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**SECTION A**

**FOUNDATIONS AND BASIC COMMITMENTS**

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## **SCHOOL DISTRICT LEGAL STATUS**

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

Under the General Laws of Massachusetts,

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

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

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

CROSS REF.:            BB, School Committee Legal Status

Revised:            November 5, 2015  
Adopted:            June 16, 2017

## NONDISCRIMINATION

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

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

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

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 2011  
M.G.L.76:16

BESE regulations 603CMR 26.00 Amended 2012  
BESE regulations 603CMR 28.00

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

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## **NONDISCRIMINATION ON THE BASIS OF SEX**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

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

LEGAL REFS.: Title IX of the Education Amendments of 1972  
45 CFR, Part 86, (Federal Register, 6/4/75)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

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## HARASSMENT AND BULLYING PROHIBITED

The Easton Public Schools is committed to maintaining an environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. In addition, the Easton Public Schools prohibits bullying and other forms of intimidation among students, regardless of the reason for such conduct. The Easton Public Schools requires all employees, students and other members of the school community to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

### I. DEFINITION OF HARASSMENT

General Definition of Harassment. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other types of conduct which offend or show disrespect to others based on race, color, religion, national origin, age, gender, sexual orientation, or disability when such conduct is sufficiently serious to limit an individual's ability to participate or benefit from applicable educational programs or school-sponsored events or the performance of his/her duties as an employee.

The law views the particular communication or conduct from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment from another person. Therefore individuals should consider how other individuals might reasonably view their words and actions. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment is a form of gender discrimination and violates title VII of the Civil Rights Act, Title DC of the Federal Education Amendments of 1972, As well as Massachusetts General Law Chapter 151, Sec. 4B Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance or submission to such a conduct is made either explicitly or implicitly a term or condition of the employment or education.
2. The individual's response to such a conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Bullying -- While bullying can occur with a single incident, it generally involves a pattern of conduct over time by which a student is "picked on." Bullying may include conduct such as physical intimidation or assault; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. It may also involve extortion, by which a student is intimidated into taking an action against his/her will.

## **II. HARASSMENT, BULLYING, AND RETALIATION PROHIBITED**

Harassment and bullying in any form or for any reason are absolutely forbidden. This includes conduct by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against an individual who has brought harassment or other inappropriate behavior to the attention of the school or an individual who cooperates in the investigation of a complaint is unlawful and will not be tolerated.

Persons who engage in harassment, bullying, or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing herein is intended to limit school officials' authority to discipline or take remedial action for conduct that they deem unacceptable in a school setting, regardless of whether it constitutes harassment, bullying, or retaliation.

## **III. INVESTIGATION AND CLOSURE OF A COMPLAINT**

If you believe that you may have been harassed or bullied, or if you witness or learn about the harassment or bullying of another individual, you should inform the Principal, his/her designee, or a Guidance Counselor as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem in an effective manner, you should inform the Superintendent. The office is located at 50 Oliver Street, North Easton, MA 02356. The telephone number is 508-230-3200.

The Easton Public Schools will promptly investigate every complaint of harassment or bullying. Confidentiality will be maintained in the investigative process, to the extent consistent with the school department's need to address the alleged conduct. If it is determined that conduct which, if continued, would constitute harassment or bullying, appropriate action will be taken to end the conduct and to ensure that it is not repeated.

In certain cases, harassment or bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Administrative Assistant to the Superintendent.

## **IV. STATE AND FEDERAL AGENCIES**

State agencies that address laws prohibiting harassment include the Massachusetts Commission Against Discrimination (MCAD), located at One Ashburton Place, Room 601, Boston, Massachusetts 02108 (Telephone 617-994-6000 & TTY 617-994-6196) and the Massachusetts Department of Education, 350 Main Street, Maiden, MA 02148-5023 (Telephone 781-338-3300). Federal agencies that address laws prohibiting harassment include the Equal Employment Opportunity Commission, located at One Congress Street, Room 1001, Boston, MA 02114 (Telephone 617-565-3200 & TDD 617-565-3204) and the Office for Civil Rights of the United States Department of Education, located at J.W. McCormack Post Office & Courthouse, Room 222, Boston, MA 02109 (Telephone 617-223-9662 & TDD 617-223-9695).



LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended  
45 Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

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## **SEXUAL HARASSMENT**

All persons associated with the Easton public schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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

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

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**The Grievance Officer:** **Superintendent, 50 Oliver Street, Easton.**

The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

### **Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.

2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

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## NONDISCRIMINATION ON THE BASIS OF HANDICAP

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

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

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

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

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

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

**Notice:** The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made



## VISION, FOUNDATIONAL TRANSFER GOALS, AND CORE VALUES

### **Vision:**

The vision of the Easton Public Schools is to provide a relevant, rigorous learning experience in a safe, supportive, and inclusive environment which empowers students and educators to embrace curiosity, think critically, develop positive relationships, and exhibit resilience.

### **Foundational Transfer Goals:**

**Demonstrate Character** - Build positive relationships and make responsible choices that are physically, socially, emotionally, and intellectually sound.

**Exhibit Resilience** - Persevere when facing challenges and taking risks.

**Communicate & Collaborate** - Express ideas in a variety of ways and work responsibly with others.

**Embrace Curiosity** - Investigate to seek knowledge and truth.

**Engage Locally & Globally** - Act with respect, empathy and responsibility in a local and global community.

**Think Critically & Innovate** - Generate new ideas, make informed decisions, draw conclusions, and solve problems.

### **Core Values (and Beliefs):**

Students are at the center of our decision making; therefore, we value:

**Continuous Growth**  
**Safety and Respect**  
**Communication and Collaboration**  
**Leading by Example**

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Adopted: June 16, 2017

Updated: February 13, 2020

## TOBACCO FREE SCHOOLS

The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71 Section 37H (Massachusetts Education Reform Act of June 4, 1993). It is the intention of this School Committee to prohibit the use of tobacco products within school buildings, school facilities, or on school grounds or school buses or in other school vehicles, and at all school sponsored functions.

### **Definition of Tobacco:**

Tobacco includes chewing tobacco, cigarettes, cigars, vapor devices, e-cigarettes and other products containing tobacco.

### **Use of Tobacco Prohibited:**

Persons who use tobacco products may be subject to disciplinary action, including, but not limited to, reprimand, suspension or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

### **Investigation:**

All violations of the Tobacco Free Schools policy should be brought to the attention of the building Principal. The Easton Public Schools will promptly investigate and, if a violation is found, take reasonable steps to prevent its recurrence.

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

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## POLICY ON CRIMINAL BACKGROUND CHECKS

As a part of its on-going commitment to providing a safe and appropriate learning and work environment for its students and staff, Easton Public Schools will review available criminal history information on all individuals, who may have direct and unmonitored contact with children. In accordance with all applicable federal and state laws and regulations regarding Criminal Offender Record Information ("CORI") and Criminal History Record Information ("CHRI"), the Easton Public Schools shall conduct individual criminal background checks before an applicant is hired or otherwise provides services and periodically, at least once every 3 years.

The Superintendent, Principal or their certified designees shall obtain all CORI and CHRI information from the Department of Criminal Justice Information Services ("DCJIS") on all current employees and prospective individuals who may have direct and unmonitored contact with students, which includes, but not limited to, the following:

- employees and applicants for employment, including promotions;
- volunteers and interns;
- student teachers;
- individuals who regularly provide school related transportation to children;
- subcontractors or laborers commissioned by the Easton Public Schools or employed by the town to perform work on school grounds or with students; or
- any other individuals who may have direct and unmonitored contact with students.

All individuals listed above, except volunteers, subcontractors or laborers, are required by law to submit to fingerprint based state and national criminal history record check. Easton Public Schools, in its discretion, may require volunteers, subcontractors or laborers to submit to fingerprint based state and national criminal history record checks.

Any review of Criminal Offender Record Information ("CORI") and/or state and national criminal history record information accessed through fingerprints ("CHRI") available through the Department of Criminal Justice Information Services ("DCJIS") will follow procedures and requirements established by the DCJIS, as authorized by Mass. Gen. Laws, c. 71, § 38R and 42 U.S.C. § 16962 in accordance with all applicable state and federal laws and regulations, and in compliance with Mass. Gen. Law, c. 6, §§167-18 and 803 CMR §§ 2.00.

When requesting CORI and other criminal history information, the following policy and procedures should be followed:

1. Requests for CORI.

The individual will be asked to complete a CORI Acknowledgement Form (Attachment A) and the school/district will confirm the individual's identity.

Unless a negative decision is made regarding suitability for employment, the individual will be required to submit his/her fingerprints following the procedures outlined in the attached instruction sheet. (Attachment B).

If an individual's CORI has already been accessed within a year that s/he signed the CORI Acknowledgement Form, the individual must be given seventy-two (72) hour notice that an



additional CORI check will be conducted.

2. Access to CORI and CHRI.

All CORI/CHRI information must be treated as confidential and may only be accessed by individuals with a "need to know" which may include, but is not limited to, staff submitting or processing the criminal history requests and school officials making hiring decisions. A list of those individuals authorized to have access to, or view, CORI/CHRI information must be established and updated every six (6) months.

CHRI information cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations.

Easton Public Schools may be audited by DCJIS and/or the FBI and could be subject to sanctions. Unauthorized disclosure of CORI/CHRI information may result in criminal charges.

3. CORI/CHRI Training.

An informed review of a criminal record requires training. All staff authorized to conduct CORI/CHRI checks and/or to review CORI/CHRI will review and become familiar with, the educational and relevant training materials regarding CORI/CHRI and Statewide Applicant Fingerprint Identification Services (SAFIS) made available by appropriate agencies, including the DCHIS.

4. Storage of CORI/CHRI.

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

The CJIS Security Policy can be found at <http://www.mass.gov/eopss/law-enforce-and-cj/cjis-security-policy.html>. Each individual involved in the handling of CORI/CHRI is to familiarize him/herself with these safeguards.

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

5. Retention and Destruction of CORI/CHRI.

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

- Historical reference and/or comparison with future CHRI requests
- Dispute of the accuracy of the report
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI/CHRI will be kept for the above purposes in separate, secured, locked locations in the Central Administration Offices.

When no longer needed, CHRI/CORI and any summary of CHRI/CORI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage

location, including any backup copies or files. If the shredding of paper copies of CHRI/CORI is performed by an outside vendor, an employee of Easton Public Schools must supervise such shredding.

6. Use of Criminal History in Background Screening.

Information from CORI/CHRI records used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied and for current employees during periodic criminal background checks.

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

7. Verifying a Subject's Identity.

If a criminal record is received from DCJIS, the information must be closely compared with the information on the 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/CHRI 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/CHRI record and documents provided by the applicant.

8. Inquiring About Criminal History.

In connection with any decision regarding employment, internships or volunteer opportunities within the Easton Public Schools, the individual shall be provided with a copy of his/her criminal history record, whether obtained from DCJIS or from any other sources, prior to questioning the individual about his/her criminal history. The source(s) of the criminal history record is also to be disclosed to the individual.

9. Determining Suitability.

If a determination is made, based on the information as provided in section 7 of this policy, that the criminal record belongs to the individual under consideration, and the individual does not dispute the record's accuracy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- Relevance of the record to the position sought;
- The nature of the position or work to be performed;
- Time that has passed since the [offense,] conviction and/or completion of the sentence;
- Age of the applicant at the time of the offense;
- Seriousness and specific circumstances of the offense;
- The number of offenses;
- Whether the applicant has pending charges;
- any relevant evidence of rehabilitation or lack thereof; and
- any other relevant information, including information submitted by the applicant or requested by the organization.

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

A record of the suitability determination must be retained for the period of the employee's employment or for seven (7) years, whichever is longer. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school received the national criminal history check results; and
- The suitability determination (either "suitable" or "unsuitable").

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

10. Relying on Previous Suitability Determination.

Under certain circumstances, consistent with 603 CMR 51.06, the Easton Public Schools may rely on a suitability determination made by another school employer or DESE, if the following factors are met:

- Suitability determination was made within the last seven (7) years; and
- The applicant has not resided outside Massachusetts for any period longer than three (3) years since the suitability determination; and
- either (i) the individual has been continuously employed for one or more school employers or has gaps totaling no more than 2 years in his/her employment for school employers; or (ii) if the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made the favorable suitability determination.

Upon request of another school employer or the individual for whom the Easton Public Schools conducted the suitability determination, Easton Public Schools shall provide documentation of the suitability determination.

11. Adverse Decisions Based on CORI/CHRI.

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check and/or CORI/CHRI, the following steps must be taken immediately prior to making a final adverse determination:

- Provide the applicant/employee with a copy of his/her CORI/CHRI used in making the adverse decision;
- Provide the applicant/employee a copy of the employer's CHRI/CORI policy;
- Identify the information in the individual's CHRI/CORI that is the basis for the potential determination;
- Provide the source(s) of the criminal history;
- Provide the applicant/employee with a copy of this CORI/CHRI Policy;
- Provide the applicant/employee the opportunity to complete or challenge the accuracy of his/her CORI/CHRI; and
- Provide the applicant/employee with information on the process for updating, changing, or correcting CORI/CHRI.

A final adverse decision based on an individual's criminal history/CORI/CHRI will not be made until the applicant/employee has been afforded a reasonable time depending on the particular circumstances no longer than 30 days to correct or complete the CORI/CHRI.

12. Secondary Dissemination of CORI/CHRI.

All CORI/CHRI obtained from the DCJIS is confidential and can only be disseminated as authorized by law or regulation. If an applicant/employee's CORI/CHRI is released outside of Easton Public Schools, including dissemination at the request of the applicant/employee, a record of dissemination must be made in the secondary dissemination log. The central secondary dissemination log is subject to audit by DCJIS and the FBI.

The following information must be recorded in the log:

- Applicant/Employee Name;
- Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and\
- The specific reason for the request.

13. Reporting to the Commissioner of Elementary and Secondary Education.

Pursuant to M.G.L. c. 71, § 38R and 603 CMR 51.07, if Easton Public Schools 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, Easton Public Schools 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 resignations as well as a copy of the criminal record check results. Easton Public Schools shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. c. 71, § 38R and 603 CMR 51.07, if Easton Public Schools discovers information from a state or national criminal record check about a licensed educator of an

applicant for a Massachusetts educator license that implicates grounds for license action -pursuant to 603 CMR 7.15(8)(a), Easton Public Schools shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether Easton Public Schools 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 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

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Adopted: June 16, 2017

## **DCJIS MODEL CORI POLICY**

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

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

### **CONDUCTING CORI SCREENING**

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

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

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.

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Adopted: June 16, 2017

## WELLNESS GUIDELINES

Easton Public Schools recognize that the physical, emotional and social wellbeing of our children has a direct influence on their ability to be successful students. Through a coordinated student health and wellness program, we strive to optimize student academic performance potential. This includes providing a healthy and safe learning environment, school nurse" services, nutritious school meals, health and physical education, and other opportunities for physical activity. Health and Wellness education is best learned, like other subjects, through repeated, consistent messages. To achieve this goal, it is the policy of Easton Public Schools that the nutrition and wellness education offered in the classroom is reinforced outside of the classroom as well. It is our goal to provide our students with the knowledge and tools they need to make good decisions regarding their health throughout their lives.

Foods and beverages sold or served at school will meet the nutritional recommendations of the nutrition standards of the National School Lunch Program and School Breakfast Program, *the U.S. Dietary Guidelines for Americans 2010 and MGL 105CMR225.000, Nutrition Standards for Competitive Food and Beverages in Public Schools*, as required by the Commonwealth of Massachusetts. All food service equipment and facilities will meet applicable local and state standards for safe food preparation and handling, sanitation, and workplace safety. In addition, all students in grades preK-12 should have opportunities, support and encouragement to be physically active on a regular basis.

Furthermore, it is our expectation that specific actions and decisions will take into account the health needs and wellbeing of all children without discrimination or isolation of any child. We believe that education and open communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children in assuming more individual responsibility for healthy decisions as they grow, it is the policy of the Easton Public Schools that the guidelines reflect student development as our children advance from the primary grades through secondary school. In addition, all Easton public schools will implement and comply with the Easton Public Schools' Life Threatening Allergy Policy.

The goal of the School Wellness Policy Overview is to teach, encourage, and support healthy eating by students by using the following strategies and guidelines:

1. School Breakfast and Lunch Program
  - A. Offer meals that promote good health and provide students with the appropriate daily nutrition that is consistent with the *U.S. Dietary Guidelines for Americans 2010*.
  - B. The school breakfast and lunch will follow the *USDA Requirements for Federal School Meal Programs* and the *Healthy Hunger-Free Kids Act of 2010*.
  - C. By September of 2013, nutritional information will be made available to students for meals and non-prepackaged competitive foods and beverages sold in the cafeteria.
  - D. Students will have access to hand washing or hand sanitizing before and after meals, in accordance to the Life Threatening Allergy Policy.

- E. The district will provide adequate lunchtime, as recommended by the *National Association of State Boards of Education*, for students to enjoy eating meals and socializing. Lunch will be scheduled as near the middle of the day as possible.
  - F. Recess for elementary grades will be scheduled before lunch when feasible so that children will come to lunch less distracted and ready to eat.
  - G. The families, educators, food service staff, school nurse and licensed health care personnel will collaborate to develop and implement plans to meet the needs of students with special nutritional concerns (i.e. diabetes, food allergies).
2. Other Foods in the School and Classroom
- A. All snacks and competitive foods under the control of the school department are to meet the standards set by the *General Nutrition Standards for Public Schools; 105 CMR 225.000*.
  - B. These standards shall apply to competitive foods and beverages sold or provided on school grounds 30 minutes before the beginning of the school day until 30 minutes after the end of the school day.
  - C. Individual school organizations are encouraged to follow the guidelines and recommendations set forth in this policy at all times.
  - D. For safety and health reasons all groups, clubs and associations who wish to use the food preparation areas must hire and adhere to the instructions of a food service employee with regards to all aspects of food preparation, service, storage and facility clean up.
  - E. *Competitive Foods* are defined as foods and beverages provided in:
    - a. School Cafeterias, offered as a la carte items
    - b. School buildings, including classrooms and hallways
    - c. School stores
    - d. School snack bars
    - e. Vending machines, including those in non-student areas
    - f. Concession stands
    - g. Booster sales
    - h. Fundraising activities
    - i. School-sponsored or school-related events
    - j. Any other location on school property
  - F. Compliance to the competitive foods guidelines is the responsibility of the building administrators.
  - G. The use of food items as part of a student incentive or reward program is not allowed except when the food items are included as part of a student's Individual Educational Plan or are directed by a licensed health care professional.
  - H. Distribution of food items in the classroom for the purpose of instruction is not allowed except when the use of specific food items is related to curriculum-based activities and enhances educational objectives (i.e. cultural awareness such as "Heritage Day"). These food items must adhere to the Competitive Food Guidelines and to the Life Threatening Allergy



Policy.

- I. Gum and hard candies may be allowed during MCAS and other standardized testing as allowed by teachers or administrators. Gum in particular has been shown to decrease stress, increase attention and improve test performance.
- J. Parents/Guardians are encouraged to send healthy snacks for their children (i.e. the A+ snack list).
- K. There will be no sharing of food by children at any time of the school day or on the school bus.
- L. Birthday and other classroom celebrations are to be non-food based.
- M. School principals or administrators may decide to exempt a limited number of school-wide celebrations from the nutritional guidelines due to practical considerations (for example offering foods for a cookout) or tradition (an ice cream social). It is expected that healthy choices will be offered alongside the exempted foods and that these exempted celebrations be limited to no more than three per academic school year.
- N. According to applicable guidelines, plain, potable water is to be available to all students during the day at no cost.
- O. Fresh fruit and non-fried vegetables options are to be offered at any location where food is sold. This does not include non-refrigerated vending machines and vending machines dispensing only beverages.
- P. Students may not have food delivered to the schools (i.e. pizza or other "fast food").

### 3. Nutrition Education and Promotion

The Easton Public School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- A. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- B. Includes Health units on Nutrition, Safety, Disease Prevention and Growth & Development.
- C. Is integrated as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects
- D. Includes enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits and school gardens.
- E. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices.
- F. Emphasizes caloric balance between food intake and energy expenditure (physical activity and exercise).

- G. Links with school meal programs, other school foods, and nutrition related community services.
  - H. Teaches media literacy with an emphasis on food marketing.
  - I. Includes training for teachers and other staff
4. Physical Education and Activity
- A. School-wide wellness activities shall be aligned with healthy school goals incorporated in each school's School Improvement Plan.
  - B. Physical Education will be offered at all levels and recess will be offered in full-day KG and grades 1-5 recognizing the need for regular physical activity.
  - C. Physical education classes will be taught by state certified instructors in an environment where students learn, practice and are assessed on developmentally appropriate motor skills and knowledge.
  - D. Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
  - E. Opportunities for physical activity such as recess and physical education should not be withheld as a form of discipline. Physical activities such as running laps and doing push-ups will not be used as a form of punishment.
  - F. Students will be given opportunities for physical activity through a range of before- and after-school activities including intramurals, interscholastic athletics, and other physical activity clubs.
5. Staff Education and Wellness
- District and food service staff and faculty are encouraged to become full partners in the district's wellness goals.
- A. Nutrition and physical activity educational opportunities will be provided to all district and food service staff as resources allow. These opportunities will address diverse topics related to healthy lifestyles, nutrition and physical activity, and may be provided in the form of educational and informational materials, presentations or workshops.
  - B. School staff are encouraged to model healthy eating, physical activity and other elements of a healthy lifestyle.

### **Reporting and Communication**

1. The different school buildings (K-2, 3-5, middle and high school) will be encouraged to establish their own individual Wellness Committee to best facilitate the development, implementation and oversight of developmentally appropriate wellness programs. The composition of the smaller (K-2, 3-5, middle and high school) Wellness Committees should be similar to that of the Local

Wellness Committee and, in particular, should include the school nurse who is a primary resource for wellness data.

2. One member from each smaller building level Wellness Committee will represent his/her school(s) as a member of the Easton Public Schools Local Wellness Committee.
3. Wellness information regarding nutrition (school lunch program menus and nutrition content, the healthy "A-Snack List" and other relevant information), opportunities for physical activity (organized sports and other venues), and other wellness outreach programs (anti-bullying and others) will be available to families and the community on the Easton Public School Website or by other means. This information will be reviewed, updated and expanded as needed.
4. Communication may also be provided at PTA meetings, back -to-school night and other venues as appropriate.
5. Data collected regarding the nutrition, physical activity and health of our student population as a whole (not of individual students) will be collected. This data will be used to assess the success of health initiatives, student interest, and areas for improvement as we strive to improve the health of our students and community. No attempts will be made to single out individual students, but rather data will be recorded regarding topics such as student participation in extracurricular activities, as well as that mandated by the Department of Public Health, such as Body Mass Index, hearing and vision screenings, scoliosis screenings and other health initiatives.
6. The superintendent will develop a summary report every three years on district wide compliance with the wellness policies, based on information received from the Local Wellness Committee and other resources.

### **The Easton Wellness Committee**

1. The committee shall consist of, but is not limited to, at least one member from the following groups: the school committee, school administration, school health professionals, educators, school food authorities, parents and students.
2. In addition, the committee shall encourage participation/input from other parents, students, school food authorities, school board members, school administrators, physical education instructors, school health professionals, and the public in the development and periodic review /update of the wellness policy.

### Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. Wellness program coordinators will report to the School Committee annually.

