upon request.

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JFABD
HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth 1 (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

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

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

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students' school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide

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the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, 2 the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education 3. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

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The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: http://www.doe.mass.edu/mv/haa/mckinney-vento.docx

Homeless Liaison

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

LEGAL REFS.: The McKinney-Vento Act
Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

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JFABE
EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

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

Definitions

Children of military families: School aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

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

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

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

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

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

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- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, the district will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.
- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.
- Students of active duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;
Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC October 2019

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JFABF
EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

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The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

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

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JFBB
SCHOOL CHOICE

The Minuteman Regional Vocational Technical School Committee shall vote annually no later than May 1 whether to accept students under the School Choice program. The district shall only accept school choice students if their acceptance will not force the creation of additional programs at the expense of existing programs, will not cause the member towns to subsidize the school choice students, and in general only if the school choice students will fill empty seats in already existing programs. The School Committee will carefully consider whether the acceptance of school choice students will have a negative impact on future class sizes as well.

LEGAL REF: M.G.L. 76:12
Education Reform Act of 1993

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Minuteman Regional Vocational Technical School District

JFC
STUDENT WITHDRAWAL FROM SCHOOL

Since the Minuteman Regional Vocational Technical School District seeks to provide education of the highest quality to all students, it is the policy of the District to insure that students are appropriately placed.

No student sixteen years of age or older shall be considered to have permanently left the High School unless a School administrator has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent of guardian may meet with the Principal or his designee, prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the School Committee or its designated representative, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

CROSS REF: Student / Parent Handbook
District Agreement
JFCA

LEGAL REF: M.G.L. 76:18

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JFCA
TRANSFER TO ANOTHER DISTRICT

Minuteman Regional Vocational Technical School District complies with regulations regarding the transfer of students. When any child leaves the high school because of change of residence to another town in the Commonwealth, the Superintendent or his/her designee, shall furnish such child with a transfer card in a form prescribed by the Department of Elementary and Secondary Education which shall contain, in addition to any other information relative to him/her, his/her name, age, grade in school, and in every case possible, his/her new street and number, and shall forthwith send a duplicate thereof to the Superintendent of schools of the town where the child is to reside.

If a student enrolled at Minuteman Regional High School moves out of the Minuteman district, his/her continued enrollment at Minuteman is not guaranteed, subject to Chapter 74 laws and regulations on nonresident Tuition.

TRANSFER FROM ANOTHER DISTRICT

Applications from students who are enrolled in a Massachusetts Department of Elementary and Secondary Education approved Chapter 74 vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they withdraw from their current school, wish to pursue the same program of study at Minuteman and relocate into a member community of the Minuteman Regional Vocational Technical School District. Students who relocate to a non-member community and wish to pursue the same program of study at Minuteman may apply, but must seek and obtain the approval of the local school superintendent following established state Chapter 74 nonresident policies prior to admission and enrollment. All transfer applicants must meet all standard admissions policy criteria including attending an interview at Minuteman. If the applicant or parent/guardian cannot provide transportation, an official from Minuteman will go to the local school to interview the applicant and parent or guardian. His/her application will be evaluated according to the provisions of the approved Admission Policy.

LEGAL REF: M.G.L. 76:13, 74
IntraDistrict Agreements
JFC

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JHA
TARDINESS POLICY

The Minuteman Regional Vocational Technical School District has published a Tardiness Policy which may be found in the Student / Parent Handbook. Continual violation of this policy will require the student along with his/her parents to meet with the Assistant Principal and/or the Attendance Appeals Committee (AAC).

CROSS REF: Student / Parent Handbook

LEGAL REF: M.G.L. Chapter 76, Section 1, 4

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JHB
TRUANCY

A student will be considered truant if he/she is absent from school or class without permission of parent or guardian. A student will be considered truant if he/she leaves school without permission from the Assistant Principal's office.

Disciplinary action for truancy will be applied according to the Student / Parent Handbook.

CROSS REF: Student / Parent Handbook

LEGAL REF: M.G.L. 76: 2

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JHBA
STUDENT ATTENDANCE OFFICER

As required by law, the Minuteman Regional Vocational Technical School District employs a Supervisor of Attendance. A Supervisor of Attendance has the authority to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district(s) fails to attend school.