### **Addendum:**

Massachusetts Nutrition Standards for Competitive Food and Beverages in Public Schools can be found at: [www.lawlib.state.ma.us/source/mass/CMR/CMRtext/105CMR225.pdf](http://www.lawlib.state.ma.us/source/mass/CMR/CMRtext/105CMR225.pdf)

The "A-Snack List" can be found at: [www.iohnstalkerinstitute.org/alist](http://www.iohnstalkerinstitute.org/alist)

Massachusetts Nutrition Evaluation Tool to evaluate whether a food meets the Competitive Foods nutritional requirements can be found at: [www.johnstalkerinstitute.org/alist/MassNETS.php](http://www.johnstalkerinstitute.org/alist/MassNETS.php)

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Adopted: June 16, 2017

## **SECTION B**

### **BOARD GOVERNANCE AND OPERATIONS**

<b>BA</b>	<b>SCHOOL COMMITTEE OPERATIONAL GOALS</b>
<b>BAA</b>	<b>EVALUATION OF SCHOOL COMMITTEE</b>
<b>BB</b>	<b>SCHOOL COMMITTEE LEGAL STATUS</b>
<b>BBA</b>	<b>SCHOOL COMMITTEE POWERS AND DUTIES</b>
<b>BBAA</b>	<b>SCHOOL COMMITTEE MEMBER AUTHORITY</b>
<b>BBBA/ BBBB</b>	<b>SCHOOL COMMITTEE MEMBER QUALIFICATIONS/ OATH OF OFFICE</b>
<b>BBBC</b>	<b>SCHOOL COMMITTEE MEMBER RESIGNATION</b>
<b>BBBE</b>	<b>UNEXPIRED TERM FULFILLMENT</b>
<b>BCA</b>	<b>SCHOOL COMMITTEE MEMBER ETHICS</b>
<b>BDA</b>	<b>SCHOOL COMMITTEE ORGANIZATIONAL MEETING</b>
<b>BDB</b>	<b>SCHOOL COMMITTEE OFFICERS</b>
<b>BDD</b>	<b>SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP</b>
<b>BDE</b>	<b>SUBCOMMITTEES OF THE SCHOOL COMMITTEE</b>
<b>BDF</b>	<b>ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE</b>
<b>BDFA</b>	<b>SCHOOL COUNCILS</b>
<b>BDFA-E-1</b>	<b>SCHOOL IMPROVEMENT PLAN</b>
<b>BDFA-E-2</b>	<b>SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN</b>
<b>BDFA-E-3</b>	<b>CONDUCT OF SCHOOL COUNCIL BUSINESS</b>
<b>BDG</b>	<b>SCHOOL ATTORNEY</b>
<b>BE</b>	<b>SCHOOL COMMITTEE MEETINGS</b>
<b>BEC</b>	<b>EXECUTIVE SESSIONS</b>

<b>BEDA</b>	<b>NOTIFICATION OF SCHOOL COMMITTEE MEETINGS</b>
<b>BEDB</b>	<b>AGENDA FORMAT</b>
<b>BEDD</b>	<b>RULES OF ORDER</b>
<b>BEDF</b>	<b>VOTING METHOD</b>
<b>BEDG</b>	<b>MINUTES</b>
<b>BEDH</b>	<b>PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS</b>
<b>BEDH-E</b>	<b>GUIDELINES FOR PUBLIC COMMENT</b>
<b>BEE</b>	<b>SPECIAL PROCEDURES FOR CONDUCTING HEARINGS</b>
<b>BG</b>	<b>SCHOOL COMMITTEE POLICY DEVELOPMENT</b>
<b>BGB</b>	<b>POLICY ADOPTION</b>
<b>BGC</b>	<b>POLICY REVISION AND REVIEW</b>
<b>BGD</b>	<b>SCHOOL COMMITTEE REVIEW OF PROCEDURES</b>
<b>BGE</b>	<b>POLICY DISSEMINATION</b>
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<b>BHC</b>	<b>SCHOOL COMMITTEE-STAFF COMMUNICATIONS</b>
<b>BHE</b>	<b>USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS</b>
<b>BIA</b>	<b>NEW SCHOOL COMMITTEE MEMBER ORIENTATION</b>
<b>BIBA</b>	<b>SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS</b>
<b>BID</b>	<b>SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES</b>

## **SCHOOL COMMITTEE OPERATIONAL GOALS**

The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in the Easton Public Schools for years to come. The Committee and each of its members must look to the future and to the needs of all people. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

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

In accordance with these principles, the School Committee will:

1. Periodically establish goals for the School Committee itself.
2. Allow the people responsible for carrying out the goals to have a role in setting them.
3. Establish practical and simple goals.
4. Conduct a concrete and periodic review of performance against these goals.

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Adopted: June 16, 2017

## **EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

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

The following areas of School Committee operations and relationships are representative of those in which goals 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 goals. 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.

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## SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

. . . Three, five, six, seven or nine members of the School Committee for terms of three years. . .

The School Committee, a body chosen by ballot from among the registered voters of Easton, has general charge of the operation of all Easton Public Schools. Although it functions as a duly elected Committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees.

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## SCHOOL COMMITTEE POWERS AND DUTIES

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

The Committee takes a broad view of its functions. The duties of the School Committee include:

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

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

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## SCHOOL COMMITTEE MEMBER AUTHORITY

### **Authority**

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

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

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

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

### **Duties**

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

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

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

In order to serve on the School Committee, an individual must be a registered voter in the town of Easton and must take an oath of office as required by law.

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

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

LEGAL REFS.:           M.G.L. 30A:20; 41:1; 41:107  
                              M.G.L. 76:5 Amended 1993

Revised:           December 18, 2015  
Adopted:           June 16, 2017

## **SCHOOL COMMITTEE MEMBER RESIGNATION**

The School Committee believes that any citizen who seeks election to the Committee should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Committee members and that the citizen's desire to serve reflects his/her intention to serve a full term of office.

However, if for reasons of health, change in residence, or any other compelling reason a member does decide to terminate service, the Committee requests earliest possible notification of such intent to resign, in order to be able to plan appropriately.

Formal resignation is accomplished by the member's filing of such resignation with the Town Clerk of Easton. Such resignation will be effective immediately, unless a later effective date for resignation is specified. The Clerk will notify the remaining School Committee members and the Board of Selectmen of the resignation and its effective date.

If a School Committee member moves from the town of Easton, he/she will be deemed to have vacated his/her office.

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

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## UNEXPIRED TERM FULFILLMENT

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

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

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

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

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Adopted: June 16, 2017

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

**Preamble**

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

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

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

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

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

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

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

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

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



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

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Adopted: June 16, 2017

## **SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

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

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

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

The Superintendent of Schools shall serve as Secretary, unless otherwise voted by the School Committee.

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

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

Revised: December 18, 2015  
Adopted: June 16, 2017

## SCHOOL COMMITTEE OFFICERS

### **Duties of the Chairperson**

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

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

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

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

**Duties of the Vice-Chairperson**

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

**Secretary**

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

LEGAL REF.:           M.G.L. 71:36

Revised: December 18, 2015

Adopted: June 16, 2017

## **SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

The School Committee believes that establishment of policy is an important function of the Committee, and that the execution of policy is the function of the Superintendent. The Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer of the Easton Public Schools. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from the Superintendent. Further:

1. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed about school system activities, operations, and concerns.
3. The Superintendent shall notify all Committee members as promptly as is reasonably possible regarding matters of a critical or emergency nature.

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Adopted: June 16, 2017

## **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

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

1. The subcommittee will be established through action of the Committee.
2. The School Committee Chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The subcommittee may meet at such times and locations as its members agree to be necessary and desirable.
6. All subcommittee meetings shall be subject to the provisions of the Open Meeting law, including due posting of advance notice, public attendance, maintenance of proper minutes, executive session, etc.
7. The subcommittee will report its findings, conclusions, and recommendations to the School Committee either at planned intervals or as requested.
8. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

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Adopted: June 16, 2017

## ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

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

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.
9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

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

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

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

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## SCHOOL COUNCILS

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

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

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

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

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.

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

Revised: December 18, 2015

Adopted: June 16, 2017

## SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent and the School Committee. The plan should be drafted with the following in mind:

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

Revised: December 18, 2015

Adopted: June 16, 2017

## SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

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

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

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

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Adopted: June 16, 2017

## CONDUCT OF SCHOOL COUNCIL BUSINESS

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

The School Council shall meet at a minimum of eight times during the school year. Meetings will be held at times agreed upon by the members. Where circumstances warrant, the Council may choose to call additional meetings.

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

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

The Superintendent shall receive agendas and minutes of all School Council meetings.

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Adopted: June 16, 2017

## SCHOOL ATTORNEY

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

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

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

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his/her services to counsel and represent the school system at various times.

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

Revised: December 18, 2015

Adopted: June 16, 2017

## SCHOOL COMMITTEE MEETINGS

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

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

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

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

Revised: December 18, 2015

Adopted: June 16, 2017

## EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

9. To meet or confer with a mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

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

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

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

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

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

Established by law and Committee policy

LEGAL REFS.: M.G.L. 30A:21; 30A:22

CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel

Revised: December 18, 2015

Adopted: June 16, 2017



File: BEDA

## **NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

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

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

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

CROSS REF.: BE, School Committee Meetings

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## AGENDA FORMAT

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

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

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. However, if three members of the School Committee request an item be placed on the agenda, the Chairperson is obligated to do so. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

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

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

Agendas will be posted and made available to the press.

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## **RULES OF ORDER**

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

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

The 2/3 vote here is referring to “suspending a parliamentary rule of order”, which requires a 2/3 vote within Robert’s Rules. A 2/3 vote for the Easton School Committee would require 4 out of 5, or 3 out of 4, or 2 out of 3. The same would be true of File: BEDF.

The School Committee could establish its own rule about suspending the “Rules of Order”, but I do not suggest it. However, this is your policy manual and I will make the change if that is what the SC wants.

Revised: December 18, 2015

Adopted: June 16, 2017

## VOTING METHOD

### **Open meeting**

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

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

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

### **Executive Session**

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

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

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

Revised: December 18, 2015

Adopted: June 16, 2017

## MINUTES

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

Minutes will include:

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

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

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

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

Revised: December 18, 2015  
Adopted: June 16, 2017

## PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

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

The School Committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of the Easton Public Schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who would like to be heard before the Committee have a chance to do so and to ensure the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

1. During each regularly scheduled School Committee meeting, individuals or group representatives may be invited to address the Committee. The length of the public participation segment shall be determined by the Chair.
2. All speakers are encouraged to present their remarks in a respectful manner. Speakers must begin their remarks by stating their name and address. All remarks will be addressed through the Chair of the meeting.
3. Speakers will be allowed three (3) minutes to present their material. Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the School Committee Chair through Central Office via telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.
4. Written comments longer than three minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at a later time if deemed appropriate.
5. Topics for public comment are limited to matters that are within the scope of the School Committee's authority. Therefore, any comments involving staff members or students must concern the educational goals, policies, or budget of the Easton Public Schools or the performance of the Superintendent. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
6. The Chair of the meeting may not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech which is not

Constitutionally protected because it constitutes true threats, incitement to imminent lawless content, comments that were found by a court of law to be defamatory, and/or sexually explicit comments made to appeal to prurient interests. Verbal comments will also be curtailed once they exceed the time limits outlined in paragraph 3 of this policy and /or to the extent they exceed the scope of the School Committee's authority as outlined in paragraph 5 of this policy.

7. Disclaimer: The public comment period is not a time for debate or response to comments by the School Committee. Comments made during this period do not reflect the views or the positions of the School Committee. Because of constitutional free speech principles, the School Committee does not have the authority to prevent all speech that may be upsetting and /or offensive during public comment.

Revised: June 9, 2022  
December 18, 2015

Adopted: July 11, 2022

## GUIDELINES FOR PUBLIC COMMENT

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

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

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

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

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

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

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

1. A portion of each regularly scheduled School Committee meeting shall be dedicated to public comment. A Chairperson may limit the length of public comment if warranted and without objection of the members of the School Committee. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.



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Adopted: June 16, 2017

## **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

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

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

The Chairperson of the Committee will preside at the hearing.

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

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chairperson, 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 School Committee Chairperson will recognize persons who have not commented previously during the hearing before recognizing persons who wish to speak a second time.

Revised: December 18, 2015

Adopted: June 16, 2017

## SCHOOL COMMITTEE POLICY DEVELOPMENT

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

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

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

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

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

Revised: December 18, 2015

Adopted: June 16, 2017

## **POLICY ADOPTION**

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

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

1. Discussion item - first reading of proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting
2. Second reading and 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 School Committee may dispense with the above sequence to meet emergency conditions.

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

Revised: December 18, 2015  
Adopted: June 16, 2017

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.

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

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

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

Revised: December 18, 2015

Adopted: June 16, 2017

## SCHOOL COMMITTEE REVIEW OF PROCEDURES

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

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

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

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

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

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

Revised: December 18, 2015  
Adopted: June 16, 2017

## **POLICY DISSEMINATION**

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

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

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

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

Revised: December 18, 2015

Adopted: June 16, 2017

## **SUSPENSION OF POLICIES**

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

Revised: December 18, 2015  
Adopted: June 16, 2017



## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

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

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

All communications or reports to the Committee or any of its subcommittees from 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 Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Committee's deliberations on problems of staff concern.

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

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

### **Visits to Schools**

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

Revised: December 18, 2015  
Adopted: June 16, 2017

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

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

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

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

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

LEGAL REF.: M.G.L.4:7; 30A:18-25, 66:10

Revised: December 18, 2015

Adopted: June 16, 2017

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24, 2002, each new School Committee member elected to the Easton School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

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

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

The Chair and/or Superintendent shall also clarify policy:

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

Under the leadership of the Committee Chairperson and the Superintendent, and with the assistance of other Committee members, orientation of new members shall be an ongoing process.

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

Revised: December 18, 2015  
Adopted: June 16, 2017

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

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

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

LEGAL REFS.: M.G.L. 40:5

CROSS REFS.: BID, School Committee Member Compensation and Expenses  
DKC, Expense Reimbursements

Revised: December 18, 2015

Adopted: June 16, 2017

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

The School Committee shall serve without compensation. No member of a School Committee shall be eligible to the position of teacher, or Superintendent in the town of Easton or Southeastern Regional School District.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from Easton Public Schools' funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.:           M.G.L. 40:5; 71:52

Revised:           December 18, 2015  
Adopted:           June 16, 2017

## **SECTION C**

### **GENERAL SCHOOL ADMINISTRATION**

<b>CA</b>	<b>ADMINISTRATION GOALS</b>
<b>CB</b>	<b>SCHOOL SUPERINTENDENT</b>
<b>CBD</b>	<b>SUPERINTENDENT'S CONTRACT</b>
<b>CCB</b>	<b>LINE AND STAFF RELATIONS</b>
<b>CE</b>	<b>ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES</b>
<b>CH</b>	<b>POLICY IMPLEMENTATION</b>
<b>CHA</b>	<b>DEVELOPMENT OF PROCEDURES</b>
<b>CHB</b>	<b>SCHOOL COMMITTEE REVIEW OF PROCEDURES</b>
<b>CHC</b>	<b>PROCEDURES DISSEMINATION</b>
<b>CHCA</b>	<b>APPROVAL OF HANDBOOKS AND DIRECTIVES</b>
<b>CHD</b>	<b>ADMINISTRATION IN POLICY ABSENCE</b>

## ADMINISTRATION GOALS

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

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any 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 administrator concerned, and, where appropriate, by the Superintendent and School Committee.

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

Members of the administration (EPS Cabinet) will develop goals for each school year. These goals will include a description of the actions necessary to achieve system wide goals and individual goals as well as the evidence that will be collected to evaluate each goal. Administrative goals will be included as part of the evaluation of each administrator.

Revised: June 10, 2016

Adopted: June 16, 2017

## SCHOOL SUPERINTENDENT

The School Committee shall employ a Superintendent of Schools and fix his/her compensation and certain other benefits. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the Massachusetts Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Town Administrator in sufficient time for printing in the annual report for the town of Easton.

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

Revised: June 10, 2016

Adopted: June 16, 2017



## **SUPERINTENDENT'S CONTRACT**

The School Committee, upon the selection of a candidate or upon contract renewal 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 School Committee and the Superintendent.

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

Revised: June 10, 2016

Adopted: June 16, 2017

## LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the lines of authority within the school system.

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

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

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

Revised: June 10, 2016

Adopted: June 16, 2017

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

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

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the 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.

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

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

Revised: June 10, 2016

Adopted: June 16, 2017

## **POLICY IMPLEMENTATION**

It is the responsibility of the Superintendent to assure the implementation, execution, and enforcement of the policies which have been adopted by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the Easton Public Schools. Consequently, it is expected that all school system employees and students will carry them out.

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

Suggestions for changes in, revision of, or additions to existing policies and procedures are welcomed from employees and students.

Revised: June 10, 2016

Adopted: June 16, 2017

## **DEVELOPMENT OF PROCEDURES**

It is the responsibility of the Superintendent to specify the required actions and design the detailed arrangements under which the Easton Public Schools 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 Easton Public Schools will be governed.

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

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

Revised: June 10, 2016

Adopted: June 16, 2017

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

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

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

The Committee will not officially approve procedures except as required by state law, or in cases when strong community attitudes or possible student or staff reaction make it necessary or advisable for a regulation to have the Committee's advance approval.

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

Under Massachusetts law, the Superintendent is required to publish "rules and procedures pertaining to the conduct of teachers and students which have been adopted." (Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only.) Standards of conduct will be included in staff and student handbooks.

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

Revised: June 10, 2016

Adopted: June 16, 2017

## **PROCEDURES DISSEMINATION**

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

The Superintendent shall be responsible for assuring full and complete dissemination of administrative procedures to all employees of the Easton Public Schools who are charged with the execution of such rules, as well as to all staff members, students, parents, and others who may be impacted by such rules.

Revised: June 10, 2016

Adopted: June 16, 2017

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

The Principal, in consultation with the School Council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the Easton Public Schools or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks to be approved prior to publication by the Superintendent. All handbooks published will be made available to the Committee for informational purposes.

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

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

Revised: June 10, 2016

Adopted: June 16, 2017



## **ADMINISTRATION IN POLICY ABSENCE**

Should a situation develop within Easton Public Schools which requires immediate action, but for which no School Committee policy or other administrative procedures have been provided, the Superintendent may take such action as is deemed necessary and appropriate.

If the Superintendent judges that a policy is needed to govern future such occurrences, the Superintendent will so advise the Committee.

Revised: June 10, 2016

Adopted: June 16, 2017

## **SECTION D**

### **FISCAL MANAGEMENT**

<b>DA</b>	<b>FISCAL MANAGEMENT GOALS</b>
<b>DB</b>	<b>ANNUAL BUDGET</b>
<b>DBC</b>	<b>BUDGET DEADLINES AND SCHEDULES</b>
<b>DBD</b>	<b>BUDGET PLANNING</b>
<b>DBG</b>	<b>BUDGET ADOPTION PROCEDURES</b>
<b>DBJ</b>	<b>BUDGET TRANSFER AUTHORITY</b>
<b>DD</b>	<b>FUNDING PROPOSALS AND APPLICATIONS</b>
<b>DDBA</b>	<b>PAC FUNDRAISING</b>
<b>DGA</b>	<b>AUTHORIZED SIGNATURES</b>
<b>DH</b>	<b>BONDED EMPLOYEES AND OFFICERS</b>
<b>DI</b>	<b>FISCAL ACCOUNTING AND REPORTING</b>
<b>DIE</b>	<b>AUDITS</b>
<b>DJ</b>	<b>PURCHASING</b>
<b>DJA</b>	<b>PURCHASING AUTHORITY</b>
<b>DJE</b>	<b>BIDDING REQUIREMENTS</b>
<b>DJG</b>	<b>VENDOR RELATIONS</b>
<b>DK</b>	<b>PAYMENT PROCEDURES</b>
<b>DKC</b>	<b>EXPENSE REIMBURSEMENTS</b>

## **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the educational goals of the Easton Public Schools can best be achieved through excellent fiscal management.

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

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

In the fiscal management of the Easton Public Schools, it is the Committee's intent:

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

Revised: June 10, 2016

Adopted: June 16, 2017

## ANNUAL BUDGET

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

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

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

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

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to the School Committee, Finance Committee and to the general public.

A budget is a spending plan that is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The annual budget for each school shall be developed with input from the School Council, and shall reflect the priorities established in the School Improvement Plan.

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

Revised: June 10, 2016

Adopted: June 16, 2017

## **BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

In reaching its decision on the budget amount that it will submit to the Town Administrator and Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

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

Revised: June 10, 2016

Adopted: June 16, 2017

## **BUDGET PLANNING**

The major portion of income for the operation of the Easton Public Schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Except as required by General Law, each school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating a foundation budget. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the Easton Public Schools, the School Committee will strive to:

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

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

Revised: June 10, 2016  
Adopted: June 16, 2017

## **BUDGET ADOPTION PROCEDURES**

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

LEGAL REFS.: M.G.L. 71:34

Revised: June 10, 2016

Adopted: June 16, 2017

## **BUDGET TRANSFER AUTHORITY**

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

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

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

Revised: June 10, 2016

Adopted: June 16, 2017



## FUNDING PROPOSALS AND APPLICATIONS

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

The Superintendent will seek outside funding opportunities available to the Easton Public Schools under the various state and federal programs.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for reporting to the School Committee about the expenditure of these funds.

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

The Superintendent will designate a central office administrator to oversee grant operations in the Easton Public Schools. This individual will have general responsibility for a) appropriate transmission of funds from grant agency to grant recipient; b) accurate and appropriate recording and reporting of use of grant funds; c) informing the School Committee of grants in operation in the Easton Public Schools.

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

P.L. 874 Impact Aid

Board of Education 603 CMR 32:00;34:00

Revised: June 10, 2016

Adopted: June 16, 2017

## **PAC FUNDRAISING**

Funds raised by the various school PACs shall not be used to purchase any materials, supplies or services which impact (changing the nature of the curriculum, supplanting the curriculum, revising the curriculum, creating new curriculum) on the approved curriculum of the Easton Public Schools. Any exceptions must receive prior approval from the Superintendent of Schools.

Revised: June 10, 2016

Adopted: June 16, 2017

**AUTHORIZED SIGNATURES**

A majority of School Committee shall review and sign warrants prior to their submission to the Town Accountant for payment.

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

LEGAL REF.: M.G.L. 41:52

Revised: June 10, 2016

Adopted: June 16, 2017

**BONDED EMPLOYEES AND OFFICERS**

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

LEGAL REFS.: M.G.L. 40:5

Revised: June 10, 2016

Adopted: June 16, 2017

## **FISCAL ACCOUNTING AND REPORTING**

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

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

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the Easton Public Schools.

LEGAL REF.: Board of Education 603 CMR 10:00

Revised: June 10, 2016

Adopted: June 16, 2017

## **AUDITS**

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

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

Revised: June 10, 2016

Adopted: June 16, 2017

## **PURCHASING**

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

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

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

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

LEGAL REFS.:           M.G.L. 7:22A; 7:22B; 30B; 71:49A

Revised:           June 10, 2016

Adopted:           June 16, 2017

## **PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent as part of the budget-making process.

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

LEGAL REF.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

Revised: June 10, 2016

Adopted: June 16, 2017



## **BIDDING REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$35,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$35,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

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

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

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

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

LEGAL REF.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

Revised: June 10, 2016

Adopted: June 16, 2017

## VENDOR RELATIONS

No employee of the Easton Public Schools will accept a gift or any form of monetary reimbursement from any vendor who is, or may be, doing business with the Easton Public Schools.

Representatives of firms doing or hoping to do business with Easton Public Schools will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function may limit the visits of vendors to staff members designated by school officials.

Revised: June 10, 2016

Adopted: June 16, 2017

## **PAYMENT PROCEDURES**

All claims for payment from Easton Public Schools' funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

As an operating procedure, the Committee will receive warrants for payment from Easton Public Schools' funds. The warrants will be signed by a majority of School Committee members and then forwarded to the Town Accountant for payment.

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

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

LEGAL REFS.:           M.G.L. 41:41; 41:52 41:56

Revised:           June 10, 2016

Adopted:           June 16, 2017

## **EXPENSE REIMBURSEMENTS**

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

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

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

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

LEGAL REFS.: M.G.L. 40:5; 44:58

Revised: June 10, 2016

Adopted: June 16, 2017

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

<b>EB</b>	<b>SAFETY PROGRAM</b>
<b>EBAB</b>	<b>PEST MANAGEMENT POLICY</b>
<b>EBB</b>	<b>FIRST AID</b>
<b>EBC</b>	<b>EMERGENCY PLANS</b>
<b>EBCD</b>	<b>EMERGENCY CLOSINGS</b>
<b>EC</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT</b>
<b>ECA</b>	<b>BUILDINGS AND GROUNDS SECURITY</b>
<b>ECAC</b>	<b>VANDALISM</b>
<b>ECAF</b>	<b>SECURITY CAMERAS IN SCHOOLS</b>
<b>EDC</b>	<b>AUTHORIZED USE OF SCHOOL-OWNED MATERIALS</b>
<b>EEA</b>	<b>STUDENT TRANSPORTATION SERVICES</b>
<b>EEAA</b>	<b>WALKERS AND RIDERS</b>
<b>EEAEC</b>	<b>STUDENT CONDUCT ON SCHOOL BUSES</b>
<b>EEAG</b>	<b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b>
<b>EEAJ</b>	<b>POLICY REGARDING MOTOR VEHICLE IDLING ON SCHOOL GROUNDS</b>
<b>EFC</b>	<b>FREE AND REDUCED PRICE FOOD SERVICES (INCLUDING CHARGE POLICY)</b>

## **SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences that can result in tragic consequences—bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school buildings, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will include accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the Easton Public Schools. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

The Easton School Committee expects that all employees will use safe techniques and practices at all times. Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

LEGAL REFS: M.G.L. 71:55C and Acts of 1985c 614 Sec 1  
Board of Education 603 CMR 36:00

CROSS REFS\*: EEAE, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education  
JLI, Student Safety

Revised: June 10, 2016  
Adopted: June 16, 2017

## PEST MANAGEMENT POLICY

The Easton Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, Easton Public Schools will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

### I. OVERVIEW AND GOALS

- A. The Easton Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
  - 1. Reduce any potential human health hazard.
  - 2. Reduce loss or damage to school structures or property.
  - 3. Minimize the risk of pests from spreading in the community.
  - 4. Enhance the quality of facility use for school and community.
  - 5. Minimize health, environmental and economic risks.

### II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

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

also be listed.

- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

#### IV. RECORD-KEEPING

- A. Easton Public Schools will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

#### V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.
- B. Ongoing education of all appropriate Easton Public Schools staff will be a priority to ensure a safe and clean environment.

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

Revised: June 10, 2016  
Adopted: June 16, 2017



## **FIRST AID**

The Easton Public Schools is committed to providing a safe environment for students and staff. If an accident or sudden illness occurs, school- personnel will administer first aid and, if warranted, call the school physician.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

LEGAL REFS.: M.G.L. 71:55A: 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Revised: June 10, 2016

Adopted: June 16, 2017

## EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

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

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

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

LEGAL REF: M.G.L. 69:8A

Section 363 of Chapter 159 of the Acts of 2000

Section 7 of Chapter 284 of the Acts of 2014

CROSS REF.: EBCD, Emergency Closings

JL, Student Welfare

JLC, Student Health Services and Requirements

Revised: June 10, 2016  
Adopted: June 16, 2017

## EMERGENCY CLOSINGS

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

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with administrative procedures in reporting for work.

LEGALREFS.: M.G.L. 71:4; 71:4A

CROSS REF.: EBC, Emergency Plans

Revised: June 10, 2016

Adopted: June 16, 2017

## **FACE COVERINGS**

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

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Exceptions to this policy under certain circumstances would be limited to students with medical, behavioral or other challenges who are unable to wear face coverings.

A written note from the student's health care provider is required for a requested exemption, must be submitted prior to the student attending school, and must be approved by the building principal in consultation with the school nurse.

Parents may not excuse their child from the face covering requirement by signing a waiver.

Face coverings will not be required when appropriate social distancing is enforced pursuant to the guidelines.

A student's face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. The district will have disposable face coverings if individuals arrive at a building, or board school transportation, without one, or if the integrity of the face covering is in jeopardy.

If students are in violation of this policy, the students will be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -  
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks -  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines  
<http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts – Mask Up MA! –  
<https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020

Adopted by SC - 8/20/2020

## **BUILDINGS AND GROUNDS MANAGEMENT**

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the Easton Public Schools will be the general responsibility of the Administrative Assistant to the Superintendent. He/she will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Administrative Assistant to 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 Easton Public Schools; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

Within the separate schools, the Principal will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

LEGAL REF.: M.G.L. 71:68

Revised: June 10, 2016

Adopted: June 16, 2017

## **BUILDINGS AND GROUNDS SECURITY**

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the Easton Public Schools and town of Easton to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons. Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it and individuals participating in or attending approved events. The designated custodian is responsible for securing the building at the conclusion of the approved event.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

Revised: June 10, 2016

Adopted: June 16, 2017



## VANDALISM

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town of Easton, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the Easton Public Schools, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

Revised: June 10, 2016

Adopted: June 16, 2017

## SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

Revised: June 10, 2016

Adopted: June 16, 2017

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

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

Students may use school equipment in conjunction with their studies or extracurricular activities. Staff members may use school equipment when the use is related to their school employment in accordance with the following guidelines:

1. All equipment will remain in the respective buildings unless other arrangements have been approved in advance by the principal and/or Superintendent.
2. An active up-to-date inventory of the equipment will be maintained by each building principal, department head and/or other personnel designated by the Superintendent of Schools.
3. Equipment will not be used or stored in private residences unless approved by the principal and/or Superintendent.
4. A loan agreement for the use of technology has been established. The purpose of this arrangement is to enable staff to develop their technological skills and further their ability to utilize technology to enhance instruction.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Revised: June 10, 2016

Adopted: June 16, 2017

## STUDENT TRANSPORTATION SERVICES

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

The Easton Public Schools will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

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

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

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71 A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, Walkers and Riders

Revised: June 10, 2016

Adopted: June 16, 2017

## **WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

Additionally, the Committee will provide transportation for students as follows:

1. All kindergarten students will be transported, but where feasible and safe, group pickups will be the rule. (No kindergarten student should walk more than a mile to a bus stop.)
2. All Moreau Hall students will be transported.
3. All K-6 students who must cross or walk along Routes 106,123, and 138 will be bussed.
4. Busses will not travel down the side streets from Routes 106, 123, and 138 unless a safety condition exists which required that. In that case, only a limited number of stops will be made on those side streets.
5. All students in grades K-8, other than those referred to in #1, 2, and 3 above, will observe a mile and a half walking limit. All students in grades 9-12 will observe a two mile walking limit when financially feasible.

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF.: EEA, Student Transportation Services

Revised: June 10, 2016

Adopted: June 16, 2017

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal. The standards for student conduct on the school buses and consequences for misbehavior shall be included in all student handbooks.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Revised: June 10, 2016

Adopted: June 16, 2017

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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

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

Revised: June 10, 2016

Adopted: June 16, 2017

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

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Easton School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Easton School District shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

### **NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Easton School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

Revised: June 10, 2016  
Adopted: June 16, 2017



## **FREE AND REDUCED PRICE FOOD SERVICES (INCLUDING CHARGE POLICY)**

The Easton Public Schools will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his parents or guardians.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

In the event that a student arrives at the register with a lunch and/or A la carte items and does not have a way to pay for the food items, the following policy will be applied.

A la Carte items may not be charged. Students in Grades K-2 will not be subject to the charge limit; they will receive a regular lunch and accrue charges accordingly. Grades 3-12 will be allowed to charge two lunches. After two lunches, the student will be given a free lunch that consists of a sandwich choice based on what is available, a fruit and a cup for water.

Parents will be notified of negative balances promptly. Every effort will be made to resolve any outstanding balances.

In order to be in compliance with the Federal Regulation, each school will be required to open a Purchase Order, at the beginning of each fiscal year encumbering the estimated amount of uncollected school lunch debt accrued during the school year. A forecast amount will be provided by the School Business Office. An invoice will be issued to each school in June by the food service department.

In keeping with the federal regulations, all school food authorities within the Commonwealth must resolve bad debt at the end of each school year by offsetting bad debt costs incurred by food service operations from sources outside of the non-profit school food service account (such as a general fund). Whether bad debt occurs by policy or by practice, it is not an allowable expense.

LEGAL REFS.:           National School Lunch Act, as amended (42 USC 1751-1760)  
                              Child Nutrition Act of 1966  
                              The Federal Office of Management and Budget (OMB) Cost Principles for State, Local, and Indian Tribal Governments Regulation 2 CFR Part 225 (formerly OMB circular A-87) provides the official federal regulations regarding allowable costs for National School Lunch Program Funds  
                              P.L. 89-642, 80 Stat. 885, as amended  
                              M.G.L. 15:1G; 15:1L; 69:1C; 71:7

Revised 8/17/2017

Approved by School Committee 9/15/2017

**SECTION F**

**FACILITIES DEVELOPMENT**

- FA FACILITIES DEVELOPMENT GOALS**
- FCB RETIREMENT OF FACILITIES**
- FF NAMING NEW FACILITIES**
- FFA NAMING OF SCHOOL FACILITIES & GROUNDS**

## **FACILITIES DEVELOPMENT GOALS**

The School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the Easton Public Schools, and to provide the kind of facilities that will best support and accommodate the educational program both today and in the future.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Architects retained by the Committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

LEGAL REF.: 963 CMR 2.00

Revised: May 13, 2016

Adopted: June 16, 2017

## RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bussed, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
7. Continuity of instructional and community programs

Revised: May 13, 2016

Adopted: June 16, 2017

## NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

When appropriate, the Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before me planning starts.

Revised: May 13, 2016  
Adopted: June 16, 2017

## NAMING OF SCHOOL FACILITIES AND GROUNDS

The purpose of this policy is to establish the criteria and procedures for granting naming requests in relation to the Easton Public School's property. This policy does not cover scholarships or research grants.

1. The School Committee maintains sole discretion and authority for approval of all naming of structures, signs, equipment, wall displays, rooms, etc. owned, operated or controlled by the Easton Public School District.
2. In granting naming requests, care will be taken to maintain an appropriate balance between commercial considerations and the Easton Public School's sense of mission and vision.
3. Each granting of naming rights shall be bound by an agreement as defined by this and all other applicable School Committee policies.
4. There are two circumstances in which Naming Rights may be granted:
  - a. *Naming Rights in Consideration* is in consideration of financial contributions or sponsorship. The District, in consideration of an appropriate financial contribution or sponsorship, including that of equipment, materials, land or services, to the District, may grant *Naming Rights in Consideration*.
  - b. *Naming Rights in Recognition* is in recognition of any significant contributions to the District that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and is at the discretion of the District in agreement with the party or their representatives. One of the following criteria must be fulfilled in order to grant *Naming Rights in Recognition*:
    - i. Recognition of outstanding service to the District while serving in an academic or administrative capacity; or outstanding service to the Easton community.
    - ii. Recognition of the achievements of distinguished alumni.
    - iii. Recognition of a generous financial or other contribution from a donor, such a contribution being voluntary and not rendered in consideration of naming rights.

The District may solicit suitable donations from advocates of such recognition, particularly if the request comes from other than family members.

### PROCEDURE

1. Naming requests will be considered for large portions of school buildings and adjacent public areas including, but not limited to, gymnasiums, auditoriums, academic wings and fields.

2. Proposals from interested parties are to be forwarded to the Chair of the School Committee. Proposals will include a brief biography of the individual or entity for which the area is to be named, including how the individual or entity meets the criteria of naming found within this policy.
3. The application must be signed by a legal representative of the person or entity for which the naming has been proposed.
4. The proposals will be reviewed and considered by the School Committee. The School Committee may convene a sub-committee, if necessary, to assist in screening and naming process. The department or school affected by the naming right to be granted must be consulted before any decision is made.
5. At the discretion of the School Committee, smaller portions of school buildings and adjacent public areas may also be considered for naming requests. The School Committee will decide under what circumstances naming of smaller portions of buildings, such as classrooms or common space, will require a formal proposal.
6. The School Committee may attach financial qualifications as a condition for consideration of a naming request with a recommendation from the Superintendent and Chief Financial Officer of the District or from other professionals as needed. Each case may take into account market comparisons for Naming Rights.
7. If the naming is associated with a financial gift, the sum attached to the naming must be received prior to the finalization of the naming, including any ceremonies or placement of a marker. Exceptions can be made on a case-by-case basis by the School Committee on amounts over \$50,000.00.
8. The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. No assumption of perpetual naming shall be made. Naming Rights may be renewed by mutual agreement between all the parties.
9. The School Committee shall announce such naming proposals at a regular School Committee meeting and solicit community feedback regarding such proposal. The School Committee shall review such feedback in its consideration of the proposals in question.
10. In a subsequent regular School Committee meeting, the School Committee shall vote as to whether to approve or decline the naming proposal.
11. Each physical display of a named area (signs, plaques, bricks, etc.) shall be reviewed and approved by the School Committee.
12. The parties may terminate a Naming Rights agreement in advance of the scheduled date, under the following conditions:
  - a. *Termination by the District:* The District reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior



to the scheduled termination date, should it feel it is necessary to do so to avoid the District being brought into disrepute.

- b. *Termination by the Named Party:* The Named Party may without refund of consideration, at its sole discretion, terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the District directly brings the Named Party into disrepute.

Revised: October 21, 2016

Adopted: June 16, 2017

## **SECTION G**

### **PERSONNEL**

<b>GA</b>	<b>PERSONNEL POLICIES GOALS</b>
<b>GBA</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<b>GBD</b>	<b>SCHOOL COMMITTEE – STAFF COMMUNICATIONS</b>
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<b>GBEC</b>	<b>DRUG-FREE WORKPLACE POLICY</b>
<b>GBED</b>	<b>TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED</b>
<b>GBGB</b>	<b>STAFF PERSONAL SECURITY AND SAFETY</b>
<b>GBI</b>	<b>STAFF PARTICIPATION IN POLITICAL ACTIVITIES</b>
<b>GBJ</b>	<b>PERSONNEL RECORDS</b>
<b>GBK</b>	<b>STAFF COMPLAINTS AND GRIEVANCES</b>
<b>GCA</b>	<b>PROFESSIONAL STAFF POSITIONS</b>
<b>GCBA</b>	<b>PROFESSIONAL STAFF SALARY SCHEDULES</b>
<b>GCBB</b>	<b>EMPLOYMENT OF PRINCIPALS</b>
<b>GCCC</b>	<b>STAFF FAMILY AND MEDICAL LEAVE</b>
<b>GCCD</b>	<b>DOMESTIC VIOLENCE LEAVE POLICY</b>
<b>GCE</b>	<b>PROFESSIONAL STAFF RECRUITING/ POSTING OF VACANCIES</b>
<b>GCF</b>	<b>PROFESSIONAL STAFF HIRING</b>
<b>GCG</b>	<b>SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT</b>
<b>GCIA</b>	<b>STAFF DEVELOPMENT</b>
<b>GCJ</b>	<b>PROFESSIONAL TEACHER STATUS</b>

<b>GCQD</b>	<b>RESIGNATION OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCQE</b>	<b>RETIREMENT OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCQF</b>	<b>SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS</b>
<b>GCRD</b>	<b>TUTORING FOR PAY</b>
<b>GDA</b>	<b>SUPPORT STAFF POSITIONS</b>
<b>GDF</b>	<b>SUPPORT STAFF HIRING</b>
<b>GDJ</b>	<b>SUPPORT STAFF ASSIGNMENTS AND TRANSFERS</b>
<b>GDO</b>	<b>EVALUATION OF SUPPORT STAFF</b>
<b>GDP</b>	<b>SUPPORT STAFF PROMOTIONS</b>
<b>GDQC</b>	<b>RETIREMENT OF SUPPORT STAFF MEMBERS</b>
<b>GDQD</b>	<b>SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS</b>

## **PERSONNEL POLICIES GOALS**

The personnel goals for the Easton Public Schools are:

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

LEGAL REF.: 603 CMR 26:08 paragraphs 3,7,8,9

Revised: June 24, 2016  
Adopted: June 16, 2017

## **EQUAL EMPLOYMENT OPPORTUNITY**

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

LEGAL REF.:           BESE Regulations 603 CMR 26:00

CROSS REF.:           AC, Nondiscrimination

Revised:           June 24, 2016

Adopted:           June 16, 2017

## **SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

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

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

All communications or reports to the Committee or any of its subcommittees from 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 Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

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

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

### **Visits to Schools**

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

Revised: June 24, 2016

Adopted: June 16, 2017

## STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the Easton Public Schools.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the Easton Public Schools. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that no employee be hired who is related to any member of the School Committee or who is related to any administrator of the Easton Public Schools without following the prescribed statutory procedures. This provision will not affect anyone currently employed in the Easton Public Schools that may be related to either a School Committee member or an administrator but no promotions or hiring in the future will be exempt from this provision.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

Revised: June 24, 2016

Adopted: June 16, 2017

## STAFF CONDUCT

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

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

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

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

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

LEGAL REFS.: M.G.L. 71:37H; 264:11; 264:14

Revised: June 24, 2016

Adopted: June 16, 2017



## GIFTS TO AND SOLICITATIONS BY STAFF

### Gifts

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

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

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

### Class Gifts

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

### Gifts for School Use

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

### Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools  
JP, Student Donations and Gifts

Revised: June 24, 2016

Adopted: June 16, 2017

## **DRUG-FREE WORKPLACE POLICY**

The School Committee hereby notifies employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Easton Public Schools. Violation of such prohibition can lead to dismissal.

An ongoing drug-free awareness program is established to inform employees about:

- The dangers of drug abuse in the workplace;
- The Easton Public Schools' policy of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

As a condition of continuing employment, employees will:

- Abide by the terms of this policy; and
- Notify the Easton Public Schools in writing of any criminal drug statute conviction for a violation occurring in the Easton Public Schools no later than five calendar days after such conviction;

The Easton Public Schools will notify any agency granting funds to the Easton Public Schools under which an employee with such a conviction has been paid, in writing within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction;

The Easton Public Schools will take one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:

Taking appropriate personnel action against such an employee, up to and including termination; or  
Requiring 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.

Each employee is given a copy of this policy annually.

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

Revised: June 24, 2016

Adopted: June 16, 2017

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

In order to promote a healthy educational and work environment, smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited. Staff members who violate this policy will be referred to their immediate supervisor.

A notice shall be posted in each school building stating that smoking is prohibited on all Easton Public Schools' property.

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

Revised: June 24, 2016

Adopted: June 16, 2017

## **STAFF PERSONAL SECURITY AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

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

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is legally required to verify need for sick leave.

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

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Safety Program

Revised: June 24, 2016

Adopted: June 16, 2017

## **STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

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

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

LEGAL REF.: M.G.L. 71:44

Revised: June 24, 2016

Adopted: June 16, 2017

## PERSONNEL RECORDS

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

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

LEGAL REFS.:           Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247  
                              Title IV, as amended  
                              88 Stat. 571-574 (20U.S.C. 1232g) and  
                              regulations  
                              M.G.L.4:7;71:42C

Revised:           June 24, 2016  
Adopted:           June 16, 2017

## STAFF COMPLAINTS AND GRIEVANCES

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

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

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of their superior to the Principal or other administrator, and if the issue is still not resolved, to the Superintendent or designee.
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

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

LEGAL REFS.: M.G.L. 150E:5 and 8

Revised: June 24, 2016

Adopted: June 16, 2017



## **PROFESSIONAL STAFF POSITIONS**

All professional staff positions in the Easton Public Schools will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

Revised: June 24, 2016

Adopted: June 16, 2017

## **PROFESSIONAL STAFF SALARY SCHEDULES**

### **Teachers**

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the Easton Educators' Association. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

### **Administrators**

Salaries will be reviewed annually. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.:           M.G.L. 71:40; 71:43

Revised:           June 24, 2016

Adopted:           June 16, 2017

## **EMPLOYMENT OF PRINCIPALS**

Principals shall be employed by the Easton Public Schools under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

LEGAL REF: M.G.L. 71:41; 71:59B

Revised: June 24, 2016  
Adopted: June 16, 2017

## **STAFF FAMILY AND MEDICAL LEAVE**

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

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

Revised: June 24, 2016

Adopted: June 16, 2017

## DOMESTIC VIOLENCE LEAVE POLICY

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

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

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

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

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

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

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

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

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

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

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

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

LEGAL REF.: M.G.L. 149:52E; Section 10  
Chapter 260 of the Acts of 2014

Revised: June 24, 2016  
Adopted: June 16, 2017

## **PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

It is the responsibility of the Superintendent, with the assistance of the administrators, to determine the personnel needs of the Easton Public Schools and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, School Councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of Easton and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the Easton Public Schools. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

Revised: June 24, 2016

Adopted: June 16, 2017



## PROFESSIONAL STAFF HIRING

Through its employment policies, the Easton Public Schools will strive to attract, secure, and hold the highest qualified personnel for all professional positions. It is the goal of the Easton Public Schools to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, gender identity, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of system-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee if time allows. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B  
Massachusetts Board of Education Requirements for Certification of Teachers,  
Principals, Supervisors, Directors, Superintendents and Assistant  
Superintendents in the Public Schools of the Commonwealth of  
Massachusetts, revised 1994  
603 CMR 7:00 and 44:00

Revised: June 24, 2016  
Adopted: June 16, 2017

## **SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Revised: June 24, 2016

Adopted: June 16, 2017

## STAFF DEVELOPMENT

All staff members will be provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the Easton Public Schools; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and outside of the Easton Public Schools.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

Revised: June 24, 2016  
Adopted: June 16, 2017

## PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have successfully served in the Easton Public Schools for three consecutive years shall be entitled to professional teacher status. The Superintendent will base his decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the Easton Public Schools. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the Easton Public Schools in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

Revised: June 24, 2016

Adopted: June 16, 2017

## **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Professional staff members may discontinue their service in the Easton Public Schools during the school year by submitting a written notice of intent to resign to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

Revised: June 24, 2016

Adopted: June 16, 2017

## **RETIREMENT OF PROFESSIONAL STAFF MEMBERS**

The Superintendent will inform the Committee of any professional staff members who have indicated their intention to retire. Each official letter of retirement, once received, shall be submitted to the School Committee at a meeting subsequent to receipt of said letter.

LEGAL REF.: Age Discrimination in Employment Law, P.L. 95-256

Revised: June 24, 2016

Adopted: June 16, 2017

## SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

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

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the Easton Public Schools, he or she will:

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

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

Revised: June 24, 2016

Adopted: June 16, 2017

## TUTORING FOR PAY

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

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

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

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

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

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

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

LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers

Revised: June 24, 2016

Adopted: June 16, 2017



## **SUPPORT STAFF POSITIONS**

Education is a cooperative enterprise in which all employees of the Easton Public Schools must participate intelligently and effectively for the benefit of the children. The Easton Public Schools will employ support staff members in positions that function to support the education program.

All support staff positions will have an appropriate job description or job specifications for the position.

Revised: June 24, 2016

Adopted: June 16, 2017

## **SUPPORT STAFF HIRING**

All candidates will be considered on the basis of their merits, qualifications, and the needs of the Easton Public Schools. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best qualified person for the job.

Vacancies in positions will be filled by the Superintendent and/or the Principal in accordance with the law and with the applicable regulations.

LEGAL REFS.:           M.G.L. 71:55B; 71:59B

Revised:           June 24, 2016

Adopted:           June 16, 2017

## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

The Superintendent will make system-wide assignments and transfers of support staff members for the efficient operation of the Easton Public Schools as necessary.

The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the Easton Public Schools must be given priority, as well as the relevant language in the respective negotiated contractual agreements.

Within an individual school, the Principal may assign support staff members to tasks appropriate to their positions and qualifications.

Revised: June 24, 2016

Adopted: June 16, 2017

## **EVALUATION OF SUPPORT STAFF**

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable workloads, and establish wage and salary policies that encourage employees to put forth their best efforts. The evaluation of employee achievements and the provision of a good atmosphere are some of the major duties of the Committee.

The evaluation will cover the major areas of the employee's responsibilities.

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation.

Revised: June 24, 2016

Adopted: June 16, 2017

## **SUPPORT STAFF PROMOTIONS**

When support staff vacancies are to be filled, consideration will be given to qualified applicants from within the Easton Public Schools, provided their qualifications (proven and potential ability, training, experience, and personal characteristics) are equal to those of other applicants. However, the best qualified person from among all who apply within and without the Easton Public Schools will be selected.

The performance of an employee promoted to a higher position will be reviewed during the probationary period in the new job. The employee will discuss the reviews with his supervisor or Principal and will receive a copy of each. At the completion of the appraisal period, the employee will be notified of continued employment in his new position or reinstatement in his former one.

Revised: June 24, 2016

Adopted: June 16, 2017

## **RETIREMENT OF SUPPORT STAFF MEMBERS**

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

Revised: June 24, 2016

Adopted: June 16, 2017

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

Support staff employees employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

Bus drivers are employed on a monthly basis with continuity of employment conditioned only upon satisfactory performance. In the event of failure to perform as required, the Superintendent may immediately suspend employment.

Support staff employees will generally be given notice of their dismissal two weeks prior to the effective date.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend employees from their assignments.

Revised: June 24, 2016

Adopted: June 16, 2017

**SECTION H**  
**NEGOTIATIONS**

**HA**            **NEGOTIATIONS GOALS**

**HB**            **NEGOTIATIONS LEGAL STATUS**

**HF**            **SCHOOL COMMITTEE NEGOTIATING AGENTS**



## **NEGOTIATIONS GOALS**

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of Easton. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

Revised: June 24, 2016

Adopted: June 16, 2017

## NEGOTIATIONS LEGAL STATUS

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

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

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

LEGAL REF.: M.G.L. 150E:1 et seq.