LEGAL REF: M.G.L. Chapter 76, Section 2, 19
Ch 76, Section 20; Chapter 149 Section 93

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JHC
RELEASE TIME FOR STUDENTS

The Minuteman Regional Vocational Technical School District has adopted policies related to Excused Absences from School. The list of Excused Absences is found in the Student / Parent Handbook.

CROSS REF: Student / Parent Handbook (see Attendance, Excused Absences)

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JI
STUDENT RIGHTS AND RESPONSIBILITIES

The Minuteman Regional Vocational Technical School District policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education as required for informational purposes only.

The Principal, in consultation with the School Council and in accordance with the district policies established by the School Committee, shall prepare and distribute to each student a Student / Parent Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the Student / Parent Handbook each spring to consider changes to the handbook to take effect in September of the following school year. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

LEGAL REFS: M.G.L. Ch. 71:37H; 71:82-86
For additional pertinent information, refer to the Student / Parent Handbook

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JIB/JIBC
STUDENT INVOLVEMENT IN DECISION MAKING

To promote mutual respect and understanding between the student body and the Minuteman Regional Vocational Technical School Committee, students are welcome to attend at School Committee meetings and are granted privileges in speaking in line with those of the general public.

The members of the student advisory committees shall, by majority vote prior to the first day of June in each year, elect from their number a chairperson who shall serve for a term of one year. The chairperson of the Student Advisory Committee shall be an ex-officio, nonvoting member of the School Committee, without the right to attend executive sessions unless such right is expressly granted by the School Committee. Said chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation.

CROSS REF: Student / Parent Handbook
BDF

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

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JIC
STUDENT CONDUCT
(including grounds for exclusion or expulsion)

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 school authority, to conform to school rules and to those provisions of law that apply to their conduct.

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall

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not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Note:
A student who is found to have assaulted another student is subject to suspension by the administration and expulsion by the School Committee.

All Students are expected to meet the requirements for behavior as set forth in the Student / Parent Handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP). It is the policy of the District to conform to federal and state laws with respect to the discipline of students with disabilities.

LEGAL REF: M.G.L. 71:37H; Student / Parent Handbook

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Minuteman Regional Vocational Technical School District

JICFA
HAZING

The term “hazing” 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 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 extreme isolation.

The School Committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269 sections 17, 18, and 19 will be followed. In addition the Superintendent and the School Committee shall immediately be notified of the circumstances of the complaint and the actions taken.

Whoever knows that another person is the victim of hazing 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 the Dean of Students or an appropriate law enforcement official as soon as reasonably practicable.

As required by law, the Minuteman Regional Vocational Technical School District shall file, at least annually, a report with the Board of Elementary and Secondary Education, certifying that the district has complied with the provisions of this section and also certifying that the school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

LEGAL REF.: M.G.L. 269:17, 18, 19

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Minuteman Regional Vocational Technical School District

JICFA-E
HAZING REGULATIONS

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the

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Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

CROSS REF: JICFB; Bullying
Student / Parent Handbook

LEGAL REF.: M.G.L. 269:17, 18, 19
Established by Law

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Minuteman Regional Vocational Technical School District

JICFB
BULLYING

PURPOSE

It is the goal of the Minuteman District School Committee and Minuteman to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by Minuteman.

Minuteman prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Minuteman also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, Minuteman will also not tolerate retaliation against persons who take action consistent with this policy.

DEFINITION OF BULLYING

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to himself or herself or of damage to his/her property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying.

DEFINITION OF CYBER-BULLYING

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) 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 (a) to (e), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by

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one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying.

SCOPE

Bullying actions will include, when appropriate, referral to law enforcement agencies or other state agencies. Minuteman will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

This policy applies to all sites and activities under the supervision and control of the district, or where it has jurisdiction under the law, including school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the school.

The School Committee expects administrators to make clear to students and staff that bullying will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or his/her designee will be responsible for handling all complaints by students alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations**,** or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyber-bullying by electronic or other means, occurring in or out of

school will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action.

PROCEDURES
The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71 §37 O and related guidelines issued by the Department of Elementary and Secondary Education. The Superintendent will publish disciplinary polices in Student / Parent Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student / Parent Handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

CROSS REFS: Student / Parent Handbooks
ACAB, JICFA-E

LEGAL REFS: MGL General Laws Chapter 71, §37 O
Massachusetts Equal Educational Opportunities Regulations, 603 CMR 26:00
Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
Board of Education 603 CMR 26:00

REFS: National School Safety Center
Maine Project against Bullying
The Wellesley College Center for Research on Women

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Minuteman Regional Vocational Technical School District

JICG
TOBACCO USE BY STUDENTS

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public or contracted workers shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

LEGAL REF: M.G.L. 37H; Chapter 71:2A

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Review: 7/12/16
Minuteman Regional Vocational Technical School District

JICH
ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance, except for controlled substances administered in full compliance with policy JLCD (Administering Medicines to Students). The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified of the screening prior to the opening of school each year, and shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

CROSS REFS.: IHAMB, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy
ILD, Student Submission to Educational Surveys and Research

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A
JLCD, Administering Medicines to Students

SOURCE: MASC February 2018

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Minuteman Regional Vocational Technical School District

JICI
DANGEROUS WEAPONS IN THE SCHOOLS

The possession of a dangerous weapon on school property or at any school event or activity is strictly prohibited, except for law enforcement officials who are exercising their professional responsibilities. For purposes of this policy and the Student / Parent Handbook, the term "dangerous weapon" is defined according to state law, Chapter 269, Section 10, and includes, but is not limited to: any and all firearms, any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a sling shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband made with leather which has metallic spikes, points or studs, or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends, and any other object capable of inflicting bodily harm. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife: pocket knife, kitchen knife, hunting knife, or any other cutting object; pipe or club; acid; explosives, guns, including a pellet gun or BB gun; live ammunition or other dangerous objects, including laser pointers. The law also recognizes that many objects commonly found in schools (such as a geometry compass, a baseball bat, or a student's boot) could be used as a weapon. If an object is used to threaten, intimidate, or assault a person in any way, the object would be considered a dangerous weapon.

LEGAL REFS: M.G.L. 269:10 (b); 269:12
Student / Parent Handbook

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JIE
PREGNANT STUDENTS

Students who are pregnant shall be entitled, during and after pregnancy, to receive all services and to participate in all programs and activities for which they are eligible unless expressly prohibited by a physician. Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to home bound students under School Committee policies shall be made available.

CROSS REF: IHBA

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JJA
STUDENT TRAVEL

All student trips which include late night or overnight travel must have approval of the School Committee prior to raising funds or scheduling the trip. All other student trip approvals will be at the Superintendent's discretion. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

CROSS REF: IJOA, Field Trips

LEGAL REF: Chapter 346 of the Acts of 2002 (et al) approved on October 2, 2002
M.G.L. 69:1B; 71:37N
M.G.L. 69:1B; 71:37N

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JJA-R
STUDENT TRAVEL REGULATIONS

The Superintendent or his/her designee is responsible for ensuring that student travel planning is carried out to ensure the safety of students, including but not limited to the following conditions:

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches. Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory. "FMCSA ratings are available at http://www.safersys.org/.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
Trip scheduling should consider the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If most of a class is participating in a trip, the school should provide appropriate substitute activities for non-participants.

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3. Student Travel Fundraising

The amount of time to be devoted to fundraising should be reasonable and not interfere with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Policies and Procedures

The allowable method of payments is included in Minuteman's Manual of Financial Procedures.

Final Accountability

A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

CROSS REF: IJOA, Field Trips

LEGAL REF: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N; 71:38R 603 CMR 27.00

Additional Resources
Federal Motor Carrier Safety Administration (FMCSA) http://www.fmcsa.gov

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") http://www.uma.org/consumerhelp/studentguide.asp

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Department of Defense's approved list of motor carriers
http://www.mtmc.army.mil/content/504/approvedlist.pdf

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JJE
STUDENT FUND-RAISING ACTIVITIES

In general, the Minuteman Regional Vocational Technical School Committee disapproves of fund-raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items. Exceptions to this policy:

1) Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2) Sale of advertising space in school publications.
3) A fund-raising activity approved by the Superintendent-Director.
4) Proposals to raise funds for charitable purposes or for benefit of the school or community provided such proposals have been individually approved by the Assistant Superintendent-Director/Principal and Superintendent-Director.