Revised: June 24, 2016

Adopted: June 16, 2017

## SCHOOL COMMITTEE NEGOTIATING AGENTS

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

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

The duties of the negotiator will be as follows:

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

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

Revised: June 24, 2016

Adopted: June 16, 2017

**SECTION I**  
**INSTRUCTION**

<b>IB</b>	<b>ACADEMIC FREEDOM</b>
<b>IC/ICA</b>	<b>SCHOOL YEAR/SCHOOL CALENDAR</b>
<b>ID</b>	<b>SCHOOL DAY</b>
<b>IGA</b>	<b>CURRICULUM DEVELOPMENT</b>
<b>IGD</b>	<b>CURRICULUM ADOPTION</b>
<b>IHA</b>	<b>BASIC INSTRUCTIONAL PROGRAM</b>
<b>IHAE</b>	<b>PHYSICAL EDUCATION</b>
<b>IHAI</b>	<b>OCCUPATIONAL EDUCATION</b>
<b>IHAM</b>	<b>HEALTH EDUCATION</b>
<b>IHAM-R</b>	<b>HEALTH EDUCATION</b>
<b>IHAM-A</b>	<b>PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION</b>
<b>IHAM-B</b>	<b>TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO</b>
<b>IHB</b>	<b>SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS</b>
<b>IHBA</b>	<b>PROGRAMS FOR STUDENTS WITH DISABILITIES</b>
<b>IHBAA</b>	<b>OBSERVATION OF EDUCATION PROGRAMS BY PARENTS AND THEIR DESIGNEES FOR EVALUATION PURPOSES</b>
<b>IHBBA</b>	<b>ADVANCED LEARNING</b>
<b>IHBD</b>	<b>COMPENSATORY EDUCATION</b>
<b>IHBEA</b>	<b>ENGLISH LANGUAGE LEARNERS</b>
<b>IHBF</b>	<b>HOMEBOUND INSTRUCTION</b>
<b>IHBG</b>	<b>HOME SCHOOLING</b>

<b>IHBG-R</b>	<b>HOME SCHOOL POLICY GUIDELINES</b>
<b>IHBH</b>	<b>ALTERNATIVE SCHOOL PROGRAMS</b>
<b>IHCA</b>	<b>SUMMER SCHOOL</b>
<b>IIB</b>	<b>CLASS SIZE</b>
<b>IJ</b>	<b>INSTRUCTIONAL MATERIALS</b>
<b>IJ-R</b>	<b>RECONSIDERATION OF INSTRUCTIONAL RESOURCES</b>
<b>IJJ</b>	<b>TEXTBOOK SELECTION AND ADOPTION</b>
<b>IJK</b>	<b>SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION</b>
<b>IJL</b>	<b>LIBRARY MATERIALS SELECTION AND ADOPTION</b>
<b>IJM</b>	<b>SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION</b>
<b>IJND</b>	<b>ACCESS TO DIGITAL RESOURCES</b>
<b>IJNDB</b>	<b>EMPOWERED DIGITAL USE POLICY</b>
<b>IJNDC</b>	<b>INTERNET PUBLICATION</b>
<b>IJNDC-R</b>	<b>WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL</b>
<b>IJNDD</b>	<b>POLICY ON SOCIAL NETWORKING WEB SITES</b>
<b>IJNDE</b>	<b>BRING YOUR OWN DEVICE (BYOD) TECHNOLOGY POLICY AND AGREEMENT</b>
<b>IJOA</b>	<b>FIELD TRIPS</b>
<b>IJOC</b>	<b>SCHOOL VOLUNTEERS</b>
<b>IKAB</b>	<b>STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS</b>
<b>IKE</b>	<b>PROMOTION AND RETENTION OF STUDENTS</b>
<b>IKF</b>	<b>GRADUATION REQUIREMENTS</b>
<b>IL</b>	<b>EVALUATION OF INSTRUCTIONAL PROGRAMS</b>
<b>ILBA</b>	<b>DISTRICT PROGRAM ASSESSMENTS</b>
<b>IMA</b>	<b>TEACHING ACTIVITIES/PRESENTATIONS</b>

<b>IMB</b>	<b>TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS</b>
<b>IMD</b>	<b>SCHOOL CEREMONIES AND RELIGIOUS OBSERVANCES</b>
<b>IMGA</b>	<b>ANIMAL-ASSISTED THERAPY</b>
<b>IMJ</b>	<b>VIRTUAL HIGH SCHOOL</b>
<b>IMK</b>	<b>RELIGIOUS HOLIDAYS</b>

File: IB

## **ACADEMIC FREEDOM**

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State.

LEGAL REF.: Constitution of the Commonwealth of Massachusetts

Revised: June 24, 2016

Adopted: June 16, 2017

## SCHOOL YEAR/SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval by May 1st of each year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Education:

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

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

LEGAL REFS.: M.G.L. 4:7; 15:1G; 71:1; 71:4; 71:4A; 71:73; 136:12  
Board of Education Regulations for School Year and School Day, effective 9/1/75  
Board of Education, Student Learning Time Regulations  
603 CMR 27.00, Adopted 12/20/94

Revised: June 24, 2016

Adopted: June 16, 2017



## SCHOOL DAY

The length of the school day is negotiated in the collective bargaining agreement with the Easton Educators' Association. The specific opening and closing times of the schools will be recommended by the Superintendent and set by the Committee.

The Superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling; however, major changes in schedules will be subject to Committee approval.

Parents and guardians will be informed of the opening and closing times set by the Committee. To help ensure the safety of all children, parents will also be notified that students will not be admitted into the school building until 30 minutes prior to the start of the official day unless bus schedules require earlier admittance or students are involved in a sanctioned before-school activity.

LEGAL REFS.:                   M.G.L. 15:1G; 71:1; 71:59  
                                      Board of Education Regulations for School Year and Day, effective 9/1/75

Revised:           June 24, 2016  
Adopted:           June 16, 2017

## **CURRICULUM DEVELOPMENT**

Constant adaptation and development of the curriculum is necessary if the Easton Public Schools is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise, and gathering input from parents and community.

The faculty and administration will regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content consistent with state and federal standards as well as the addition or deletion of courses to the instructional program.

LEGAL REF.:           M.G.L.69:1E  
                              603 CMR 26:05

Revised:           June 24, 2016  
Adopted:           June 16, 2017

## **CURRICULUM ADOPTION**

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

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

The Committee expects to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports will constitute its adoption of the curriculum for official purposes.

LEGAL REF.: M.G.L. 15:1G; 71:1; 69:1E

Revised: June 24, 2016

Adopted: June 16, 2017

## BASIC INSTRUCTIONAL PROGRAM

State law requires that schools:

. . . shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior...

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

### The Fundamental Skills

The responsibility of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The first claim of the community's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes.

LEGAL REFS.:           M.G.L. 71:1,2,3; 71:13  
                              603 CMR 26:05

Revised:           June 24, 2016  
Adopted:           June 16, 2017

## **PHYSICAL EDUCATION**

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

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

LEGAL REFS.:           M.G.L. 71:1; 71:3  
                              Board of Education Regulations Pertaining to Physical Education, adopted  
                                  4/25/78, effective 9/1/78  
                              603 CMR 26:05

Revised:           June 24, 2016  
Adopted:           June 16, 2017

## OCCUPATIONAL EDUCATION

The School Committee recognizes that students in kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many career pathways available to them.
3. Develop a respect for the dignity of work.
4. Be afforded the opportunity to develop work and career skills through creative problem solving experiences.

LEGAL REFS.: M.G.L. 71:37K; 71:38A through 71:38F; 74:1 et seq.  
Board of Education Chapter 74 Regulations, adopted 6/28/77, effective 9/1/77

Revised: June 24, 2016

Adopted: June 16, 2017

## HEALTH EDUCATION

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

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

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

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

The schools may periodically survey students for risk behaviors and adapt the curriculum to target identified areas of concern.

LEGAL REF.: M.G.L.71:1

Revised: June 24, 2016

Adopted: June 16, 2017

**HEALTH EDUCATION  
(Exemption Procedure)**

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

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

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

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

LEGAL REF.: M.G.L. 71:1

Revised: June 24, 2016

Adopted: June 16, 2017



## PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

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

All parents/guardians of students in the Easton Public Schools will be notified in writing of the courses and curriculum that primarily involve human sexuality issues. For students in grades 5 & 6, the notice will be included in the student handbooks distributed in September of each school year. For students in grade 8, a letter and consent form will be sent to parents/guardians.

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

- (1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by notifying the school principal in writing to request an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
- (2) inspect and review instructional materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

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

REF.: Massachusetts Department of Elementary and Secondary Education

Revised: June 24, 2016

Adopted: June 16, 2017

## TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

The Easton School Committee believes that the use of non-prescribed use of drugs and the use of alcohol constitute hazards to the positive development of students and can preclude realization of the individual's educational potential. The Committee further believes that prevention requires education. In accordance with state and federal law, the Easton Public Schools shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education programs shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the Easton Public Schools should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

- To create an awareness of the total drug problem—prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.
- To relate the use of drugs and alcohol to physical, mental, social and emotional practices.
- To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
- To understand the personal, social and economic problems causing the misuse of drugs and alcohol.
- To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

LEGALREFS.: M.G.L.71:1

Revised: June 24, 2016

Adopted: June 16, 2017

**SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS  
(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

The goals of the Easton Public Schools' special education program are to allow each child to grow and achieve at his own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible. In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the Easton Public Schools shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

The requirements of Chapter 7 IB and the Massachusetts General Laws (known as Chapter 766 of the Acts of 1972) and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the Easton Public Schools' non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)  
Rehabilitation Act of 1973  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through  
7/1/81  
603 CMR 28:00 inclusive

Revised: June 24, 2016  
Adopted: June 16, 2017

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

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

LEGAL REF.: Rehabilitation Act of 1973, Section 504

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## **OBSERVATION OF EDUCATION PROGRAMS BY PARENTS AND THEIR DESIGNEES FOR EVALUATION PURPOSES**

### **Introduction**

The legislature recently amended section 3 of G.L. c. 71 B, the state special education law, to require School Committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants (both of whom are referred to as "designees") to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to as "the observation law," limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program. The observation law can be found at

<http://www.mass.gov/legis/laws/seslaw08/sl080363.htm>.

It is effective January 8, 2009.

### **Philosophy**

Parents should participate fully and effectively in their child's educational program.

### **Purpose**

School districts must implement an efficient and effective process to consider and respond to observation requests so that parents and designees obtain timely access to academic and non-academic education programs.

### **A. Receiving and Responding to Observation Requests**

Parental requests for program observations must be submitted in writing to the school principal. The school will respond within three days to arrange for the observation that will occur within one week. This will allow time to inform school staff and plan the logistical aspects of an observation. School officials will attempt to schedule the observation within a week of the request.

Written requests should state the student's name, purpose of the visit, program to be observed, observer's name and contact information. School officials will contact both parents in a timely fashion (within 3 school days) to verbally review the request, resolve any issues and schedule the observation.

It is understood that observation time will vary among requests depending on the program to be observed, the program schedule, and the schedule of the parents or designee.

School staff and parents or designees will cooperatively agree to the length of the observation, determined on an individual basis according to the student's needs and the setting to be observed. Discussion between the parties will resolve any issues.

The district will confirm with the parent that a designee is acting on their behalf and will have the parent sign a Release of Information Form prior to the observation taking place. If the designee is to review the student's records, the school must obtain written permission from the parent for the record review consistent with section 23.07(4) of the Student Records Regulations.

The observation law uses the terms "parent-designated independent evaluators and educational consultants" to identify persons whom the parent designates to observe the child and the child's program on the parent's behalf. The term "independent evaluators" refers to those individuals who conduct independent evaluations as provided under federal and state special education laws. See, 30 C.F.R. §300.502; 603 C.M.R. §28.04(5). The term "educational consultants" refers to individuals who advise parents on the child's needs and program options and, typically, review the child's educational records. In most cases, independent evaluators and educational consultants will have an education or related professional background and educational evaluation experience. However, special education law does not set forth credentials or licensing requirements that parent designees must meet. The Easton Public Schools will not request resumes of designees.

## **B. Timely Access**

Best practices suggest that these issues are resolved most efficiently and effectively when discussed with the observer, beginning with timely communication (within 3 school days of request) from the school to the observer when the request is made.

It is also important to note that the timely access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. As noted, school administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation.

Observations will not be scheduled during MCAS testing in the child's classroom, the first or last couple of weeks of school, or during mid-term exams.

## **C. Sufficient Duration and Extent**

The observation law requires that school districts permit access to programs that is of "sufficient duration and extent" to accomplish the purpose of the visit, i.e., evaluation of the child's progress in the current program and/or the proposed program's ability to allow the child to make adequate progress. The law also states that program access must be allowed to both academic and non-academic components of the program(s) if requested.

School districts and parents have reported that, typically, observations are between one and four hours. However, the duration and extent of observations will be determined on an individual basis.

Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue.

The law is clear that a district may not arbitrarily limit observations to certain academic classes if such limitations would not allow an observer to evaluate fully whether a program is or would be appropriate for the identified student with disabilities.

#### **D. Conditions or Restrictions on Observations**

1. The observation law states that districts may not condition or restrict program observations except when necessary to protect:
  - a. the **safety** of the children in the program during the observation;
  - b. the **integrity** of the program during the observation; and
  - c. children in the program from **disclosure** by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

The law makes clear that schools may not restrict or place conditions on observations unless they are necessary to address specific concerns about the impact of the observations on the program itself or the children in it. The Easton Public School system will consider the need for these conditions or restrictions on an individual basis and that principals will discuss them with the program observer in planning the school visit. It is also important to add that while principals must exercise their authority consistent with the observation law, they remain responsible for the management and operation of the school (subject to the supervision and direction of the Superintendent). See, M.G.L. c. 71, §59B. As such,, they may exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed. These cases will be minimal.

- d. **Safety:** The Department believes that decisions regarding the need to restrict or place conditions on program observations for safety reasons should be made on an individual request basis by building administrators and the child's teacher(s) and service providers, if relevant, based on their professional judgment concerning the needs of the child or children within the program. These decisions should be made carefully and not for the convenience of the school. For example, school staff may have concerns about the unsafe behaviors of a student who becomes agitated when being observed by individuals the student does not know and may decide that a shorter observation than that proposed by the observer is appropriate. Every effort should be made to work with program observers to develop ways to address issues of concern.

The district has adopted a policy that requires CORI checks of all building visitors who may have direct and unmonitored contact with children and as such, the Easton Public School

interprets the policy to apply to program observers as well. The district will attempt to ensure that CORI checks are conducted in an expeditious manner so that parents and designees have timely access to the program(s) they wish to observe.

For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. All guests must register with the office and wear the visitor pass they are given by the office staff for the entirety of their stay in the building. Observers will be accompanied at all times by a Easton Public Schools staff person designated by the building Principal.

- e. **Program Integrity:** We recognize that the classroom routine is affected on some level when any visitor enters the classroom, whether that person is the principal, another teacher, or an individual from outside the school environment. That fact in and of itself is not a basis for denying or restricting access to a classroom. The district will consider the program activities the observer wishes to evaluate and will work with the teacher and the observer on how to avoid or minimize disruption in the students' routines. Because of the complexities of the students' needs, including behaviors, the observation may require more specific planning to maintain the program environment.
- f. **Confidentiality/Personally Identifiable Information:** The observation law permits districts to condition or restrict observation if necessary to protect children from disclosure by the observer of confidential or personally identifiable information he or she may obtain while observing the program.

As noted earlier, if the designee will review the student's records as well as observe the program, the designee must have received written consent from the parent. A copy of the parental release of information signed by the parent will be retained in the student's file. Therefore, there should be no issue concerning the observer's right to obtain the information concerning the student at issue. With respect to other students, staff must be mindful of removing materials from plain view (for example, IEPs, record books, assessments) which may be part of a student record so that the program observer will not see them. Similarly, school staff should not provide identifying information about students other than the student at issue when discussing the class with the observer.

Parents and designees are generally knowledgeable about and sensitive to issues of student confidentiality and privacy. Observers will be asked to sign a statement that in the event that they obtain personally identifiable or confidential information during the course of an evaluation/observation, they will not disclose it (except when it is the information of the student being evaluated, in which case it will be used consistent with the parent's authority and direction).

**Conclusion:** The Easton Public School system is confident that its policies and practices align with the spirit and letter of the observation law.

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Adopted: June 16, 2017



## **ADVANCED LEARNING**

The Easton Public Schools is providing all students with the opportunity to achieve their full academic potential. This includes an emphasis on meeting the needs of academically advanced learners, who will be identified and monitored through multiple data sources. Through a differentiated instructional model, students will be provided with targeted instruction and enrichment opportunities with like ability peers.

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Adopted: June 16, 2017

**COMPENSATORY EDUCATION  
(Title 1)**

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

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

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## **ENGLISH LANGUAGE LEARNERS**

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with the No Child Left Behind Act.

LEGAL REFS.:           20 U.S.C. 3001 et seq. (language instruction for limited English proficient and  
immigrant students contained in No Child Left Behind Act of 2001)  
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)  
603 CMR 14.00

Revised:           June 24, 2016

Adopted:           June 16, 2017

## **HOMEBOUND INSTRUCTION**

The schools may furnish homebound instruction to those students who are unable to attend classes for at least four consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program the student must have a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement must be sent to the Director of Special Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers are assigned to homebound instruction by the Director of Special Services.

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Adopted:       June 16, 2017

## HOME SCHOOLING

Easton Public Schools respects the right of parents to educate their children at home. The Massachusetts General Laws require the School Committee's designee to determine that a Home Schooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program. When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

1. Any parent wishing to educate his/her child at home shall submit a Request for Home Education to the Director of Curriculum and Instruction for review prior to beginning the home education program. Individual plans must be submitted for each child in the family.
2. The overall standard to be used by the Director of Curriculum and Instruction in deciding whether to recommend approval of the plan is whether the instruction is equal in thoroughness and efficiency, and in the progress made therein, to that which would be achieved in the public schools (MA General Laws, Chapter 76, Section 1).

The specific standards of review to be used by the Director of Curriculum and Instruction in deciding whether to recommend approval of the plan are as follows:

- a. Whether the home-educated child will receive approximately the same number of hours of instruction as required by law.
  - b. Whether the text, materials, methods and programs to be used in the home education program are adequate to carry out the program.
  - c. Whether there is evidence of an evaluation system that will be used to assess educational progress. At a minimum said evaluation shall occur annually to be submitted by June 30th, including work samples and examples of assessment measures. By mutual agreement, alternative methods of evaluation may be agreed upon, as per state law.
3. Any home education plan must be approved annually if the student is to continue in a home education program for more than one school year.
  4. Applicants will receive a response to the proposed home education plan within twenty (20) working days from the receipt of the completed Request for Home Education.
  5. Pursuant to regulations of the Massachusetts Interscholastic Athletic Association (MIAA), and other relevant regulations, students with an approved home education program may participate on Oliver Ames High School athletic teams and in all other extracurricular activities.

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles  
Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324  
(1987)

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## HOME SCHOOL POLICY GUIDELINES

These guidelines are to be used in cases where a home-school plan requests student participation in classes and/or activities sponsored by the Easton Public Schools.

For students who would attend one or more classes or activities within the district while being home-schooled under a district-approved plan, the following considerations are to be included and agreed-upon by the student and his/her parents/guardians:

- A. Home-schooled students may have access to public school extra-curricular activities with the approval of the principal and the Assistant Superintendent.
- B. Pursuant to regulations of the Massachusetts Interscholastic Athletic Association (MLAA), and other relevant regulations, students with an approved home education program may participate on Oliver Ames High School athletic teams.
- C. Home-school plans may include non-core elective classes such as library at the elementary level or Advanced Placement at the secondary level.
- D. Student participation in public school classes will be approved on a class-by-class basis, and consideration will be given to space availability and the successful completion of prerequisites.
- E. A parent/guardian is responsible for transportation to and from school and must sign the child into school and out of school through grade 8.
- F. A student may participate in lunch and recess if their approved home-school plan includes more than one class in the Easton Public Schools AND the classes the child has been scheduled to attend fall both immediately before and after the lunch/recess period.
- G. Students will be held accountable for all district and school policies and procedures while on school property, including, but not limited to, the Code of Student Conduct, the Internet Use Policy, the Bullying and Harassment Policy, etc.
- H. Home-school students are not eligible for recognition or awards presented by the school district including, but not limited to, Honor Roll, Student of the Month, Valedictorian, etc.

The Assistant Superintendent may present updates to the home-school guidelines to the School Committee for review as needed or required.

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## **ALTERNATIVE SCHOOL PROGRAMS**

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The School Committee may provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the Easton Public Schools.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the Easton Public Schools, move into another educational setting, or prepare them for successful employment.

LEGAL REFS.:           M.G.L. 71:37I; 71:37J  
                              Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the  
                              Acts of 1974, Regarding Magnet School Facilities and Magnet Educational  
                              Programs, adopted 2/25/75

Revised:           June 24, 2016

Adopted:           June 16, 2017

## **SUMMER SCHOOL**

The Easton Public Schools will conduct summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work in reading and mathematics.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted high school students in line with regulations of the Easton Public Schools.

LEGAL REF.: M.G.L. 71:28

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Adopted: June 16, 2017



## CLASS SIZE

The School Committee recognizes that class size can be an important factor in providing a high quality instructional program. However, it is also recognized that achievement of educationally optimum class sizes is contingent, in part, upon considerations which may limit the Committee's ability to reach its desired goals such as:

- Building and space availability
- Budgetary and staffing limitations
- Unforeseeable circumstances (program changes, student transfers, etc).

Subject to the above types of consideration, the School Committee will make every effort to ensure that class size is, in each instance, effective for the learning process. Final class size decisions rest with the Committee.

Revised: June 24, 2016

Adopted: June 16, 2017

## INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials, including textbooks, for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

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

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50  
BESE regulations 603 CMR 26.00

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Revised: June 24, 2016  
Adopted: June 16, 2017

## RECONSIDERATION OF INSTRUCTIONAL RESOURCES

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

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

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

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

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

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

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

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

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

Revised: June 24, 2016

Adopted: June 16, 2017

## **TEXTBOOK SELECTION AND ADOPTION**

Responsibility for the review and selection of textbooks to be purchased shall rest with the standing curriculum committees. It is expected that the curriculum committees will adhere to the principles that generally apply to the selection of instructional materials and library materials. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the Easton Public Schools and particular objectives of the curriculum or course;
- To contribute toward continuity, integration, and articulation of the curriculum; and
- To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the School Committee directs the curriculum committees to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.: M.G.L. 71:48; 30B:7; 71:50  
603 CMR 26:05

Revised: June 24, 2016  
Adopted: June 16, 2017

## **SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION**

The School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks.

The School Committee believes that teachers and administrators should have a large role in the selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

LEGAL REF.: 603 CMR 26:05

Revised: June 24, 2016

Adopted: June 16, 2017

## **LIBRARY MATERIALS SELECTION AND ADOPTION**

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians asserts that the responsibility of the school media center is:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs and the varied interests, abilities, socio-economic backgrounds, and the maturity levels of the students to be served.
3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural, and aesthetic appreciation, and ethical standards.
4. To provide materials that reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide qualified professional personnel to serve teachers and students.
7. To provide recreational reading materials in order to foster a love of literature.<sup>1</sup>

The objective of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served.

The main objective of the selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

Staff members involved in selection of resource materials shall be guided by, but not restricted to, the following criteria:

- Educational significance
- Validity and currency
- Favorable recommendations based on previews and reviews
- Timeliness or permanence

Staff members shall consult, but not be restricted to the following list of bibliographies, and reviewing resources:

- Horn Book
- Booklist
- Kirkus Reviews
- School Library Journal
- The Best in Children's Fiction
- The Wilson Catalogs (Children's, Fiction, Senior, etc)

In addition, the media center shall consider the following:

A. Gifts

The media center staff appreciates and accepts gifts. However, these are judged with the same criteria as selection of new materials. Also considered are the following:

- Are the materials useful?
- Do the materials support the curriculum?
- Are the materials in good condition?
- Are the materials up-to-date?
- Does the media center contain duplicates?

The appraisal of a gift to the media center for income tax purposes is the responsibility of the donor. The media center cannot appraise gifts made to it. Donors may wish to discuss tax considerations with their financial and/or legal advisors.<sup>2</sup>

B. Replacement

The media center staff will attempt to replace damaged or lost materials when:

- Exact materials are available in the collection
- Newer information is available
- Subject is still a vital component of the curriculum

C. Withdrawals (weeding)

The continuous review of media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials shall be withdrawn shall rest with the professional staff.

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

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

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

## 1. Procedures for Handling Objections

### Step 1 - Dialog

Parents and other residents may question the suitability of particular books or other materials used in the Easton Public Schools Library Media Centers. All complaints should first be directed to the librarian, principal and, if necessary, teacher involved. It is hoped that the complaint can be resolved at this level.

### Step 2 - Formal Procedure

If the complaint cannot be suitably dispensed with at this level, it should be directed to the Superintendent of Schools by filling out and submitting to him a CITIZEN'S REQUEST FORM FOR RE-EVALUATION OF MATERIALS.

2. Within 7 school days of receiving a CITIZEN'S REQUEST FORM, the Superintendent shall send copies to the Principals, Department Heads, Supervisors, and the Teachers directly involved, and he/she shall appoint an Instructional Materials Review Committee composed of:
  - A representative of the superintendent's office,
  - The Principal of the school involved.
  - The librarian
  - A teacher from the school involved in the subject field of the questioned material

The Review Committee shall meet to review the complaint within 7 school days after having been appointed by the Superintendent. Any meeting of the Review Committee may be attended by the parents or residents who submitted the complaint and the department head, subject supervisor or individual teacher involved. These persons are to receive written notice of Review Committee meetings.

Within 7 school days after the appointment, the Review Committee shall submit a written recommendation on the complaint to the Superintendent and School Committee. The School Committee shall act on the recommendation at the next School Committee meeting, and no library materials shall be removed from use until the school committee takes action on the recommendation.

## 3. Instructions to Review Committee

"The review of questioned materials shall be treated objectively and as an important matter. Every opportunity shall be afforded those persons or groups questioning school materials to meet with the

Review Committee and to present their opinions. The principal, teacher, and librarian involved in which the questioned material is used, or any other persons involved in the selection of the questioned material shall have the same opportunity. The best interests of the students, the curriculum, the school and the community shall be of paramount consideration."

"Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual material. Freedom of inquiry is vital to education in a democracy."



"Study thoroughly all materials referred to you and read available views. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools."

"Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole."

"Your report will be presented to the Superintendent who will forward it to the Easton School Committee for action."

LEGAL REF.: 603 CMR 26:05

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## **SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION**

Organizations, institutions, and individuals at times develop materials that are offered to the Easton Public Schools free or inexpensively. As a general rule, sponsored materials present a particular point of view, and extreme care must be exercised in evaluating and using them. The responsibility for using sponsored materials rests with the Principal. He/she shall decide whether its use is in the best interests of the students.

Sponsored materials must meet the same basic selection criteria as any other learning material, as well as the following special criteria:

Any expression of a point of view should be clearly identified.

Any advertising that appears on or with any material should be in good taste and unobtrusive.

The source of all material should be clearly identifiable.

LEGAL REF.: 603 CMR 26:05

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## ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

### **Safety Procedures and Guidelines**

The Superintendent, or designee, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or device, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

### **Empowered Digital Use**

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

### **Employee Use**

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

### **Community Use**

On recommendation of the Superintendent or designee, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All

guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

### **Disregard of Rules and Responsibility for Damages**

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

LEGAL REFS: 47 USC § 254

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## EMPOWERED DIGITAL USE POLICY

### **Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

### **Availability**

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

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Adopted: June 16, 2017

## INTERNET PUBLICATION

### I. PURPOSE

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

### II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission. In the absence of a webmaster, each building principal is responsible for the creation of his/her school website.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

### IV. SAFETY PRECAUTIONS

#### A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

#### B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

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## **WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL**

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

### **Defined Purpose**

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

### **Content Standards**

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

### **Quality Standards**

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the School Committee policy for instructional material selection and reconsideration. Authors and publishers are reminded that a Web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the Web site. As much as possible, publishers are encouraged to include student work. Written student and parent consent must be secured for publication of student work.

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## POLICY ON SOCIAL NETWORKING WEB SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - a. Teachers may not list current students as “friends” on networking sites.
  - b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
  - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - e. Inappropriate contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

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

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Adopted: June 16, 2017

## **BRING YOUR OWN DEVICE (BYOD) TECHNOLOGY POLICY AND AGREEMENT**

### **Overview**

The Easton Public Schools (EPS) recognizes that technology, including use of the Internet, can be valuable in supporting student learning and enhancing instruction. EPS provides both technology devices as well as an Internet Wireless Access Connection for use by students for educational purposes only. In addition, students who agree to adhere to the conditions set forth in this "Bring Your Own Device" (BYOD) policy as well as the EPS Acceptable Use Policy (AUP), are permitted to bring to school their own electronic devices for educational purposes only.

It is the joint responsibility of both school staff and the parents/guardians of each student to inform students about their responsibilities in regards to technology and to establish expectations when using technology. The use of the EPS network is a privilege that can be revoked at the discretion of the Principal or his/her designee.

### **Devices**

Personal portable wireless devices, including laptops, pads, Ipads, Ipods, Cell Phones (iPhone, Android, etc.) will be allowed for use in school classrooms for tasks such as EPS wireless Internet access, taking notes, and sending E-Mail as appropriate to the educational task at hand.

### **Internet Access**

EPS supplies an Internet Wireless Access Connection which requires all students to authenticate using their own username and passwords. All Internet traffic is filtered for compliance with the Child Internet Protection Act (CEPA). All Internet traffic is logged, and any students found trying to bypass the filter or "firewall" in order to gain access to restricted/unauthorized websites or who otherwise access content not necessary or appropriate for educational purposes may not only lose the privilege of using the network, but will also be subject to discipline.

### **Conditions for bringing your own device to school**

- Staff members who choose to bring electronic devices to school or to school sponsored events do so at their own risk. The EPS are not responsible for any damage to, or loss or theft of, any such devices.
- Students who choose to bring electronic devices to school or to school sponsored events do so at their own risk. The EPS and its staff are not responsible for any damage to, or loss or theft of, any such devices.
- Students who choose to bring their own electronic devices to school must keep them turned off and out of sight in classrooms, labs, the library, and other such locations unless using them for assigned educational purposes. In addition, even when using the devices in other circumstances (such as before/after school, during an athletic event, etc.) the student is responsible for avoiding use that may be disruptive to an appropriate educational environment.

- During a class or other school event, students are prohibited from using their devices to take photos or to make video or audio recordings without the permission of the classroom teacher or other supervising staff member. During unstructured time, such as before/after school or passing periods, students are prohibited from using their devices to take photos or make video or audio recordings, with or without permission.
- The devices may not be used on any tests, quizzes, or assignments unless the teacher gives specific notice that such devices may be used for the task. In the event a student uses a device for a task not authorized by the teacher, such conduct will be considered an effort to gain an unfair advantage and an act of academic dishonesty, with appropriate consequences to be imposed.
- The use of data plans, aircard, mobile broadband cards or any other means of bypassing the schools filtering mechanism is prohibited. Further, students are prohibited from using any Internet access during school other than the access provided by EPS.
- Users are prohibited from taking or attempting actions that might reasonably be expected to disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of EPS employees.
- EPS staff may inspect a student's personal device if there is a reason to believe that the search will reveal a violation of the terms of the BYOD policy, the AUP, or other violation of school rules or applicable law.

### **BYOD Agreement**

I have read and fully understand Easton Public School's Bring Your Own Device policy as well as the Easton Public Schools Acceptable Use Policy and agree to fully abide by them. I also understand that, if I break any of the conditions set forth above or violate Acceptable Use Policy: (1) my computer privileges may be revoked; (2) my electronic device may be confiscated by teachers and held by administrators until return to my parents or me is deemed appropriate; and (3) I may also be subject to disciplinary action. I further understand that I am responsible for any personal electronic device I bring to school and that the Easton Public Schools is not responsible for the loss, damage, or theft of my device.

\_\_\_\_\_

Student/Staff Signature

\_\_\_\_\_

date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

date

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## FIELD TRIPS

Building a strong, positive attitude toward learning, along with the development of an inquiring mind, is a goal of education. Field trips further this goal by stimulating and motivating students to observe, ask about, and research the subject visited.

The School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. Field trips, which can result in real life experiences that enrich the curriculum for students, can bring the school and the community closer together. The Committee expects that all field trips directly relate to the total school program and curriculum.

Each building Principal will establish procedures for field trips to assure that:

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

All out-of-state or extended (overnight) trips and excursions except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval by the Principal.

Student out-of-state or extended (overnight) trips for student participation in tournament competition or contests are subject to Superintendent approval.

CROSS REF.: JJH, Policy Relating to Field Trips Involving Late Night or Overnight Travel

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## **SCHOOL VOLUNTEERS**

It is the policy of the School Committee to encourage volunteer efforts in the Easton Public Schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community

All volunteer activities in any school will be conducted at the discretion of the building Principal. Volunteers shall not have access to student records or other confidential information.

School volunteers will be subject to a C.O.R.I. check in accordance with the guidelines in Policy ADDA, C.O.R.I. Requirements.

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

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued on a regular basis by the appropriate teacher, teachers, or other professional personnel. In addition to report cards, parents will be notified when a student is not achieving satisfactory progress. It is the teacher's responsibility to make the student and parents aware of the need for more successful work.

Grading will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, working with the Director of Curriculum and Instruction, who will submit the proposal to the School Committee for consideration and approval.

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## PROMOTION AND RETENTION OF STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision to recommend retention to the parent will rest with the building Principal.

Each building Principal is responsible for developing procedures to identify by February of each school year those students who will be considered for retention in grade by the close of the school year. After identification of students who will be considered for retention in grade, each building Principal is responsible for initiating a comprehensive case study for each student under consideration. The case study is to include interviews with all classroom teachers and specialists who currently are working with the student and a review of all appropriate data related to the student's performance.

### **Grades K-**

After completion of each case study and by April of each school year, the building Principal is responsible for arranging a meeting to communicate to the parents concerned the possibility of retaining a child in grade. When a decision to retain a child in grade has been reached and agreed to by the parent, it is the responsibility of the building Principal to submit the "Easton Public Schools Retention Information Sheet" to the Superintendent.

### **Grades 7-8**

All students must pass English and Math at both seventh and eighth grade. Those who do not will repeat and pass the failed course during the next year or pass the failed course with a grade of C or better at summer school prior to the start of the school year.

Revised: June 24, 2016

Adopted: June 16, 2017

## GRADUATION REQUIREMENTS

All students, grades 9-12, are required to take seven subjects each day. The School Committee has set the following requirements as the minimum necessary to receive an Oliver Ames diploma (any changes to the attached November 17, 2005 policy will take effect with the 2005-2006 Grade 8 class):

1. All students must carry seven courses each year.
2. Pass four (4) years of English grades 9-12.
3. Pass three (3) years of Social Studies grades 9-12.
4. Pass three (3) years of Science grades 9-12.
5. Pass four (4) years of Math grades 9-12.
6. Pass Physical Education for grades 9 and 10
7. Pass one (1) year of Business/Technology Education.
8. Pass one (1) year of one or a combination of Music, Industrial Technology, Art, Family and Consumer Sciences.
9. A total of 18 courses are required as part of the graduation requirements; students may choose 9 electives grades 9-12.
10. Successful completion of a total 130 credits.
11. A typical college bound graduate from Oliver Ames High School will have successfully completed a minimum of 2 years of a foreign language and 2 years of lab science course work.
12. All students must receive a passing grade according to state standards on the Massachusetts MCAS tests administered in grade 10. Results of the tenth grade test are returned in the fall of the junior year. If a student does not receive a passing grade in either math or English or both, they are eligible to take MCAS retests in the fall & spring of the junior year & the fall & spring of the senior year.
13. Students may participate in graduation activities only when all credit requirements are fulfilled.
14. Under exceptional circumstances or situations, requests for waivers for exceptions to these graduation requirements shall be addressed to the building principal. Determinations shall be made on a case-by-case basis with priority placed on scheduling conflicts with higher-level courses. The decision of the building Principal shall be final.

Course credits are determined on the basis of one credit for each period the course meets in a week. For example, five class periods in a week equals 5 credits; laboratory classes receive credit the second year. Taking a course a second time is designed only for sequential courses, to give the student a better foundation in the subject.

Revised: June 24, 2016

Adopted: June 16, 2017



## EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Director of Curriculum and Instruction will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

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

Elements of this evaluation process may include:

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

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

Revised: June 24, 2016  
Adopted: June 16, 2017

## **DISTRICT PROGRAM ASSESSMENTS**

A district-wide program of testing for assessment/evaluation shall be coordinated throughout the district by the Director of Curriculum and Instruction. Test results are to be used primarily for diagnosis of student academic needs and for ongoing curriculum revision.

Measurements of educational achievement shall be prepared so that data is consistent for comparison purposes within the Easton Public Schools from year to year and with other school districts to the extent required by regulations of the Massachusetts Department of Education.

Specific guidelines for evaluating the effectiveness of curriculum shall be developed in collaboration with the Curriculum Coordinating Council. The guidelines will be implemented by the respective curriculum committees at regular intervals in accordance with the Curriculum Development and Review cycle.

Revised: June 24, 2016

Adopted: June 16, 2017

## **TEACHING ACTIVITIES/PRESENTATIONS**

It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the Easton Public Schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the Easton Public Schools.

An educational climate shall be established which shall be conducive to rational thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of a teaching activity or presentation.

Revised: June 24, 2016

Adopted: June 16, 2017

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

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

### **Teacher-Planned Classroom Discussions**

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the Easton Public Schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

### **Student-Initiated Forums on Controversial Issues**

Student groups may request permission to conduct forums on controversial issues in the Easton Public Schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting two faculty members and two

parents.

3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

### **Requests from Groups or Individuals Outside the Schools**

No permission will be granted to non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

Revised: June 24, 2016

Adopted: June 16, 2017

## SCHOOL CEREMONIES AND RELIGIOUS OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the Easton Public Schools.

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

Music programs given at times close to religious holidays should not use the religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR 26:05

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Adopted: June 16, 2017

## **ANIMAL ASSISTED THERAPY**

The Easton Public Schools will institute an Animal Assisted Therapy (AAT) program. This will be a tool used within the school system. Any therapist must submit all documentation to Central Office and permission must be granted by the Superintendent or designee before the animal is approved for this program.

### **AAT Defined**

A goal directed intervention in which an animal that meets specific criteria is an integral part of the treatment process. AAT is a therapeutic interaction directed or delivered by a health/human service professional with specialized expertise within the scope of practice of his/her profession. AAT is designed to promote improvement in human physical, social, emotional, and cognitive functioning. Cognitive functioning refers to thinking and intellectual skills.

### **Rationale of Why Easton Public Schools will initiate an AAT Program:**

- The Practice of AAT addresses a number of areas of concern including: social behavioral, emotional and academic performance
- It is hypothesized that students who learn to bond with an animal can learn to bond better with peers, adults and family members. This should positively impact student behavior and, in turn, academic achievement
- It is scientifically proven that interacting with a pet by talking to and touching it is less stress inducing than talking to or reading to other people (Katcher 1981, Bean et al 1984, Wilson 1987)

### **Certification Requirements**

- The Handler/Dog team must be Registered and/or certified by the Recognized Therapy Dog Agency
- Documentation that the Handler/Dog team member agency has validated that their specific AAT program requires a temperament evaluation for all participating animals and this Handler/Dog Team passed the evaluation
- Handler must provide proof of insurance that their Therapy Dog Agency is carrying the Handler/Dog team on their Liability Insurance

### **Reporting Requirements by Handler**

The following documents, located in the Principal's Office of the building where animal will be entering and at Central Administration, include:

1. Copy of current vaccinations for the dog
2. Copy of License
3. Copy of Annual checkup from the dog's veterinary office
4. Liability Insurance from sponsoring agency

### **Requirements for Student Participation (100% optional on behalf of student)**

*Easton Public Schools*

- Signed Permission slip approved by parent and/or guardian
- History of allergies

Note: Student with animal fears or phobias is not a candidate for participation

### **Creation of Oversight Committee**

- Members: School Nurse, 1 Administrator, Special Education Team Chair, 1 School Committee member
- The AAT Oversight Committee will have two regular scheduled meetings each year
- For any incident that occurs during a AAT session an emergency meeting of the Oversight Committee must take place within 6 calendar days of the incident
- At the regular meetings the Oversight Committee shall review the overall results of the program by examining, whether the small groups within the Program are achieving the pre-established criteria. The AAT is only a tool. If the handler is not achieving the group's goal, then the Oversight Committee must question/determine whether the program is effective.

### **AAT Program Costs**

- Initial Cost of \$100 to purchase an air purifier to be placed in classroom with therapy dog
- Reimbursable expenses for sanitary wipes for surfaces, sanitizer, and lint brush, estimating at \$100 per school year

### **AAT Interaction Logistics and Requirements**

- Appropriate Working time for the dog will be no more than 4 activity periods out of 7 per day, not to exceed 30 minutes with breaks in duration of 30 minutes between working periods
- Notification from Handler to parent(s) at minimum of once a month
- Therapy animal will be limited to specific classroom or area of a building.
- When a therapy dog is onsite, a Picture and Note shall be posted on the outside of the classroom door to provide notice to all
- Dog is never allowed to be alone with a student
- The day of AAT Interactions, the dog transport should be conducted during times when the hallways are relatively free of traffic (avoid transport during changes in class)
- Animals will be taken out of the building at least twice a day for bathroom breaks and more based on handlers discretion
- Before students leave the room where the AAT take place their clothes are brushed with lint brush
- Students must use hand sanitizer after any contact with the Therapy Dog
- The room should be cleaned/vacuumed at day's end by custodial staff once the animal has vacated the premises. All surfaces the animal has come in contact with should be wiped down with anti-bacterial cleaning materials

### **Prior to therapy sessions the handler is required to do the following:**

- Brush or comb the animal's hair or coat to remove loose hair, dander and other debris
- Keep the animal's nails short and free of sharp edges
- If the animal is malodorous or visibly soiled, bathe it with a mild, unscented hypoallergenic shampoo
- Visually inspect the animal for fleas and ticks
- Identify the AAT dog with clean scarf, collar or harness or leash or special tag



- Provide the dog with the opportunity to urinate and defecate immediately before entering the school
- Practice routine cleaning of environmental surfaces after visits
- Grooming- all therapeutic animals should be cleaned and groomed prior to the day the animal will be brought into the building
- The dog shall be transported into and out of the school in a carrier for a small dog; for larger dogs a leather non-retractable leash must be used
- Clean the animal carrier before visits (if applicable)
- Dispose of any feces accordingly
- Choke chains or prong collars are not permissible

**Handlers must be responsible for and are knowledgeable about the following areas:**

- Their role and responsibility as a Licensed AAT Professional
- Varying techniques for AAT interactions with people with various disabilities
- Acts as animal's advocate in all situations
- Effectively read the animal's cues, stress, excitement, etc.
- Protects and respects the animal's needs
- Therapist must be aware of the animal's needs for some quiet time and relaxation and be able to find a safe refuge within the area where the animal can go if stressed or exhausted

**Health and Safety**

- A handful of studies indicate that properly cared for animals do not pose additional health risks to students
- Health and Management practices help to promote and maintain optimal animal health and well-being through appropriate hygiene, management, specific preventative care
- Current evidence supports the fact that most therapy or companion animals pose a minimal risk for transmitting zoonotic diseases

- Require that all dogs are to be up-to-date with all required vaccinations, such as rabies. Documentation or current vaccinations must be provided to the Principal's Office of the individual building and Central Administration office prior to the school year
- Require the dog receive a health evaluation by a licensed veterinarian at least once a year (optimally, twice a year) with documentation provided to the Principal's Office of the individual building and the Central Administration office.

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- Require the handler to self screen the dog for symptoms of communicable disease and refrain from visits, which include:
  - New or worsening coughing or sneezing
  - Nasal discharge
  - Fever
  - Diarrhea or vomiting
  - Conjunctivitis

**AAT Dog must demonstrate the following characteristics or behavioral traits:**

- Behavior that is reliable, controllable and predictable
- Inspires confidence in the person he/she is interacting with

- Actively solicits interactions with student
- Is accepting and forgiving of differences in student reactions and behavior
- Demonstrates relaxed body posture, relaxed facial expressions
- Likes being petted and touched
- Remains calm in a variety of distracting situations
- Clean and well maintained
- Does not urinate or defecate in inappropriate locations
- Does not vocalize unnecessarily
- Shows no aggression towards people or other animals
- Does not solicit or steal food or other items from student body or school personnel

**AAT Activity Suspended or Dissolved by the Handler if:**

- Notice a behavioral change since the last time it was evaluated
- Aggressive behavior outside the classroom
- Fearful behavior by the dog during interactive sessions
- Loss of sight or hearing, consequently an overt inclination to startle and react in an adverse manner

Revised: June 24, 2016

May 11, 2023

Adopted: May 11, 2023

## **VIRTUAL HIGH SCHOOL**

### **I. Introduction**

On January 2, 2013 Governor Patrick signed House Bill 4274, “An Act Establishing Commonwealth Virtual Schools.” The Bill provides for broader online learning in Massachusetts primarily for K-12 students desiring a full time virtual education. The Bill establishes guidelines for the approval and operation of the virtual schools while directing the Board of Elementary and Secondary Education to draft structural and oversight regulations.

Currently (2015) there are real concerns regarding the quality of virtual high schools, which tend to lag significantly behind traditional-brick and-mortar schools in program quality, and reports of student success and achievement. For the vast majority of Easton students, the best education is provided in our school buildings. There is merit, however, for some students, in the thoughtful online supplementation of our traditional high school education offerings.

The goal of the Easton Public Schools is to offer our students a full and appropriate education. In order to provide experiences not available in our existing high school curriculum, and to be sensitive to other unique needs of some of our students, we offer a limited number of opportunities via supplementary online courses for qualified, interested students.

Easton Public Schools offers courses through the Virtual High School ([Http://www.thevhscollaborative.org](http://www.thevhscollaborative.org)). The VHS was established in 1996 by the Concord Consortium, a Massachusetts-based education research and development organization. This is a non-profit membership organization, composed of schools from across the United States and other countries, whose purpose is to offer students diverse and rigorous coursework. Participating schools contribute curriculum and instructors who are provided training in online instruction. Students, too, are provided orientation.

Course quality and instruction are overseen by VHS and meet the National Education Association’s guidelines for high-quality online courses. VHS instructors are certified in the subjects they teach and receive ongoing professional development. Currently, more than 185 classes are offered by VHS, including on-grade and AP courses. VHS made a commitment in 2014 to particularly address STEM (Science, Technology, Engineering and Math) course offerings.

### **II. Student Enrollment/Participation:**

1. Students wishing to apply for online/virtual courses must be full time students in the Easton Public Schools in good standing.

2. The Easton Public School District requires that all students in high school take seven classes each semester with core requirements in English, Social Studies, Science and Math. The regular high school curriculum includes all courses required to graduate. The purpose of virtual school courses should therefore be for AP and other appropriate coursework not available at the high school for students who are medically or emotionally fragile and may benefit from the course(s), or for students who may be in need of credit recovery.
3. Students must obtain permission from the high school principal or his/her designee in order to take an online course for credit through VHS. The following criteria must be met before such permission is granted:
  - a. Complete any necessary prerequisites
  - b. Submit an application/personal statement regarding the merit of the online course(s)
  - c. Demonstrate proper academic ability, attendance history, and behavioral history
  - d. Exhibit skills necessary to function effectively in an online or virtual school environment
4. As there is finite enrollment capacity for virtual/online classes, spots will be distributed fairly among these specific student groups (students must meet all requirements under #3 above):
  - a. Students needing to make up courses due to illness or other excused prolonged absence
  - b. Students seeking AP or other enrichment opportunities
  - c. Students pursuing coursework of interest not offered in the current high school curriculum
  - d. Students at academic risk for whom other remedial opportunities are not suitable or for credit recovery due to prior unsuccessful course participation

\*If all available enrollments are not filled by high school students, eighth graders will be allowed to participate for purposes of enrichment.

### III. Credit for Virtual Coursework

Credit from an online or virtual course may be earned in the following circumstances:

1. The course is not offered at the District's high school.
  - a. In all cases, the course must be approved in advance by the administration. Factors including course content, rigor, and the necessity of the course in the student's plan of study will be considered. In addition, the availability of resources including room, equipment, and staff will be considered in every decision.

\*\*Exception: A student will be allowed to take a course currently offered at the District's high school through the virtual school if it is an eighth class taken in addition to the seven classes being taken within the district's regular high school curriculum, if online enrollment space allows. The eighth class will not be counted toward class rank or GPA but will be counted as a credited class.
2. The district does offer the course, but the student is not able to take it due to a significant, documented medical issue.
3. Students who are in need of credit recovery as a means to meet graduation requirements.