No money collections of any kind may be held in the school without the specific consent of the Superintendent.

CROSS REFS.: JP, KHA

LEGAL REF: M.G.L. 71:47

SOURCE: MASC

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JJFA
EXCESS FUNDS: SENIOR CLASS

The following are options for excess money left in the Senior Class Treasury:

1. The class may vote to donate the money to the general student activities fund.

2. The class may vote to withdraw the excess money, elect a treasurer, and hold the money in a separate account independent of the school.

3. The class may vote to purchase a class gift for the school.

4. The class may vote to establish a student scholarship fund, separate and apart from all other scholarship funds.

5. The class may vote to combine any of the above.

6. If the class does not choose one of the above options prior to the date in which the class in question graduates, the money reverts to the remaining student activities funds.

The senior class will be notified in September at the beginning of their senior year of the above options.

CROSS REF: DIBA

LEGAL REF: Chapter 71:47

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JJIF
CONCUSSION/HEAD INJURY POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities[1] including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation.

Minuteman has established a policy and procedures to provide concussion education for administration, faculty, athletic department staff, parents and students. This document defines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return both to academics and to athletic play after concussion.

Minuteman seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. Procedures have been developed to aid in ensuring that concussed athletes are managed appropriately. These include identification of concussed athletes, appropriate medical referral for treatment and follow-up, academic assistance, and insuring full recovery prior to return to athletic activity and full academic load.

In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

It is the Minuteman's policy that all students who plan to participate in school-sponsored extracurricular activities and their parents shall satisfy the following pre-participation requirements:

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[1] Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

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1. Each year, PRIOR to the commencement of practice or competition, the student and parent shall complete the mandatory training and provide a evidence of completion;
2. Each year, PRIOR to the commencement of practice or competition, the student and parent shall provide a signed, current pre-participation form which provides a comprehensive health history including history of concussions, head, face or cervical spine injury history.

This policy shall address sports-related head injuries occurring in extracurricular athletic activities. It will also be applied to all head injuries that occur in school.

This policy and its procedures will be reviewed every two years after its adoption at a minimum, or more often as necessary, with affirmation sent to the DPH to include any possible revisions.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in their act or omission.

The Superintendent designates the Athletic Director as the person who is responsible for the implementation of the sports related concussion policy and procedures. The Athletic Director oversees the collection, by his staff, of the Minuteman Athletics Emergency Information Sheet that includes a pre-participation concussion/head injury history. The Athletic Director shall establish a procedure for a medical or nursing review of all pre-participation forms indicating a history of head injury.

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The procedures will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, these procedures will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

These procedures will be reviewed on a yearly basis with all staff. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

The Superintendent designates the school nurse as the person responsible for ensuring appropriate medical documentation of the annual physical examination (performed within the last 13 months), as required by the MIAA. Students may not participate in any sport, including practices, without current documentation.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

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JKA
CORPORAL PUNISHMENT

No teacher, other employee, or agent of the Minuteman Regional School Committee shall inflict corporal punishment on any pupil.

The power of the School Committee or of any teacher or other employee or agent of the Minuteman Regional Vocational Technical School District School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil. Appropriate personnel shall receive physical restraint training as required by state law and regulation.

However, any member of the school committee or any teacher or any employee or agent of the school committee may use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the school administration shall file the appropriate reports with the appropriate authorities as required by M.G.L. Chapter 37 section 37G.

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

Original adoption:
Revision:
First reading: 3/1/11
Second reading: 4/5/11; 5/10/11
Adoption: 5/10/11
Review:
Minuteman Regional Vocational Technical School District

JKAA
STUDENT RESTRAINT POLICY

The Minuteman Regional Vocational Technical School District complies with the provisions set forth in Massachusetts General Laws c. 71, Sec. 37G and its accompanying regulations, relating to physical restraint of students.