### IV. Grades for Virtual Coursework

***Easton Public Schools***

1. Students must pass all virtual coursework to receive credit.
2. The grade for non-AP classes will be based upon the district's grading scale and grading policies.
3. If a student does not receive a grade of "C" or better for an AP course, they will not receive credit for that course. The grading criteria to continue in Honors or AP level coursework, whether at the high school or online, are the same.
4. Students taking a VHS AP Course are required to take the AP exam in the spring through the OAHS guidance department.

#### V. Other Policies Concerning Virtual Classes

1. All virtual education programs and courses will be consistent with District instructional goals and aligned with Massachusetts' academic standards and assessments.
2. Students must complete all coursework within the calendar structure of the district unless permission is granted by the administration in advance.
3. If the class taken serves as one of the seven classes required by the district, the student is required to be in attendance in the district building for a regularly scheduled period as they would in any other academic class.
4. The above (V3) is also true if the online offering is a course being taken as a make-up for a previously failed course.
5. Exception: If the online class is being taken in addition to regular classwork for the purpose of enrichment and not as a make up class, the seat time requirement may be waived provided it is approved by the administration and the student demonstrates adequate grades and progress in the course.
6. The student and parents/guardian must sign a contract for participation in any virtual school course.

#### VI. Costs and Access for Virtual Coursework

1. The school district is able to offer a limited number of "seats" within the virtual high school. The district will pay for all costs for any course being delivered via VHS, up to the allotted number of available slots. The cost of an AP Exam is the student's responsibility and processed through the OAHS guidance department.
2. The classroom space allotted within the school building for virtual classroom access shall be determined by the building administration.

3. The technology necessary for virtual classes accessed from within the school building and during regular school hours will be provided by the school district. Technology necessary for classes accessed outside of the school building is the responsibility of the student.

Adopted: 5/21/15

Amended 12/07/2017

## **RELIGIOUS HOLIDAYS**

In recognition of the fact that certain holy days occur during the school year, the Easton School Committee hereby adopts the following policy to ensure fair and sensitive treatment for all students:

1. Excused absence will be allowed on major religious days to enable students to participate in their religious activities. The exercise of conscience is a personal matter and should not be a matter of public discussion.
2. Every pupil who is absent for a legitimate reason, including absence for religious reasons, is allowed to make up, within a reasonable time period, the work covered and the assignments made during his or her absence.
3. Long-term reports or special projects which are due on one of the major religious days are to be submitted to the teacher at a mutually agreed upon date following the pupil's return to school, with no penalty for late filing.
4. Teachers are expected to exercise sound judgment in carrying out work when some students may be absent because of a religious holy day. Provisions should be made for students who expect to be absent to get assignments that might be necessary ahead of time and to have class work reviewed by the teacher. In no situation should a student be made uncomfortable because he or she chooses to exercise his or her religious convictions. Because many religious observances often involve family activities, students should not be expected to complete homework, study for tests, or do other schoolwork during their absence.
5. Out of respect for the diversity of the community, efforts will be made to avoid scheduling major events on notable holidays.
6. The implementation of this policy is the responsibility of the School Principal.

Adopted: 5/21/15

## **SECTION J**

### **STUDENTS**

- JA STUDENT POLICIES GOALS**
- JB EQUAL EDUCATIONAL OPPORTUNITIES**
- JBA HARASSMENT AND BULLYING PROHIBITED**
- JC ATTENDANCE AREAS**
- JEB ENTRANCE AGE**
- JF SCHOOL ADMISSIONS**
- JF-E-1 SCHOOL ADMISSIONS**
- JF-E-3 ENROLLMENT OF STUDENTS BASED ON RESIDENCY**
- JFABC ADMISSION OF TRANSFER STUDENTS**
- JFABD HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**
- JFABE EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**
- JFABF EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**
- JFBB SCHOOL CHOICE**
- JG PUPIL PLACEMENT**
- JH STUDENT ABSENCES AND EXCUSES**
- JHD EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE**
- JI STUDENT RIGHTS AND RESPONSIBILITIES**
- JIA PROTECTION OF PUPIL RIGHTS AMENDMENT**
- JIA-R IMPLEMENTATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT**
- JIB STUDENT INVOLVEMENT IN DECISION-MAKING**



<b>JIC</b>	<b>STUDENT DISCIPLINE</b>
<b>JICA</b>	<b>STUDENT DRESS CODE</b>
<b>JICC</b>	<b>STUDENT CONDUCT ON SCHOOL BUSES</b>
<b>JICE</b>	<b>STUDENT PUBLICATIONS</b>
<b>JICF</b>	<b>GANG ACTIVITY/SECRET SOCIETIES</b>
<b>JICFA</b>	<b>PROHIBITION OF HAZING</b>
<b>JICFA-E</b>	<b>HAZING</b>
<b>JICFB</b>	<b>BULLYING PREVENTION</b>
<b>JICG</b>	<b>TOBACCO USE BY STUDENTS PROHIBITED</b>
<b>JICH</b>	<b>DRUG AND ALCOHOL USE BY STUDENTS PROHIBITED</b>
<b>JICH-R</b>	<b>DRUG AND ALCOHOL USE BY STUDENTS – ADMINISTRATION GUIDELINES</b>
<b>JICI</b>	<b>WEAPONS</b>
<b>JIE</b>	<b>PREGNANT STUDENTS</b>
<b>JIH</b>	<b>SEARCHES AND INTERROGATIONS</b>
<b>JII</b>	<b>STUDENT COMPLAINTS AND GRIEVANCES</b>
<b>JJ</b>	<b>CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES</b>
<b>JJ-E</b>	<b>CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES</b>
<b>JJA</b>	<b>STUDENT ORGANIZATIONS</b>
<b>JJE</b>	<b>FUNDRAISING &amp; ACCEPTANCE OF GIFTS AND GRANTS</b>
<b>JJE-E</b>	<b>FUNDRAISING PROPOSAL FLOW CHART</b>
<b>JJF</b>	<b>STUDENT ACTIVITY ACCOUNTS</b>
<b>JJG</b>	<b>CONTESTS FOR STUDENTS</b>
<b>JJH</b>	<b>OVERNIGHT STUDENT TRAVEL ON MOTOR COACH</b>
<b>JJH-R</b>	<b>STUDENT TRAVEL REGULATIONS</b>
<b>JJIB</b>	<b>INTERSCHOLASTIC ATHLETICS</b>

<b>JJIF</b>	<b>POLICY TO ADDRESS SUSPECTED SPORTS RELATED HEAD INJURY/CONCUSSION</b>
<b>JJIF-R</b>	<b>POLICY TO ADDRESS SUSPECTED SPORTS RELATED HEAD INJURY/CONCUSSION</b>
<b>JK</b>	<b>STUDENT CONDUCT</b>
<b>JKA</b>	<b>CORPORAL PUNISHMENT</b>
<b>JKAA</b>	<b>PHYSICAL RESTRAIN OF STUDENTS</b>
<b>JKF</b>	<b>SPECIAL NEEDS STUDENTS - DISCIPLINE</b>
<b>JL</b>	<b>STUDENT WELFARE</b>
<b>JLA</b>	<b>STUDENT INSURANCE PROGRAM</b>
<b>JLC</b>	<b>STUDENT HEALTH SERVICES AND REQUIREMENTS</b>
<b>JLCA</b>	<b>PHYSICAL EXAMINATIONS OF STUDENTS</b>
<b>JLCB</b>	<b>INOCULATIONS OF STUDENTS</b>
<b>JLCC</b>	<b>COMMUNICABLE DISEASES</b>
<b>JLCD</b>	<b>ADMINISTERING MEDICINES TO STUDENTS</b>
<b>JLCEC</b>	<b>AUTOMATIC EXTERNAL DEFIBRILLATOR</b>
<b>JLCED</b>	<b>LIFE THREATENING ALLERGIES</b>
<b>JP</b>	<b>STUDENT SOLICITATIONS</b>
<b>JQ</b>	<b>STUDENT FEES, FINES, AND CHARGES</b>
<b>JRA</b>	<b>STUDENT RECORDS</b>
<b>JRA-R</b>	<b>STUDENT RECORDS</b>
<b>JRD</b>	<b>STUDENT PHOTOGRAPHS</b>

## **STUDENT POLICIES GOALS**

The student is the focal point of all operations of the Easton Public Schools.

Consequently, the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Committee and staff will work together to establish an environment conducive to optimal learning for students, meeting the following goals:

1. To allow for the appropriate individualization of student learning programs, taking into account each student's specific background, capabilities, learning styles, interests and aspirations.
2. To observe and protect the legal rights of students.
3. To establish a learning environment that provides positive encouragement, student respect and feeling of self-worth.
4. To provide an environment in which students learn personal and civic responsibility through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide for the safety, health, and welfare of students.
7. To promote faithful attendance and good work habits.

LEGAL REF.: 603 CMR 26:00

Revised: April 20, 2017

Adopted: June 16, 2017

## EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, homeless status, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

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

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

Revised: April 20, 2017

Adopted: June 16, 2017

## HARASSMENT AND BULLYING PROHIBITED

The Easton Public Schools is committed to maintaining an environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. Harassment by administrators certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. In addition, the Easton Public Schools prohibits bullying and other forms of intimidation among students, regardless of the reason for such conduct. The Easton Public Schools requires all employees, students and other members of the school community to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

### I. DEFINITION OF HARASSMENT

General Definition of Harassment. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other types of conduct which offend or show disrespect to others based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability when such conduct is sufficiently serious to limit an individual's ability to participate or benefit from applicable educational programs or school-sponsored events or the performance of his/her duties as an employee.

The law views the particular communication or conduct from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment from another person. Therefore individuals should consider how other individuals might reasonably view their words and actions. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment is a form of gender discrimination and violates title VII of the Civil Rights Act, Title DC of the Federal Education Amendments of 1972, As well as Massachusetts General Law Chapter 151, Sec. 4B Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance or submission to such a conduct is made either explicitly or implicitly a term or condition of the employment or education.
2. The individual's response to such a conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Bullying -- While bullying can occur with a single incident, it generally involves a pattern of conduct over time by which a student is "picked on." Bullying may include conduct such as physical intimidation or assault; Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. It may also involve extortion, by which a student is intimidated into taking an action against his/her will.

## **II. HARASSMENT, BULLYING, AND RETALIATION PROHIBITED**

Harassment and bullying in any form or for any reason are absolutely forbidden. This includes conduct by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against an individual who has brought harassment or other inappropriate behavior to the attention of the school or an individual who cooperates in the investigation of a complaint is unlawful and will not be tolerated.

Persons who engage in harassment, bullying, or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing herein is intended to limit school officials' authority to discipline or take remedial action for conduct that they deem unacceptable in a school setting, regardless of whether it constitutes harassment, bullying, or retaliation.

## **III. INVESTIGATION AND CLOSURE OF A COMPLAINT**

If you believe that you may have been harassed or bullied, or if you witness or learn about the harassment or bullying of another individual, you should inform the Principal, his/her designee, or a Guidance Counselor as soon as possible. If you do not wish to discuss the issue with him/her, or if he/she does not address the problem in an effective manner, you should inform the Administrative Assistant to the Superintendent. The office is located at 50 Oliver Street, North Easton, MA 02356, The telephone number is 508-230-3200.

The Easton Public Schools will promptly investigate every complaint of harassment or bullying. Confidentiality will be maintained in the investigative process, to the extent consistent with the school department's need to address the alleged conduct. If it is determined that conduct which, if continued, would constitute harassment or bullying, appropriate action will be taken to end the conduct and to ensure that it is not repeated.

In certain cases, harassment or bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Administrative Assistant to the Superintendent.

#### **IV. STATE AND FEDERAL AGENCIES**

State agencies that address laws prohibiting harassment include the Massachusetts Commission Against Discrimination (MCAD), located at One Ashburton Place, Room 601, Boston, Massachusetts 02108 (Telephone 617-994-6000 & TTY 617-994-6196) and the Massachusetts Department of Education, 350 Main Street, Maiden, MA 02148-5023 (Telephone 781-338-3300). Federal agencies that address laws prohibiting harassment include the Equal Employment Opportunity Commission, located at One Congress Street, Room 1001, Boston, MA 02114 (Telephone 617-565-3200 & TDD 617-565-3204) and the Office for Civil Rights of the United States Department of Education, located at J.W. McCormack Post Office & Courthouse, Room 222, Boston, MA 02109 (Telephone 617-223-9662 & TTD 617-223-9695).

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended  
45 Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

CROSS REF.: JICFB, Bullying

Revised: April 20, 2017  
Adopted: June 16, 2017

## ATTENDANCE AREAS

Attendance areas for the various schools of Easton will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation concerns. Generally, students will attend the school in the attendance area in which they live.

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require a change in the established attendance areas.

The Committee will confer with community representatives prior to setting, new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted. 4/24/73

Revised: April 20, 2017

Adopted: June 16, 2017



**ENTRANCE AGE: REVISED 2016**

In an attempt to permit children to enter kindergarten or first grade at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten in September.

The admission of children whose birthdays fall after September 1 will be solely at the school's discretion.

2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

LEGAL REFS.: M.G.L. 76:1 603 CMR 8.00  
Board of Education Regulations for Entrance to First Grade and Kindergarten,  
adopted 7/20/71

Revised: April 20, 2017

Adopted: June 16, 2017

## SCHOOL ADMISSIONS

All children of school age who reside in the town of Easton will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring of each year. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Central Administration and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of the student, provided by the legal guardian may also be required by the Central Administration.

The maximal age at the time of enrollment in the Easton Public Schools is 22 years of age

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03  
M.G.L. 71 B.

Revised: April 20, 2017, 6/22/2023

Adopted: 6/22/2023

## SCHOOL ADMISSIONS

### Purpose and Construction of 603 CMR 26.00 ( Equal Educational Opportunity)

- (1) 603 CMR 26.00 is promulgated to insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion, disability, gender identity sexual orientation or national origin. 603 CMR 26.00 shall be liberally construed for these purposes.
- (2) The obligation to comply, with 603 CMR 26.00 is not obviated or alleviated by any local law or rule or regulation of any organization, club, athletic or other league or association which would limit the eligibility or participation of any student on the basis of race, color, sex, religion, disability, gender identity, sexual orientation or national origin.

### School Admissions

- (1) Easton Public Schools shall admit students without regard to race, color, sex, religion, disability, gender identity, sexual orientation or national origin. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
- (2) No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, religion, disability, gender identity, sexual orientation or national origin. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and of minority groups. Reference to only one sex in the name of schools, programs or activities shall not be retained.
- (3) The national citizenship of any applicant shall not be a criterion for admission to the Easton Public Schools nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
- (4) Any standards used as part of the admissions process in the Easton Public Schools, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, disability, gender identity, sexual orientation or national origin. Limited English-speaking ability (as defined by M.G.L.c.71 A) shall not be used as a deterrent to or limitation on admissions.
- (5) If admission to any school, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, is dependent upon the participation or completion of courses or programs which were previously limited to students of one sex or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any racial, ethnic or religious group of students to participate in such programs, then such criteria must be abolished.
- (6) Nothing in 603 CMR 26.00 shall be construed as to control the interpretation of or interfere with the implementation of St. 1965, c. 641, as amended by St, 1974, c. 636, providing for the

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elimination of racial imbalance, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

Revised: April 20, 2017

Adopted: June 16, 2017

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File: JF-E-3

**ENROLLMENT OF STUDENTS BASED ON RESIDENCE**

Any child who actually resides in the town of Easton shall have the right to attend the Easton Public Schools, subject to the following provisions and to other applicable school committee policies and legal requirements.

Except as provided by School Committee policy or by law, the Easton Public Schools is not required to enroll a child who does not actually reside in the town. Residence is generally based upon where the student physically dwells, with the intent to remain, and with the understanding that the location serves as the center of the student's domestic, social, and civic life. Minors are generally presumed to reside with their parents or legal guardians.

Any person who violates or assists in the violation of this policy may be required to remit full restitution to the town. The Easton Public Schools administrative staff is authorized to require evidence of residence prior to enrolling a child. If there is reasonable basis for questioning the actual residence of a child before or following his/her enrollment, the administrative staff and/or attendance officer may authorize an investigation. Staff may further initiate steps to terminate the student's enrollment based upon lack of residence.

The following provisions apply with respect to residency:

1. **Foreign Exchange Students.** Children from foreign countries who are living with Easton residents under student exchange programs endorsed by the Council on Standards for International Education Travel (CSIEST) recognized and approved by the Easton School Committee, may be enrolled in Oliver Ames High School (grades 9-12) subject to space availability, without payment of tuition, for a period of up to one year (12 months). These enrollments are subject to Superintendent and School Committee approval and also are subject to space available and are for a period of up to one year (12 months). The adult who registers a foreign student must declare at the time of registration who is responsible for the payment of other school fees.

The sponsoring town resident(s) must arrange for completion of all required immigration department forms as applicable and the student must have an appropriate student visa. No person who has received a diploma or equivalent certificate from a secondary school or its foreign counterpart shall be eligible to attend Oliver Ames High School under this section.

2. **Homeless Students.** The Easton Public Schools adheres to the federal McKinney-Vento Homeless Assistance Act (Act) and related state provisions in permitting or continuing the enrollment of child or youth identified as homeless under the provision of the Act.

3. **End of the School Year.** A student who becomes a non-resident during the school year may be allowed to stay in the Easton Public Schools under certain circumstances at the discretion of the Superintendent.

Mass. Gen Laws ch. 76, §§ 5, 6, & 12  
Cultural Exchange Act of 1961, 22 U.S.C. 2451 & 22 CFR Part 62  
McKinney Vento Homeless Assistance Act, 42 U.S.C. 11431, et. seq.

**Amended: 8/20/15**

**Amended: 5/11/2023**

**Adoption Date: 2-5-15, 5/25/2023**

## **ADMISSION OF TRANSFER STUDENTS FROM COMMONWEALTH CHARTER SCHOOLS**

The Easton Public Schools will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation. Upon considering all appropriate input, the principal shall have the final authority in determining proper grade placement.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

Revised: April 20, 2017

Adopted: June 16, 2017

## **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 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, 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<sup>3</sup> During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal

process. This advisory is available at the following link:  
<http://www.doe.mass.edu/my/haa/mckinney-vento.docx>

### **Homeless Liaison**

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

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

Adopted: January 9, 2020

## **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.

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- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs, and to facilitate inclusion in extra-curricular activities regardless of deadlines to the extent students are otherwise qualified. 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;

SOURCE: MASC October 2019

Adopted: January 9, 2020

Updated: February 13, 2020

## **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 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 homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

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

SOURCE: MASC October 2019  
Adopted: January 9, 2020

## **SCHOOL CHOICE**

It is the policy of this School District not to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B). If the School Committee was to vote to participate in the Interdistrict School Choice Law, it will do so under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

Revised: April 20, 2017  
Adopted: June 16, 2017

## **PUPIL PLACEMENT**

The placement of students in classrooms (Grades K-6) and on teams (Grades 7-8) is the prerogative and responsibility of the school. The main purpose of pupil placement procedures is to place each student in classroom and group settings in which optimal learning will take place.

The principal is responsible for developing procedures for the assignment of students to classrooms and teams. All decisions of the principal regarding pupil placement shall be final.

Revised: April 20, 2017

Adopted: June 16, 2017



## **STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

### **Student Absence Notification Program**

Each Principal, by whatever title he may be known, will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title he may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

LEGAL REFS.: M.G.L. [76:1](#); 76:1B; [76:16](#); 76:18; [76:20](#)

Revised: April 20, 2017

Adopted: June 16, 2017

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ADMISSION

### Denial of Admission

The following shall be the grounds for denial of admission to the Easton Public Schools or diversion to an appropriate alternative program:

Having attained the age of 22 years old or above prior to the start of the academic school year.

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the entrance age requirements as delineated in Policy JEB;

Not being a resident of Easton and Easton has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B  
603 CMR 26:00

Revised: April 20, 2017

Adopted: June 16, 2017

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the Easton Public Schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

Revised: April 20, 2017

Adopted: June 16, 2017

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The Easton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

### **a. Consent to federally funded surveys concerning "protected information."**

Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

### **b. Opt out of certain surveys and exams even if not federally funded.**

Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

Revised: April 20, 2017

Adopted: June 16, 2017

## IMPLEMENTATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT

**Note:** Mass. Gen. Laws Chapter 71, §57 requires schools to conduct physical examinations (of students) to "ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child's health or physical efficiency."

**Note:** Personal information is defined as individually identifiable information including a student or parent's first and last name, home address; telephone number, or social security number 20USC §123h(c)(6)(E).

**Note:** The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide formative, evaluative, diagnostic, clinical, aptitude or achievement information about student; the sale by students of products or services, to raise funds for school-related or educational-related activities; student recognition programs.

### **c. Inspect certain materials.**

Upon request, parents and eligible students have the right to inspect the following before the school administers or uses them:

1. Protected information surveys of students; (see Section a. above)
2. Surveys created by a third party;
3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
4. Instructional materials used as part of the educational curriculum.

**Note:** The term "instructional materials" is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).]

### **d. Receive notification of the district's policies on the PPRA. After consultation with parents, the Easton Public Schools has adopted the following policies to implement the PPRA.**

Notice of Rights: The Superintendent will arrange for direct notice to parents and eligible students of this policy at the beginning of each school year, either through the U.S. Mail or handbooks, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities The building Principal will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that

the Easton Public Schools anticipates conducting. The building principal will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the **Superintendent of Schools or the School Principal**. The **Superintendent/Principal** will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

Protections of Student Privacy The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Dr. Lisha Cabral, Superintendent. Complaints may also be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

Revised: April 20, 2017  
Adopted: June 16, 2017  
Updated: February 13, 2020

## **STUDENT INVOLVEMENT IN DECISION-MAKING**

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

### Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair 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.

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

Revised: April 20, 2017

Adopted: June 16, 2017



## STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents. The Principal shall also include procedures to be followed prior to excluding a student from school for misconduct, as set forth in statutory provisions that apply to various types of offenses, including M.G.L. 71, Sec.37H (possession of controlled substances and weapons, assault on educational personnel); M.G.L. 71, 37H<sup>1</sup>/<sub>2</sub> (felony complaints); and M.G.L. 71, 37H<sup>3</sup>/<sub>4</sub> (all other offenses).

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such removal is not considered discipline within the meaning of this policy.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education

services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. 71:37H; 71:37H<sup>1</sup>/<sub>2</sub>; 71:37H<sup>3</sup>/<sub>4</sub>, 603 CMR 53.00

Revised: April 20, 2017

Adopted: June 16, 2017

## **STUDENT DRESS CODE**

The responsibility for the dress and appearance of students is articulated in the respective school handbooks.

Parents have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not disrupt the learning process. The administration is authorized to take action in instances where individual dress does not meet the requirements as stated in the handbooks.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Revised: April 20, 2017

Adopted: June 16, 2017

## **STUDENT CONDUCT ON SCHOOL BUSES**

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal. The standards for student conduct on the school buses and consequences for misbehavior shall be included in all student handbooks.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Revised: April 20, 2017

Adopted: June 16, 2017

## STUDENT PUBLICATIONS

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

Review of content prior to publication is not censorship but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the Easton Public Schools) enjoys freedom to determine what it will and will not publish.

### Distribution of Literature

Students have a right to the distribution of literature on school grounds and in school buildings, except that the Principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Principal may require that no literature be distributed unless a copy is submitted to him/her in advance.

The Principal will reasonably regulate the time, place, and manner of distribution of literature.

LEGAL RER: M.G.L. 71:82

Revised: April 20, 2017

Adopted: June 16, 2017

## **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committee is to keep Easton Public Schools and the students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

### Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

## **SECRET SOCIETIES**

Fraternities, sororities and/or secret societies shall not receive Easton Public Schools or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

Revised: April 20, 2017

Adopted: June 16, 2017

## PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the Easton Public Schools are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days without a due process hearing.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF: M.G.L. 269:17, 18, 19

Revised: April 20, 2017

Adopted: June 16, 2017

## HAZING

### CH. 269, S.17. CRIME OF HAZING: DEFINITION

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

Revised: April 20, 2017  
Adopted: June 16, 2017



## **POLICY PROHIBITING AND ADDRESSING BULLYING**

The Easton Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. We further recognize that students may be more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability or by associations with other people who have one or more of these characteristics. We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, knowledge and strategies to respond to bullying or harassment.