The Minuteman Regional Vocational Technical School District, in accordance with Sec. 46.03 of Title 603 of the Code of Massachusetts Regulations, has developed a written "Student Restraint Policy and Procedures," which has been provided to all faculty and staff and is available to students and parents upon request.

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

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Minuteman Regional Vocational Technical School District

JLA
STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The Minuteman Regional Vocational Technical School 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.

Special student accident insurance coverage for students participating in Chapter 74 off-campus projects and approved work-based learning activities and for those who play interscholastic sports shall be purchased by the District. Such insurance shall be a prerequisite for student participation in these programs.

CROSS REF: Student / Parent Handbook

Original adoption:
Revision:
First reading: 3/1/11
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Review:
Minuteman Regional Vocational Technical School District

JLC
STUDENT HEALTH SERVICES AND REQUIREMENTS

The Minuteman Regional Vocation Technical School Committee values the health and safety of its students. As part of its services to students, the District may provide services related to student health.

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services to school district personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or

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public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

CROSS REF.: EBB, First Aid
EBC, Emergency Plans
JLCD, Administration of Medications to Students

LEGAL REF.: 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57; 69:8A

SOURCE: MASC

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Revision:
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Minuteman Regional Vocational Technical School District

JLCC
COMMUNICABLE DISEASES

It is the policy of the Minuteman Regional School District to inform parents in the event that students have been exposed to communicable diseases as directed by the Massachusetts Department of Public Health and the Office of Health and Human Services.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Public 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.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the superintendent.

LEGAL REF: M.G.L. 71:55 & 55A, 56; 111:6; 105 CMR 300.000

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Adoption: 5/10/11; 5/17/16
Review:
Minuteman Regional Vocational Technical School District

JLCD
ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician, dentist, nurse practitioner, or physician's assistant (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school District may, in conjunction with the school physician and District nurse leader, stock certain over-the-counter medications such as acetaminophen, ibuprofen, and calcium carbonate. The school physician shall write standing medication orders yearly for the District. The school nurse may administer these medications as long as the parent or guardian has provided written permission on an annual basis.

The school District shall, through the District nurse leader, register with the Department of Public Health and train personnel in the use of epinephrine auto-injectors to be administered if needed during the school day or school-sponsored event.

The school District may, in conjunction with the school physician and the school nurse leader, stock nasal naloxone (Narcan). Trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life-threatening opiate overdose in a school setting, including school-sponsored events.

If the school District wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Department of Public Health.

Following consultation with the school nurse, and subject to the following Rules for Student Self-Administration of Medication, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers.

Original adoption: New Policy MASC 2016 Recommendation
Revision:
First reading: 7/12/16; 12/12/17
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Adoption:
Review: AP 10/26/17, EB 11/14/17, 11/28/17; counsel, AP, EB 1/2/18

2. Students with cystic fibrosis may possess and self-administer prescription enzyme supplements.
3. Students with diabetes may possess and self-administer glucose monitoring tests and insulin delivery systems.
4. Students with life-threatening allergies may possess and self-administer epinephrine.
5. Students who have been approved by the school nurse, parent/guardian, and prescribing provider may possess and self-administer prescribed medications during field trips or off-campus vocational opportunities.

Rules for Student Self-Administration of Medication:

The school nurse may permit self-administration of prescription medication by a student, provided that the following requirements are met:

- The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which the prescription medication may be self-administered;
- The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the prescription medication, including information for the safe storage of the prescription medication and providing for accessibility of the medication for the individual student;
- The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self-administration protocols;
- There is on file a written authorization from the student's parent or guardian that the student may self-medicate;
- There is on file a written order from the licensed prescriber for self-administration;
- The student will keep a backup supply of the prescription medication with the school nurse, as applicable.

LEGAL REF.: M.G.L. 71:54B
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

SOURCE: MASC October, 2016

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Minuteman Regional Vocational Technical School District

JLD
GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. The guidance 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 counselors and other personnel shall represent to students a broad spectrum of education and career opportunities. School personnel shall not present race, color, sex, gender identity, religion, national origin or sexual orientation as limiting factors in career determination. No materials, tests, or procedures shall be employed for guidance purposes that discriminate and/or limit choices on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation.

The Minuteman District's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions having a bearing on the development of a student's potential may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions. Guidance services are available to all students and will include testing and assessment, advice and assistance with: academic course and career and technical education program placement; individual student career plan development; appropriate internship or cooperative education site selection; appropriate employment and/or post-secondary education opportunity identification and selection; transition plan development; course selection; study skills development, as well as consultation services and personal development guidance where needed. The Guidance Office will manage student grades, transcripts, education plans, appeals, and records in conformance with DESE and District rules and procedures established by the Superintendent or designee.

The number of guidance counselors and their particular assignments will be determined by the Superintendent or designee.

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Minuteman Regional Vocational Technical School District

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G; 76:5
603 CMR 26.0

SOURCE: MASC

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Minuteman Regional Vocational Technical School District

JRA
STUDENT RECORDS

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00).

The Principal and Superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

CROSS REF: KDB, Public's Right to Know

LEGAL REFS: Family Educational Rights and Privacy Act of 1974
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10; 71:34A, B, D, E, H
603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

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Minuteman Regional Vocational Technical School District

SECTION K: SCHOOL-COMMUNITY RELATIONS

Section K of the policy classification system provides a repository for statements on relations with the general public and with other community and public agencies except other educational agencies and groups.

KA SCHOOL-COMMUNITY RELATIONS GOALS

KBBA NON-CUSTODIAL PARENTS' RIGHTS

KBBA-E SAMPLE NOTICE TO THE CUSTODIAL PARENT WHEN NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS

KCD PUBLIC GIFTS TO THE SCHOOLS

KDB PUBLIC'S RIGHT TO KNOW

KDDA NEWS MEDIA RELATIONS/NEWS RELEASES

KEB PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

KEB-R PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL PROCEDURES

KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

KF COMMUNITY USE OF SCHOOL FACILITIES

Section approved 12.15.09.

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Minuteman Regional Vocational Technical School District

KA
SCHOOL-COMMUNITY RELATIONS GOALS

The Minuteman Regional Vocational Technical School District Committee and all employees of the Minuteman Regional Vocational Technical School District should be aware of the importance of securing and maintaining the confidence and respect of the public.
The Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources. In order to maintain productive relationships with the community, the District is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for the school.
- Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- Community service efforts that enable the District's staff and students to express their commitment to the community.

SOURCE: MASC

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Minuteman Regional Vocational Technical School District

KBBA
NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the child's student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed 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").

As required by M.G.L. c.71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

a) A non-custodial parent is eligible to obtain access to the student record unless:
   i) The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
   ii) The parent has been denied visitation or has been ordered to supervised visitation, or
   iii) The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D, E

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Minuteman Regional Vocational Technical School District

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

SOURCE: MASC 2006

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Minuteman Regional Vocational Technical School District

KCD
PUBLIC GIFTS TO SCHOOLS

The School Committee recognizes that individuals and organizations in the community may wish to contribute money, supplies, or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts in compliance with Chapter 44 Section 53A of the Massachusetts General Laws. The School Committee has the authority to accept such gifts and donations as may be made to the District by resolution duly passed at a public meeting. The School Committee may authorize through general resolution, that the Superintendent or his/her designee be authorized to accept gifts of cash or property valued up to $5,000.00. Gifts exceeding equal to or exceeding $5,000.00 shall be authorized by separate resolutions. The School Committee shall be notified monthly of any gifts or donations accepted by the Superintendent or his/her designee.

No donations shall be accepted without the approval of the Superintendent or his/her designee, or the School Committee.

CROSS REFS.: BB/BBA, DDA, JB

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

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Minuteman Regional Vocational Technical School District

KDB
PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters. The School Committee members' personal and private contact information will remain confidential.

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.

LEGAL REFS: M.G.L. 4:7; 66:10; 39:23B

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Review:
Minuteman Regional Vocational Technical School District

KDDA
NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school.

All representatives of the media will have equal access to information about the school, but must conduct their business in a way that does not disturb the educational process. General releases of interest to the entire community will be made available to all the media simultaneously.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee Chair will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a school-wide or a sensitive nature or pertain to established committee policy are the responsibility of the Superintendent.
3. All statements made to the press by other staff members of the school must be cleared with the Principal and approved by the Superintendent.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school district.