Acts of bullying and cyber-bullying are prohibited:

- (i) on 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 the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- (ii) 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 school district, if the acts create a hostile environment at school for the target, infringe on the rights of the target at school or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has information about bullying also is prohibited.

### **A. Definitions**

**Aggressor** is a student or a staff member of a school staff who engages in bullying, cyber-bullying, or retaliation.

**Bullying**, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or by a staff member or by a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-bullying**, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- (i) the creation of a web page or blog in which the creator assumes the identity of another person;
- (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- (iii) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment**, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Target** is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

## **B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline**

The Easton Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or staff who engage in bullying or retaliation will be subject to disciplinary action; however, with respect to students, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, expulsions from school or termination of employment as determined by school officials, subject to applicable procedural requirements. Nothing in this policy is intended to prevent school officials from taking disciplinary action for conduct that does not meet the definition of bullying or cyber-bullying, or retaliation, as defined above, but nevertheless is inappropriate for the school environment or a staff member's position.

## **C. Reporting Obligations**

**Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee. In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

**Reporting by Students, Parents/Guardians, and Others:** The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee (or in the case of an allegation against the principal, to the superintendent and if against the superintendent, to the chair of the school

committee.) An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Reporting to Parents/Guardians:** In the event the Easton Public Schools determines that bullying or retaliation has occurred, the principal or designee must promptly notify the parent/guardian of the target and the aggressor of that determination and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures. There may also be circumstances in which the principal/designee contacts parents prior to an investigation and determination of bullying.

**Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school administrator or other applicable school official has a reasonable basis to believe that the incident may involve criminal conduct, the school administrator or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Easton Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued. In making the determination whether notification to law enforcement is appropriate, the principal may consult with the police officer designated as the liaison to the school and any other individuals the principal deems appropriate. The principal shall document the reasons for his or her decision to notify law enforcement. Nothing in this section shall be interpreted to require reporting to a law enforcement agency in situations in which bullying and retaliation can be handled appropriately within the school district or school.

**Reporting to Other Agencies:** In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Easton Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

**Reporting to Administrator of Another School District or School:** If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Easton Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Easton Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

#### **D. Investigation**

An appropriate school official or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target in order to restore a sense of safety and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered. Parents of the target or aggressor may also be contacted prior to the investigation if the applicable school official deems appropriate.

**Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to

write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

**Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

#### **E. Determination**

The school administrator must weigh all of the evidence objectively to determine whether the alleged events occurred and, if so, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct, whether the aggressor is a student or staff member, and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Holding parent conferences;
- Transferring a student from a classroom or school;
- Limiting or denying student access to a part, or area, of a school;
- Enhancing adult supervision on school premises;
- Excluding a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- Providing relevant educational activities for individual students or groups of students.

Guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs.

Personalized Action Plan for students and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns, particularly given the imbalance of power associated with bullying.)

Providing counseling (or other appropriate services) or referral to such services for the target and/or the student aggressor and/or for appropriate family members of said students.

**F. Closing the Complaint and Possible Follow-Up**

School officials will promptly provide notice to the parent/guardian of a target and a student aggressor in the event an allegation of bullying or retaliation has been substantiated and what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint.

If appropriate, within a reasonable time period following closure of the complaint, the school officials will contact the target to determine whether there has been any recurrence of the prohibited conduct.

If either party is dissatisfied with the results of the investigation, he/she may direct his/her concerns in writing to the Superintendent or designee for further consideration. In addition, regardless of the outcome, school officials will inform parents about the Department of Elementary and Secondary Education Program Resolution System (PRS) and how to access that system. Information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

The above language is intended to be consistent with the Easton Public Schools' Bullying Prevention and Intervention Plan. A copy of the complete Plan will be made available on the Easton Public Schools website.

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

Revised: April 20, 2017

Adopted: June 16, 2017

**TOBACCO USE BY STUDENTS PROHIBITED**

Smoking, chewing, or other use of tobacco products, including e-cigarettes and vapor devices, by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. Tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds. In addition, all vaping devices are subject to the same prohibitions as tobacco products.

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

CROSS REF.: ADC, Smoking on School Premises  
GBED, Tobacco Use on School Property by Staff Members

Revised: April 20, 2017

Adopted: June 16, 2017

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

Drug and alcohol use by students poses a serious threat not only to their own well being, but also to the well being of the school system. Students are strictly prohibited from actions involving drugs and alcohol during school hours or on school property or at any school-sponsored activity or event. Such prohibited actions include, but are not limited to:

1. attempt to purchase
2. use
3. presence under the influence of drugs or alcohol
4. possession
5. intention or attempt to sell or distribute
6. sale or distribution
7. possession of drug paraphernalia

In addition, no student shall aid, abet, assist or conceal the possession, consumption, purchase or distribution by other students on school property or at any school-sponsored activity.

For the purposes of this policy, alcohol and drugs include not only alcohol, controlled substances (including prescription medicine) as defined in M.G.L. c. 94C (including, but not limited, to marijuana in any form, including derivatives of and/or products containing tetrahydrocannabinol, cocaine, and heroin), but also restricted drugs such as prescription or over-the-counter drugs which are misused; steroids; and products misused for the purpose of mind altering effects (aerosols, solvents, etc.).

Any student, regardless of age, who has been drinking alcoholic beverages or using drugs prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

LEGAL REF.: M.G.L. 272.-40A

*Note: A copy of the "Administrative Guidelines for Drug and Alcohol Use by Students" shall be kept in the Principal's office in each school.*

Revised: April 20, 2017

Adopted: June 16, 2017

**DRUG AND ALCOHOL USE BY STUDENTS  
ADMINISTRATIVE GUIDELINES**

1. Drug/alcohol use or possession: Teachers and non-professional staff will report to the principal or designee and/or nurse any direct knowledge of drug/alcohol use or suspected use by students. In the event medical treatment appears necessary, the Principal or designee will contact the parent(s)/guardian(s) as soon as possible and initiate emergency medical treatment when necessary.
2. In a situation that involves the school nurse, the student must cooperate with the nurse's professional requests and recommendations. A failure to do so may serve as the basis for disciplinary action.
3. Where the Principal/designee has a reasonable basis for believing that a student is currently under the influence of alcohol or drugs at school or a school sponsored event, he may require the student to undergo a breathalyzer test and/or a physical examination by the nurse or other health care provider.
4. Where a student is determined or reasonably suspected of using alcohol or drugs, the Principal/designee may direct the student to undergo a physical examination by a physician and/or to schedule an appointment with the school psychologist or guidance counselor (to discuss the specific incident, student rights, and possible referral to a treatment center or group therapy). In addition, the Principal/designee may schedule one or more conferences, designed to address the rights and future health and welfare of the student and to achieve parental participation, to include some or all of the following:
  - a) student
  - b) parent(s)/guardian(s)
  - c) a member of the school administration (to discuss the status of the student, both academic and disciplinary)
  - d) a physician (to discuss the health aspects of drugs/alcohol use)
  - e) a representative of the police department (to discuss penalties applying to illegal drug/alcohol use or possession)
  - f) the psychologist and or guidance counselor (as deemed appropriate by the psychologist or guidance counselor)
5. Students who engage in the conduct listed in items 1 through 7 above at school or school-sponsored events are subject to disciplinary action. School officials, at their discretion, may consider a student's cooperation and participation in the activities described in Section 4 above as a mitigating factor in determining the disciplinary action to be imposed.
6. In addition to any disciplinary action, students involved in drug/alcohol situations will be placed on administrative probation. A student on probation is forbidden to attend school sponsored activities or be on school grounds after school for any reason except for authorized make up work or detention. No student on probation is allowed to drive to school or park on school property.

Revised: April 20, 2017

Adopted: June 16, 2017



## **WEAPONS**

Any student found in possession of a dangerous weapon at school or school-related events is subject to expulsion by the principal. If such weapon is a firearm, the student must be excluded from the Easton Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. The definition of a "firearm" includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices, as set forth in the Gun Free Schools Act.

Students should also be aware that the possession of a firearm or certain other dangerous weapons in any building or on the grounds of any elementary or secondary level school is a crime punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. School department personnel are required by statute to file written reports on any incidents, regardless of whether they occur during school hours, involving a student's possession of a dangerous weapon on school premises. Under the statute provisions, the principal will file copies of such report with the local chief of police, the Department of Social Services (DSS), the Special Services Office, and the School Committee.

LEGAL REF.: Federal Guns Free Schools Act

Revised: April 20, 2017  
Adopted: June 16, 2017

## **PREGNANT STUDENTS**

The Easton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Easton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.:           M.G.L. 71:84  
                              Title IX: 20 U.S.C. § 1681  
                              34 CFR § 106.40(b)

Revised:           April 20, 2017  
Adopted:           June 16, 2017

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

School administrators may search students and their personal belongings on school property or at school related events when the administrator has a reasonable, individualized suspicion that the search will produce evidence that the student has violated a school rule or a state or federal law. In addition, in the event of a health and safety emergency, students and their personal effects are subject to search on a random and/or systematic basis. Lockers and desks assigned to students remain the property of the school and are therefore subject to inspection by the school administration at any time.

### Interrogations by Staff

School administrators shall have the authority, as they deem necessary, to interview students regarding matters that are relevant to the school environment.

### Interrogations by the Police

When Police seek to interrogate a student at school, school staff shall make reasonable efforts to notify the student's parents prior to such interrogation, so long as appropriate to the circumstances.

Revised: April 20, 2017

Adopted: June 16, 2017

## STUDENT COMPLAINTS AND GRIEVANCES

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

The traditional “open door” policy in the Easton Public Schools will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate student concerns in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved.

Individual students and/or their parents who have concerns about disciplinary action that has been imposed will have the right to appeal such action to the extent provided by law. Each Principal shall include applicable appeal rights in the student handbook or other publication to be made available to students and parents.

LEGAL REF.: M.G.L. 71:37H, 37H1/2, and 37H3/4

Revised: April 20, 2017

Adopted: June 16, 2017

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, Easton Public Schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the resources already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF.: M.G.L. 71:47  
603 CMR 26:06

Revised: April 20, 2017  
Adopted: June 16, 2017

## STUDENT ORGANIZATIONS

### Student Organizations

Student organizations in the Easton Public Schools shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and shall operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF). All forms of hazing in initiations shall be prohibited in a student organization.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### Student Organizations

In addition to the above requirements, all clubs or organizations will be consistent with the mission and the academic, and social/civic expectations of Easton Public Schools. The Principal is responsible for determining that the purpose of a student organization is consistent with the mission of the school. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school; the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.06

Revised: April 20, 2017

Adopted: June 16, 2017

## FUNDRAISING and ACCEPTANCE of GRANTS and GIFTS

### I. Fundraising on behalf of the Easton Public Schools

There are many ways in which a family may contribute to a child's school, including gifts of time. There should be no pressure on individual students or their families to give monetarily or participate in fundraising activities. The Easton School Committee acknowledges that fundraising can play an important role in funding enrichment programs and other educational opportunities that may not be available through the annual school budget. The School Committee expects that any fundraising activities conducted by or for the benefit of the Easton Public Schools ("EPS" or "District") be conducted in a lawful manner consistent with the interest of our students and the good name and reputation of the District.

The following guidelines apply to fundraising activities initiated by entities within the District, including a particular school department (such as the music or athletic departments), and by school-sponsored student organizations (such as the National Honor Society). In addition, the guidelines apply to private organizations that are affiliated with the District, including Boosters, Parent Teacher Associations (PTA) and Parent Advisory Committees (PACs). Although these private organizations are independent and not ordinarily subject to the day-to-day management of the District, their affiliation with the District generally includes use of or reference to the District's name, mascots, visual representations, identity and reputation. Thus, requiring these private organizations to adhere these guidelines is both reasonable and appropriate.

#### A. Fundraising for activities or purchase of supplies for a particular school building.

Each entity seeking to engage in fundraising for student activities or purchase of supplies relating to a particular school building during a school year must submit an anticipated list of such activities as soon as possible to the Principal. If an unanticipated change in plans takes place after submission of the list, the entity must notify the Principal.

The Principal, after consulting with the Superintendent, is authorized to approve well-established and routine activities such as book fairs, Box Tops, movie nights, car washes, gift wrap sales, and ticket sales for school plays or athletic events. Once approved, the fundraising entity must notify the Principal of any significant changes to plans as they may arise.

Any school based fundraising activities that are new to the school or that involve substantial change to a previously approved activity are subject to the approval of the Superintendent, who will consult with School Committee if he/she deems appropriate.

The following basic parameters apply:

- Door to door soliciting by students in grades K-8 is prohibited

- No competitive prizes may be given to students in grades PK-12 for higher levels of fundraising. If there is a “prize” to be given it must be the same for all students.
- When students “help out” at fundraising events, they are to do so under adult supervision.
- The sale of advertising space on folders, agendas, etc. is permitted at the discretion of the Principal, in consultation with the Superintendent.
- The District, including individual departments, and school sponsored student groups are prohibited from engaging in any event involving the possession or distribution of a controlled substance, including alcoholic beverages.
- The use of the District website for fundraising activities may be allowed. See Policy KHC.
- Use of District stationery for the purpose of fundraising is prohibited except with specific approval from the Superintendent.
- The use of on-line fundraising sites, such as Go Fund Me and similar sites is prohibited without specific approval from the Superintendent or designee, who will also inform the School Committee.
- School departments and school-sponsored student groups are prohibited from conducting raffles or other games of chance. Private organizations (Boosters, PTAs, PACs) may conduct such activities, but are responsible for ensuring that all relevant laws are adhered to, including but not limited to obtaining any necessary permits under M.G.L. Ch. 271, §7A.
- All entities that wish to use school facilities for an event or activity must adhere to the EPS facilities use policy.
- Private organizations conducting events shall agree to indemnify and hold harmless the District from any claim or cause of action related to the event. The Principal and Superintendent, as the case may be, shall be responsible for securing such agreement from the private group in advance of providing approval for the event or activity. It is also recommended that such private groups purchase insurance for the protection of the group and its members.

**B. All Other Fundraising**

All fundraising activities not specifically covered under Section A above are subject to the approval of the School Committee. These include, but are not limited to:

- All large fundraising ventures, such as those for new playgrounds or libraries.
- All fundraising for changes to a school building or property, regardless of the nature of the change.
- All fundraising by a private group other than the Boosters, PTAs, or PACs that have long been affiliated with particular schools.

In determining whether to approve such fundraisers, the School Committee will consider the guidelines set forth under Section A above, as well as other relevant factors. Any fundraising based upon a naming request, is subject to the provisions of the Naming Policy FFA.



## II. Acceptance of Gifts and Grants

### A. While gifts and grants can play an important role in providing programs for students, the District reserves the right to decline gifts and grants where appropriate.

The Easton School Committee acknowledges the important financial support for our educational programs that may come from gifts and grants. At the same time, not every gift or grant may be appropriate for acceptance by the District. For that reason, any entity that seeks to raise funds for a particular purpose or to purchase items for a school is urged to consult with the Principal or Superintendent prior to initiating such activities or purchases.

Reasons for rejection may include but are not limited to the following:

1. The gift or grant was generated by a fundraising activity that was not in compliance with the rules and guidelines set forth in Section I of this policy.
2. The gift or grant will require special supplies or maintenance, or entail other significant costs that are not covered by the gift or grant;
3. The gift or grant is inconsistent with existing or planned curriculum, programs, facilities, or equipment, with School Committee policy, or standards applicable to public schools;
4. The gift or grant may offer a disproportionate advantage in educational opportunity to a specific classroom, school or segment of the school population;
5. The gift or grant is construed as compromising the educational integrity of the EPS, including such matters as requiring unreasonable acknowledgment of or advertising on behalf of the donor.

### B. Who is authorized to Accept Gifts and Grants?

**Statutory Authority of the School Committee:** The School Committee is authorized by law to accept gifts and grants for educational purposes. Thus as a general matter, all gifts or grants with a value of \$1,500 or greater must be accepted by vote of the School Committee before they may be spent or used by the Easton Public Schools (“EPS”). However, the School Committee may recognize donor contributions of a lesser value when appropriate.

**Administrative Exception:** The Principal, with the approval of the Superintendent, may accept supplies and similar items donated by private organizations affiliated with a particular school, such as Athletic Boosters, a PTA, or PAC. Such items may include athletic equipment, library books.

**Acceptance by the School Committee:** Only the School Committee may accept gifts that do not fall within the Administrative Exception outlined above. For example, only the School Committee may accept gifts from private entities other than the Booster, PTA, or PAC groups affiliated with particular schools. Further, only the School Committee may accept gifts even from these organizations if the gift involves a change to a school building or property. Any proposal for such gifts should be addressed to the Superintendent, who will make a recommendation to the School Committee regarding the proposal.

***Easton Public Schools***

### **III. Fundraising by Students for Charity and Relief**

The School Committee recognizes that student participation in fundraising activities for charity and relief efforts can serve an important educational purpose. Thus schools, individual classrooms, and student organizations may undertake such fundraising, so long as care is taken to avoid any activities that may reasonably be viewed as coercive to students in making financial contributions. In all cases, students must be given alternative, non-monetary means of contributing. Any such fundraising by student groups, whether or not on school property, is subject to the approval of the building Principal, in consultation with the Superintendent.

It is not permitted for students to receive academic rewards or academic incentives for participation or reaching goals ie, no homework, points on quiz, etc.

### **IV. Oversight**

The School Committee and Superintendent reserve the right to withdraw the approval of any fundraising activity conducted by or for the benefit of the District if deemed in the best interest of the District.

#### LEGAL REFS.:

M.G.L. ch. 44, §53A

M.G.L. ch. 71, §37A

M.G.L. ch. 268A

M.G.L. ch. 271, §7A

Cross Reference: File KHC (Distribution and Posting of Promotional Materials)

Adoption Date: 3/29/2019

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, religion, disability, gender identity, sexual orientation or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, gender identity, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).
- (3) Easton Public Schools shall provide a fair distribution of athletic expenditures. Each school shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, the Easton Public Schools shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
- (6) A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (8) Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47  
603 CMR 26.06

Revised: April 20, 2017  
Adopted: June 16, 2017



## **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

LEGAL REF.:           M.G.L. 71:47

Revised:           April 20, 2017  
Adopted:           June 16, 2017

File: JJG

## **CONTESTS FOR STUDENTS**

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the Easton Public Schools when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added workload on school staffs. Involvement in contests shall be approved by the building Principal.

Revised:       April 20, 2017  
Adopted:       June 16, 2017



## **OVERNIGHT STUDENT TRAVEL ON MOTOR COACH**

All student trips which include late night or overnight travel that require travel between the hours of midnight and 5:00 am on motor coaches must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Trips requiring overnight travel by motor coach should offer significant educational benefits to students that clearly justify the time and expense of the trip, and are 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 15 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips in the Easton Public 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.

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L.69:1B;71:37N

CROSS REFS.: IJOA, Field Trips

Revised: April 20, 2017  
Adopted: June 16, 2017

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight - student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 3 8R.

The Administrative Assistant to the Superintendent 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 Easton Public Schools 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 take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If nearly all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide

scholarships where needed.

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>

Department of Defense's approved list of motor carriers

[http://www.mtmc.army.mil/content/5\\_04/approvedlist.pdf](http://www.mtmc.army.mil/content/5_04/approvedlist.pdf)

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00

Revised: April 20, 2017

Adopted: June 16, 2017

## INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in interscholastic activities.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association (MIAA).

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests.

LEGALREFS.: M.G.L. 71:47; 71:54A  
603 CMR 26.06

Revised: April 20, 2017  
Adopted: June 16, 2017

## **POLICY TO ADDRESS SUSPECTED SPORTS RELATED HEAD INJURY/CONCUSSION**

*The Easton Public School District* has adopted this policy to address the identification and proper handling of suspected head injury for students in grades 6-12 who are participating in school- sponsored extracurricular athletic activities in accordance with Mass. Gen. L. c. 111, Section 222 and accompanying regulations (105 CMR 201. et seq.) (“Regulations”). Affirmation of an Interim Policy was provided to the Department of Public Health on school letterhead in January 2012, with affirmation of the Final Policy to be provided by March 1, 2012. Review and affirmation of the Policy will again be provided no later than September 30, 2013, and bi-annually thereafter.

### **I. Definitions**

The definitions of terms used in this policy are those set forth in the Regulations at 105 CMR 201.005. The following are selected for reprinting here:

Coach means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of Extracurricular Athletic Activities. The term coach includes both head coaches and assistant coaches (and per the definition of Extracurricular Athletic Activity below, marching band directors).

Concussion means a complex disturbance in the brain function due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the director of coach, athletic director or band leader. (Among the examples listed in the definition are cheerleading and marching band. Thus, any reference to Extracurricular Athletic Activities in this policy includes the Oliver Ames High School Marching Band)

Head Injury means a direct or indirect trauma to the head including a concussion or traumatic brain injury.

Second impact syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to the complete healing of a previous brain injury causing deregulation of cerebral blood flow with subsequent vascular engorgement.

Traumatic Brain Injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to, a concussion.

### **II. Roles and Responsibilities**

#### Athletic Director (“AD”)

The athletic director shall be responsible for the general implementation of this policy and any accompanying procedures. These responsibilities include:

1. Supporting and enforcing protocols, documentation, training and reporting requirements.

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2. Supervising, reviewing and properly distributing all documentation received.
3. Reviewing the policy every two years and recommending changes and/or updates to the school committee for adoption.
4. Reviewing and recommending updated training programs and student/ parent handbooks at least once every two years.
5. Coordinating outreach to parents who have not provided required *Pre-Participation Forms* and documentation.

#### School Nurse and other School Based Staff

As reflected throughout this policy, various members of the school staff play an important role in implementation of this policy. The school nurse's role is particularly important, involving responsibilities for:

1. Reviewing or having the school physician review completed *Pre-Participation Head Injury/Concussion Reporting for Extracurricular Activities Forms* ("*Pre-Participation Forms*") indicating a history of head injury that have been forwarded to her by the athletic director or athletic trainer.
2. Communicating with athletic trainers regarding a student's history of head injury.
3. Following up with parents and students as needed prior to the student's participation in Extracurricular Athletic Activities.
4. Reviewing *Report of Head Injury During Sports Season Form* which a coach or athletic trainer submits as a result of a head injury that has occurred during an extracurricular athletic activity or that a parent submits as a result of head injury that has occurred outside of an extracurricular athletic activity but that takes place during the extracurricular activity season, with follow-up reporting requirements outlined herein.
5. Organizing and storing concussion related medical documents in the health office.

#### Athletic Trainer

The athletic trainer also has specific responsibilities, including but not limited to:

1. Reviewing all *Pre-Participation Forms* and forwarding to the athletic director and school nurse those forms that indicate a history of head injury and to identify students who are at greater risk for repeated head injuries.
2. Identify students with head injuries or suspected conditions that occur in practice or competition and removing them from play.
3. Notifies the school nurse of concussions that occur during the sports seasons.

#### Coaches

As reflected in this policy, coaches also have a key role in its implementation. In addition to their other responsibilities listed herein, all coaches are required to:

1. Instruct students in form, technique and skills that minimize athletic-related head injury and are required to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other equipment as a weapon.

2. Identify athletes with head injuries or suspected concussions that occur in practice or competition, remove them from play and report any such incidents to the athletic trainer or AD.
3. If any concussion symptoms recur after return to play, remove the athlete from play and report the incident to the athletic trainer or AD.

### Students

In addition to their other responsibilities listed herein, all students are required to:

1. Adhere to skills and instructions designed to minimize athletic related injuries. Students who engage in unreasonably dangerous behavior while participating in Extracurricular Athletic Activities may be excluded from the privilege of further participation and, further, may be subject to disciplinary consequences in accordance with the school's Code of Conduct.

### **III. Training**

The following personnel, both those employed and those serving in a volunteer capacity, shall be required to participate in an annual training approved by the Massachusetts Department of Public Health (MDPH) in the prevention and recognition of a sports-related head injury, including second impact syndrome: coaches (as noted above, this term includes marching band directors), certified athletic trainers, school physicians, school nurses, athletic directors and game officials. In addition, students who wish to participate in an Extracurricular Athletic Activity and their parents shall be required to participate in such training annually.

Annual Concussion Training: Required Concussion Training for school staff, parents/guardians and student athletes must be approved by the Massachusetts Department of Public Health (MDPH). Training courses are available online, free of charge, and require only about 20 minutes to complete. The courses approved by the Mass. DPH are listed at the following link:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

MDPH approved concussion training materials are also available at the Massachusetts Interscholastic Athletic Association website at:

[http://www.miaa.net/contentm/easy\\_pages/view.php?sid=38&page\\_id=98](http://www.miaa.net/contentm/easy_pages/view.php?sid=38&page_id=98)

or in the Athletics section at the Oliver Ames High School website at:

<http://www.oliverames.org>

Individuals who are required to participate in the training must submit documentation or attest to their completion of the training in writing on an annual basis to the athletic director.