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Minuteman Regional Vocational Technical School District

KEB
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 the complaint in writing.

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, for approval by the Committee, 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 the complaint is anonymous, the Superintendent will investigate the complaint and report to the School Committee. If an anonymous complaint is about the Superintendent, the School Committee Chairperson will investigate the complaint and report to the School Committee.

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.

CROSS REF: BEC, Executive Session (BDD, GBAA: Harassment Policy,)

LEGAL REFS: 603 CMR 26.09 and 26.10

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Review:
Minuteman Regional Vocational Technical School District

KEB-R
PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL PROCEDURES

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 School District which includes or implies a request for action by school authorities.

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 building 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 Assistant Superintendent-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. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint is received, the Assistant Superintendent-Principal or other supervisor will schedule a conference with the complainant, the person criticized, and if advisable, the department chair or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
6. 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.

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Minuteman Regional Vocational Technical School District

7. 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.

LEGAL REF.: 603 CMR 26.09 and 26.10

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Review:
Minuteman Regional Vocational Technical School District

KEC
PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), 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 own child not read a given book, the teacher and/or appropriate school administrator will attempt to 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.
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: The person who objects to the book or other material will be asked to sign a written complaint documenting the criticism. Following receipt of the formal complaint, the Superintendent-Director will provide for a reevaluation of the material in question. The Superintendent-Director 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 review committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the School Committee. The School Committee's decision will be final.

In summary, the School 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 to raise questions about 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.

CROSS REFS: IJ, IJJ, IJL
LEGAL REF.: 603 CMR 26.09 and .10; M.G.L. Chapter 74

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Review:
Minuteman Regional Vocational Technical School District

KF
USE OF SCHOOL FACILITIES

Statement of Purpose:
The Minuteman Regional Vocational Technical School District School Committee wishes to make school facilities available to the community for educational, charitable, cultural, and civic events. Recognizing that those using our facilities will be of all ages and that our campus is an educational environment, our campus buildings, facilities, and resources may not be used by individuals or groups that advocate illegal activities, or that engage in sexually explicit, indecent, profane, or lewd conduct or speech. School facilities shall not be used in any manner nor for any purpose disruptive to the school environment. The Superintendent-Director (or designee) is the approving authority. Requests denied by the designee may be reconsidered by the Superintendent-Director.

The Minuteman Regional Vocational Technical School District (the District) and its associated programs shall have priority use in accordance with the Facilities Usage Guidelines.

Compliance:
Facilities Users must comply at all times with the District's Facilities Usage Guidelines. All Minuteman School Committee policies must be adhered to while on school property. The following policies including others provide key guidance to specific issues: ADC, ADD, EC, GBED, IMG, JICG, JICH, JICI. Facilities Users are responsible at all times for the observance of fire and safety requirements.

Facilities Users are restricted to the dates and hours approved and to the building area and facilities specified. Administration has the responsibility to prohibit or limit the use of any particular area.

Alcoholic Beverages:
In accordance with M.G.L. c.272, §40A, Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medicinal purposes, in any public school building, or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided, however, that a school committee of a city, town or district may authorize a public or nonprofit organization using a public school building with its permission during non-school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of section fourteen of chapter one hundred and thirty-eight. Only the School Committee may authorize a public or nonprofit organization using a public school building

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during non-school hours to possess and sell alcoholic beverages therein, provided such organization must be properly licensed under

M.G.L. c.138. If a request for School Committee approval under c.272, §40A is made, the Superintendent must bring the applicant before the School Committee at least thirty days prior to the event. The School Committee will consider each request individually and may place conditions on their approval.

Recognizing that Minuteman is a career and technical high school training students in fields related to the hospitality industry, the School Committee will allow students to train by preparing food for adult events where alcohol may be served, but students will not serve alcohol at any event. In keeping with policy JICH, students will not consume, possess, buy or sell, or give away any beverage containing alcohol on school property, at any school function, or at any school-sponsored event. Students working at the events are vetted through the district's hiring process and are under the supervision of district staff.

Fee:
Use of school facilities will be subject to the rental fee schedules recommended by the Superintendent-Director.

Insurance:
Facilities Users shall provide a certificate of insurance as required in the Facilities Usage Guidelines. The insurance shall name the Minuteman Regional Vocational Technical School District as an additional insured.

Deposit:
A rental deposit is required once the Superintendent-Director or designee has approved the request. Only the Superintendent-Director can waive the deposit.

Damages and Losses:
The Facilities User is financially responsible for any damage to the facilities, furnishings, grounds, and/or equipment, including the costs of repair and/or replacement. The District is not responsible for any loss of or damage to persons, items, or materials brought to District facilities.

Custodial Services:
Custodial services are required for all events in which school facilities will be utilized. A fee for District custodial services will be charged in accordance with the activity. No private third-party services may be used by any Facilities User. Facilities Users shall not alter any facilities or erect, install or otherwise place on or at such facilities any signage, equipment, or structures without

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prior approval from the Superintendent-Director. Equipment (school owned or other) may only be moved under the supervision of the custodian or person designated by the Superintendent-Director or designee.

Specialized Equipment:
Any use of a facility resource that involves specialized equipment such as the kitchen for food preparation; lighting and sound; exercise equipment in the gymnasiums; computers in the classrooms and laboratories, or shop areas etc., will require the employment of a district employee, trained on the specialized equipment and approved by the school administration. The district employee will instruct users as needed and oversee the use of equipment. Cost of the employment of the district employee will be in addition to any rental costs and may be in addition to any custodial services. Exceptions to these requirements are at the sole discretion of the Superintendent-Director.

Event Supervision:
The Facilities User is responsible for the active supervision, by a responsible adult, of those attending the event or participating in the Facilities User's activities.

Security:
Where required by the school administration, District policy, and/or state/local regulations, event security must be provided at the Facilities User's expense. The District shall determine if local police or Minuteman Regional Vocational Technical School District security (or both) will be required at the event.

Facilities Users are prohibited from subletting school facilities to another entity.

Cancellation:
The District reserves the right to terminate, cancel, or rescind permission to use school facilities at any time for any reason. The Superintendent-Director or designee has sole authority to determine whether the facilities should be closed for reasons of public safety, and any permission to use school facilities for periods during which the school is closed for reasons of public safety are cancelled automatically.

In the event of cancellation, affected Facilities Users will be notified as soon as practicable. The District will use reasonable efforts to reschedule any canceled event to a mutually acceptable date. There shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the Facility User as a result of such cancellation.

CROSS REFS.: JICH
LEGAL REFS.: M.G.L. c.272, §40A,

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SECTION L: EDUCATION AGENCY RELATIONS

Section L of the policy classification system provides a repository for statements which concern the district's relationship with other education agencies -- other school districts, regional or service districts, private schools, colleges and universities, educational research organizations, and state and national education agencies.

LA EDUCATION AGENCY RELATIONS GOALS

LB RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

LDA STUDENT TEACHING AND INTERNSHIPS

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LA
EDUCATION AGENCY RELATIONS GOALS

The Minuteman Regional Vocational Technical School Committee appreciates the place and importance of a career and technical educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies in which the cooperative effort will further the mission of the district.
2. To collaborate with other educational, workforce and community based organizations agencies and employers.

SOURCE: MASC

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LB
RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions to educational problems of common concern.
2. Offer support services of high quality to all learners.
3. Acquire federal, state, and appropriate private grants.
4. Promote local school system involvement in regional, state and federal decision-making.

This cooperation may extend to research, coordination of curriculum, implementation of joint programs, exchange of information and data, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our students will be served and that the relationship supports the mission of the district. In carrying out this policy the Superintendent will include in reports to the Committee an assessment of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual potential interest.

LEGAL REFS: M.G.L. 40:4E; 71:71D; 71B:4; 74:4-7A; 76:1

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LDA
STUDENT TEACHING AND INTERNSHIPS

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to the Superintendent's approval.

The Committee authorizes the Superintendent or his or her designee 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. CORI checks will be completed prior to any student teacher or intern commencing an on-site program.

The Superintendent will create and implement procedures to evaluate the performance of student teachers and interns to ensure that they comply with the expectations and standards of the school. The Superintendent reserves the right to terminate the student teaching or internship of any student.

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