### **IV. Prerequisites Related to Head Injuries for Student Participation in an Extracurricular Athletic Activity**

Prior to a student beginning (or continuing) participation in any Extracurricular Athletic Activity, whether involving tryouts, practices, contests, or performances, the following must take place;

1. Parents and students must certify to the athletic director in writing or online that they have completed the training requirements described in Section III above. Once submitted, the certification is valid for one school year.

2. Prior to a student’s participation in an Extracurricular Athletic Activity, the parent and student must provide to the athletic director a completed *Pre-Participation Form*. The information required in the *Pre-Participation Form* may be collected online and shall include:
  - a. A comprehensive history with up-to-date information relative to concussion history, any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries; and
  - b. Signatures of both the parent and the student;
3. During the season of participation if a student sustains a head injury outside of the extracurricular activity, his/her parent is required to complete and submit a *Report of Head Injury During Sports Season Form* to the athletic director.
4. The athletic director will provide to the coach copies of, or access online to, the *Pre-Participation Forms* and a summary of all *Reports of Head Injury During Sports Season* for each student member of that coach’s team. In addition, the athletic director will forward the *Pre-Participation Forms* indicating a history of head injury and all *Reports of Head Injury During Sports Season* to the school nurse, who will consult with the student’s primary care physician and/or school physician, as needed, and athletic staff regarding whether the student will be allowed to begin (or continue) to participate and if so, whether limitations may apply.
5. In order to better manage concussions sustained by our student-athletes, the district will utilize a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized neuropsychological exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine when the injury has fully healed. This non-invasive test takes about 30-45 minutes to complete. Essentially, the ImPACT test is a physical of the brain that tracks information such as memory, reaction time, processing speed, and concentration. It is not an “IQ” test. There is no charge to the student/athlete for ImPACT testing.

Students must take a “baseline” ImPACT test prior to first participating in any of the activities listed below beginning at the Middle School level and then every two years thereafter prior to the beginning of the sports season in which they are participating.

Baseball	Ice Hockey (Boys & Girls)
Basketball (Boys & Girls)	Lacrosse (Boys & Girls)
Cheerleading	Skiing (Boys & Girls)
Field Hockey	Soccer (Boys & Girls)
Football	Softball
Gymnastics	Wrestling

Parents of students participating in Extracurricular Athletic Activities other than the contact and collision sports listed above will have the option of having their child participate in the ImPACT test. The test will be administered for these students upon the parent's submission of a written request to the Athletic Director.

In the event a parent and/or student has not provided the documentation set forth above to the athletic director in a timely manner, or has not taken the ImPACT test as required the student will be ineligible to begin (or continue if applicable) participation in an Extracurricular Athletic Activity until all documentation has been received and reviewed by appropriate school personnel.

#### V. **Removal Due to Head Injury and Protocols for Re-entry**



Any student who sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, during participation in an Extracurricular Athletic Activity shall be removed from the activity immediately and may not return to the activity that day even if the condition seems to resolve itself. If there is an athletic trainer on site, the coach must immediately report the suspected injury to the trainer or on-site school nurse for a medical assessment. The coach is responsible, with assistance from the athletic trainer or school nurse if available, for notifying the student's parents and contacting EMS for emergency service and transport to a local hospital if in their reasonable judgment such intervention is appropriate.

In all circumstances, the coach or athletic trainer must complete a *Report of Head Injury During Sports Season Form* and follow all Reporting Requirements outlined below in Section VII.

Any student removed from an Extracurricular Athletic Activity due to suspected head injury must provide a *Post Sports-Related Head Injury Medical Clearance and Authorization Form* completed by a licensed medical professional (defined as any of the following: physician, nurse practitioner in consultation with a physician, certified athletic trainer in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) to the athletic director prior to the student's return to normal physical activities (including physical education class). The athletic director will consult with the school nurse in reviewing such forms if appropriate. In the event a student exhibits symptoms of head injury following return to participation, the coach will immediately remove the student from the activity and will inform the athletic trainer, school nurse and/or the parents in order to initiate further consultation.

#### **VI. Graduated Reentry Plan and Medical Clearance following Diagnosis of Concussion**

In the event the student has been diagnosed with a concussion, the student may not resume full participation in Extracurricular Athletic Activities until he/she has participated in a graduated re-entry plan and provided a completed *Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the athletic director, school nurse or athletic trainer. If a concussion is suspected or diagnosed, the student may be required, by the treating physician or athletic trainer, to re-take the ImPACT test, which will be made available to the student's treating physician, and used to help assess when it is safe and appropriate for the injured student-athlete to return to activity.

The injured athlete must be completely symptom-free at rest before beginning a graduated return to play process to extracurricular athletic activities. Also, the student must be symptom free at rest, during exertion, and with cognitive activity in order to complete the graduated re-entry plan and be medically cleared to play.

In addition, school personnel, including but not limited to teachers, school nurse, and certified athletic trainer, along with parents shall develop a written graduated entry plan for return to academics and other school based activities, including Extracurricular Athletic Activities. Accommodations, may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a licensed medical professional (physician, nurse practitioner in consultation with a physician, certified athletic trainer in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

#### **VII. Additional Communication and Reporting**

The Athletic Director shall disseminate to each coach copies of the completed *Pre-Participation Form* for each member of that coach's team or student group. The information required in this Form may be provided to coaches online. The Athletic Director shall ensure that the nurse receives a copy of *Pre-participation Forms* indicating a history of head injury and reviews any forms that indicate a history of head injury, with review by the school physician and certified athletic trainer if appropriate. The athletic director shall also ensure proper dissemination and review of any *Report of Head Injury During Sports Season Forms*.

All coaches are required to report any circumstances in which the student under their supervision was removed from participation for suspected head injury, suspected concussion, or loss of consciousness and the nature of the suspected injury to the student's parent in person or by telephone as soon as is practical, and at the latest, immediately after the competition or practice, with written confirmation to the parent by paper or electronic format by the coach; or athletic trainer, athletic director or school nurse as appropriate, no later than the end of the next business day. The coach must also notify the athletic director and athletic trainer of the removal from play and the nature of the suspected injury no later than the end of the next business day. The coach is responsible for ensuring that a *Report of Head Injury During Sports Season Form* has been completed and provided to the athletic director or athletic trainer.

The school nurse shall inform the principal and guidance counselor of the injury so that an appropriate academic accommodation plan can be initiated as needed.

The school nurse and/or athletic trainer may require that a student suspected of having a concussion be evaluated by a duly licensed medical professional (defined as any of the following: physician, nurse practitioner in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) after the injury. Documentation regarding the results of the head injury evaluation from the duly licensed medical professional will then be required by the school nurse or athletic trainer. This information will be reviewed by the school nurse, guidance counselor, and/or athletic trainer and utilized to help coordinate the student's recovery program. Written documentation regarding student concussions will be maintained in the student health records.

#### **VIII. Maintenance of Records and Confidentiality**

Copies of all documentation received by the school department under this policy will be maintained for a minimum of three years. Such documentation includes verification of training completion and *Pre-Participation Forms* that indicate head injury/concussion history, which may be submitted and stored online by the athletic director. The school nurse shall maintain copies of, *Reports of Head Injury During Sports Season, Post Sports Related Head Injury and Medical Clearance and Authorization Forms*, and any Graduated Re-entry Plans that may be necessary.

Medical information received by the district in implementing this policy is part of the student health record and may be disclosed only as authorized by the laws governing student records. Generally, authorized school personnel who work *directly* with the student in an instructive (academic or athletic), administrative, or diagnostic capacity will have access to the information on a need to know basis. Authorized school personnel should be instructed not to disclose the information to others. Notwithstanding these limitations, there may be times when school officials may or must disclose health or related information to others in order to protect a student's health or safety.

#### **IX. Notification of Policy Information to Parents and Students**

The Athletic Director in consultation with the Principal shall disseminate to parents and students on annual basis information regarding this policy, including but not limited to:

1. Pre-requisites for students to participate in Extracurricular Athletic Activities, including opportunities for students and parents to fulfill their obligations to participate in training under this policy;
2. Requirements for parents to report to the athletic director a head injury occurring outside of school;
3. Procedures for notifying parents of a student's removal from play due to head injury;
4. Protocols for medical clearance prior to return to participation;
5. Contact information for key personnel.

In addition, information regarding this policy is available in the Oliver Ames High School Student Handbook. The Student Handbook is available at: <http://www.oliverames.org/>

School staff will work with parents of limited English proficiency to facilitate effective notice of this policy and effective communication regarding suspected head injury. In the event an interpreter is needed, parents and/or staff should contact the Principal's office.

## **X. Consequences**

The Easton Public Schools takes the safety of student athletes seriously. All members of the school staff are expected to follow the policies and protocols set forth herein and in Massachusetts law to support the health and safety of students who participate in Extracurricular Athletic Activities. The underlying philosophy of these policies is "when in doubt, sit them out". Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the Superintendent or Principal.

Parents are also expected to do their part in supporting the health and safety of students by ensuring that all documentation required by this policy is submitted in a timely manner. Each student must also adhere to the rules of safe play as instructed by their coaches. Students must also immediately inform a coach or other adult in the event the student believes he/she may have been injured during an activity. No student will be permitted to participate in an Extracurricular Athletic Activity unless the student and his/her parents have complied with their obligations under this policy.

Cross Ref:      Mass. Gen. L. ch. 111, Section 222  
                  105 CMR 201.000 et seq.  
                  603 CMR 23.07 (access to student records)  
                  Student Handbook Policies

Forms:           *Pre-Participation Head Injury/ Concussion Reporting For Extracurricular Activities Form Link:*  
<http://www.mass.gov/eohhs/docs/dph/com-health/injury/preparticipation-reporting-form.pdf>  
                  *Post Sports-Related Head Injury Medial Clearance and Authorization Form Link:*  
<http://www.mass.gov/eohhs/docs/dph/com-health/injury/posthead-injury-clearance-form.pdf>  
                  *Report of Head Injury During Sports Season Form Link:*  
<http://www.mass.gov/eohhs/docs/dph/com-health/injury/in-season-report-form.pdf>

Adoption Date: February 29, 2012  
Revision:        September 20, 2018  
Adoption Date: September 20, 2018

***Easton Public Schools***

**STUDENT CONDUCT**  
**Student Discipline is now Student Conduct**

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REF.:           M.G.L. [71:37H](#); 71:37H ½; 71:37H ¾; 71:[37L](#); [76:16](#); 76:[17](#)  
603 CMR 53.00

Revised:           April 20, 2017

Adopted:           June 16, 2017

## **CORPORAL PUNISHMENT**

State law provides that:

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

LEGAL REF.:           M.G.L. 71:37G

Revised:           April 20, 2017

Adopted:           June 16, 2017

**POLICY AND PROCEDURES**  
**RESTRAINT OF STUDENTS**

The Easton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

**Purpose.** The purpose of this policy is to ensure that every student attending the **Easton Public Schools** is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

**Use of Restraint.** Physical restraint<sup>[1]</sup> shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint<sup>[2]</sup> is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm.
- (d) as a standard response for any individual student. No written individual behavior plan

or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint<sup>[3]</sup>, medication restraint<sup>[4]</sup>, and seclusion<sup>[5]</sup> shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.<sup>[6]</sup>

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

**Proper Administration of Physical Restraint.** Only Easton Public Schools personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Easton Public School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

**Staff Training.** All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

**Reporting Requirements.** Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more

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students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the students' progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

**Prevention of Dangerous Behavior.** As set forth in the Regulations, the Easton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

**Parent Engagement.** In accordance with the regulations, the Easton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

**Complaints.** Complaints and investigations regarding restraint practices are covered by District *Policy III, Student Complaints and Grievances*.

**Additional information,** including a copy of the regulations, can be obtained from **Theresa Skinner, Director of Student Services** who can be reached at 508-230-3200 extension 205. A copy of the regulations may also be obtained at [www.doe.edu/lawsregs/603cmr46.html](http://www.doe.edu/lawsregs/603cmr46.html).

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[1] **Physical restraint** shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

[2] **Prone restraint** shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

[3] **Mechanical restraint** means the use of any device or equipment to restrict a student's freedom of movement.

[4] **Medication restraint** means the administration of medication for the purpose of temporarily controlling behavior.

[5] **Seclusion** means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

[6] **Time-out** means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During



time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Revised: 8/16/2017

Adopted: 5/11/2018

## SPECIAL NEEDS STUDENTS – DISCIPLINE

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline.

School personnel may refer a student to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions of 10 school days or less during the school year which do not constitute a change in placement:

1. The school must provide services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.
2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, parents must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the district, parents and any other relevant members. The team must consider all relevant information in the student's file, and teacher observations, and relevant information from the parents. The team must determine whether the conduct was: (1) caused by the disability or (2) had a direct and substantial relationship to the disability or (3) was a direct result of the district's failure to implement the IEP. If any of these above criteria are met, then the conduct is a manifestation of the student's disability.

If the team determines that the conduct is a manifestation of the disability, the student must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or if a behavioral plan already exists, the team must review it and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The student is entitled, however, to receive educational services to enable progress in the general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will provide the services.

When a parent/guardian disagrees with the Team's decision on "manifestation determination", the parents have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

Under certain special circumstances, school personnel may place the student in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the student possesses, uses, sells, or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function.

Otherwise, if the student's continuation in the current placement is substantially likely to cause injury to himself/herself or others, the district may request an expedited hearing for an order to place the student in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Student Services.

### **Discipline for Children Who May Be Disabled But Do Not Have IEPs**

The IDEA protections summarized above also apply to students who have not yet been found to be eligible for IEPs if the district "had knowledge" the child was a child with a disability before the precipitating event. The IDEA provides that the district is "deemed to have knowledge" if: (1) the parent had expressed concern in writing to the administrator or the child's teacher that the child needed special education and related services; (2) the parent had requested an evaluation; or (3) the teacher of the child or other personnel had expressed specific concern about a pattern of behavior to the Director of Special Education or other supervisory personnel in the district. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services needs or the parent refused an evaluation or services.

If the school is not deemed to have knowledge regarding the existence of a disability prior to the precipitating event, the student may be disciplined in accordance with the district policies. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the evaluation must be done in an expedited manner. Pending the results of the evaluation, the student must remain in the placement determined by the school officials, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the district must provide the student with special education and related services in accordance with the IDEA.

LEGAL REF: I.D.E.A., Section 504

Revised: April 20, 2017

Adopted: June 16, 2017

## STUDENT WELFARE

### Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

### Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

### Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

### Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

Revised: April 20, 2017

Adopted: June 16, 2017

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## **STUDENT INSURANCE PROGRAM**

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The Easton Public Schools 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.

Revised: April 20, 2017  
Adopted: June 16, 2017

## STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

### Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56; 57; 69:8A

CROSS REF.: EBB, First Aid  
EBC, Emergency Plans  
JLCD, Administration of Medications to Students

Revised: April 20, 2017

Adopted: June 16, 2017

## **PHYSICAL EXAMINATIONS OF STUDENTS**

Every student will be examined in accordance with MDPH regulations 105 CMR 200.00-200.920 for screening in sight, hearing, posture, and for a physician's examination. A record of the results will be kept by the school nurse. MDPH regulations related to school health shall also be kept in the office of each school nurse.

Every candidate for a school athletic team will present the signed consent of parent or guardian and a report from their physician approving physical fitness in order to participate on a squad. The school physician may examine athletes, when a family wishes to have the examination done by the school physician. A written report stating the fitness of the student to participate signed by the physician will be sent to the school.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57  
105 CMR 200

CROSS REF.: JF, School Admissions

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Adopted: June 16, 2017



## INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The School Immunization Law requires that no child will be admitted or permitted to remain in school without documentation stating he/she has been successfully immunized against mandated vaccine preventable diseases. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

The Department of Public Health regulations require that a lead screening be done on all students prior to entrance into kindergarten. Children will be excluded until they show documentation of a lead screening.

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

Revised: April 20, 2017

Adopted: June 16, 2017

## COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. 71:55

Revised: April 20, 2017

Adopted: June 16, 2017

## ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

### **Exceptions:**

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

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

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

### Field Trips and Short Term Events

The Easton Public Schools will register with the Massachusetts Department of Public Health, as defined in 105 CMR 210.005, and meet the conditions governing the delegation of prescription medications to unlicensed, properly trained responsible adult(s) for students on field trips and short term special school events when a school nurse (RN) is not available to accompany students.

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Revised: April 20, 2017

Adopted: June 16, 2017

## **AUTOMATIC EXTERNAL DEFIBRILLATOR**

The Easton Public School's Defibrillator Program has been prepared in accordance with the requirements of the Massachusetts Department of Public Health (MDPH) (Title XVI chapter 112, 12V, 12V V<sub>T</sub>), Caritas Good Samaritan Medical Center and the Easton Fire Department. The purpose of this policy is to establish and formalize the standard operating guidelines that are required by the MDPH in order for the Easton Public Schools Health Services to have, maintain and utilize an Automatic External Defibrillator (AED).

The Automatic External Defibrillator (AED) Administrative Guidelines shall conform to those rules and regulations utilized by the agencies referenced above. The AED Administrative Guidelines will outline the roles and responsibilities of the AED providers who are Cardiopulmonary Resuscitator (CPR) and Automatic External Defibrillator (AED) Certified who are working in collaboration with the Easton Fire Department, the Emergency Department at the Caritas Good Samaritan Medical Center and the Medical Director.

The AED will be available in each school for the faculty, staff, students and community groups whenever these buildings are open to these groups. It is the Easton Public Schools' intention to provide the best resources available to assist an individual in cardiac arrest providing that there is the necessary equipment and properly trained AED providers available at the time of the cardiac arrest.

*Note: A copy of the "Automatic External Defibrillator Administrative Guidelines " shall be kept in the health office in each school.*

LEGAL REF.:           M.G.L. 112:12V

Revised:           April 20, 2017

Adopted:           June 16, 2017

## **LIFE THREATENING ALLERGIES**

The Easton Public School System is committed to promoting a general understanding and awareness of life threatening allergies and their implications for members of our school community. As a district, Easton Public Schools is also committed to responding to the needs of students with such allergies. This policy represents Easton's commitment to educate and support families, students, and school personnel.

*Note: A copy of the "Life Threatening Allergy" guidelines will be in the Principal's Office and Nurse's Office of each school building.*

Revised: April 20, 2017

Adopted: June 16, 2017

## **STUDENT SOLICITATIONS**

Except for the distribution of information relative to the schools, students and the school organization shall not be used as a means of disseminating advertising or promotional materials. Only materials which describe complementary and non-duplicated services to school children, and which originate with non-profit organizations, may be distributed in the schools. Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

Revised: April 20, 2017

Adopted: June 16, 2017

## STUDENT FEES, FINES, AND CHARGES

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

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

1. Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
2. Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities, including participation in graduation activities, while the student is enrolled in the Easton Public Schools.

Any fee or charge due to any school in Easton and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the Easton Public Schools and not to a particular school.

Revised: April 20, 2017  
Adopted: June 16, 2017

## **STUDENT RECORDS**

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the Easton Public Schools. For students enrolled prior to June 2002, the records will be destroyed after six years. 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 Easton Public Schools are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS:     Family Educational Rights and Privacy Act of 1974  
                  P.L. 93-380, Amended  
                  P.L. 103-382, 1994  
                  M.G.L. 66:10 71:34A, B, D, E, H  
                  Board of Education Student Record Regulations adopted 2/10/77, June 1995 as  
                  amended June 2002.  
                  603 CMR: Dept. Of Education 23.00 through 23:12  
                  Mass. Dept. Of Education publication Student Records: Questions, Answers and  
                  Guidelines. Sept. 1995

Revised:        April 20, 2017

Adopted:       June 16, 2017



## STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

### **Application of Rights**

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

### **Definition of Terms**

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not

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employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9<sup>th</sup> grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9<sup>th</sup> grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
  - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. the parent has been denied visitation, or
  - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
  
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
  
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
  
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
  
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
  
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
  
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,  
P.L. 93-380, Amended  
P.L. 103-382, 1994  
M.G.L. 66:10 71:34 A, B, D, E, H  
Board of Education Student Record Regulations adopted 2/10/75, as amended  
June 2002  
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12  
Mass Dept. of Elementary and Secondary Education publication Student  
Records: Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

Revised: April 20, 2017  
Adopted: June 16, 2017

## **STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

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

Students may be required to have an individual picture taken for identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

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Adopted: June 16, 2017

## **SECTION K**

### **COMMUNITY RELATIONS**

<b>KA</b>	<b>COMMUNITY RELATIONSHIPS</b>
<b>KBA</b>	<b>SCHOOL/PARENT RELATIONS GOALS</b>
<b>KBBA</b>	<b>NON-CUSTODIAL PARENTS' RIGHTS</b>
<b>KBE</b>	<b>RELATIONS WITH PARENT ORGANIZATIONS</b>
<b>KCB</b>	<b>COMMUNITY INVOLVEMENT IN DECISION-MAKING</b>
<b>KCD</b>	<b>PUBLIC GIFTS TO THE SCHOOLS</b>
<b>KDB</b>	<b>PUBLIC'S RIGHT TO KNOW</b>
<b>KDD</b>	<b>NEWS MEDIA RELATIONS/NEWS RELEASES</b>
<b>KE</b>	<b>PUBLIC COMPLAINTS</b>
<b>KE-E</b>	<b>PUBLIC COMPLAINTS – EQUAL EDUCATIONAL OPPORTUNITY</b>
<b>KF</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES</b>
<b>KHA</b>	<b>PUBLIC SOLICITATIONS IN THE SCHOOLS</b>
<b>KHB</b>	<b>ADVERTISING IN THE SCHOOLS</b>
<b>KHC</b>	<b>DISTRIBUTION &amp; POSTING OF PROMOTIONAL MATERIALS</b>
<b>KI</b>	<b>VISITORS TO THE SCHOOLS</b>
<b>KJA</b>	<b>RELATIONS WITH BOOSTER ORGANIZATIONS</b>
<b>KLG</b>	<b>RELATIONS WITH POLICE AUTHORITIES</b>
<b>KLJ</b>	<b>RELATIONS WITH PLANNING AUTHORITIES</b>
<b>CLK</b>	<b>RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES</b>



## **SCHOOL/COMMUNITY RELATIONS GOALS**

The School Committee believes that the school system is an integral part of the community and that community support is necessary for the school system's operation and achievement of excellence. The School Committee and staff members recognize that community support is based on a mutual exchange, a dynamic process in which the school system 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 Easton Public Schools is committed to sustaining:

- ❖ Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in programs, and create community advocacy for its public schools.
- ❖ Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- ❖ Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- ❖ Community service efforts which enable the Easton Public Schools' staff and students to express their commitment to the community.

Revised: November 18, 2016

Adopted: June 16, 2017

## **SCHOOL/PARENT RELATIONS GOALS**

It is the general goal of the Easton Public Schools to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, during the time that the Easton Public Schools provides direct services of education for students they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged via communication with the school principal and staff, the Parent Advisory Council, the School Council, the school volunteer program, and for similar school based activities and programs.

Revised: November 18, 2016  
Adopted: June 16, 2017

## NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. The parent has been denied visitation, or
  - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

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Adopted: June 16, 2017

## RELATIONS WITH PARENT ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

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Adopted: June 16, 2017

## **COMMUNITY INVOLVEMENT IN DECISION-MAKING**

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to identify the desires of the community and to be responsive, through its actions, to those desires.

Citizens will be encouraged to share ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee through established channels.

The Committee and the staff will give careful consideration to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

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Adopted: June 16, 2017

## **PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent will have authority to accept non monetary gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. Gifts that would involve changes in school buildings or sites will be subject to School Committee approval.

Gifts will automatically become the property of the Easton Public Schools. Any gift of cash, whether or not intended by the donor for a specific purpose, must be approved by the Committee and handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

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

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Adopted: June 16, 2017

## **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 official minutes of the School 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 in accordance with the timelines spelled out for the perusal or release of public records. No records pertaining to individual students or staff members will be released for inspection by the public or any persons not authorized 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, over the age of 18, that has been authorized in writing for release by the employee or student, or student's parent.

Each building administrator is authorized to use available means, including school newsletters, to keep parents and others in the particular school's community informed about the school's programs and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

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Adopted: June 16, 2017



## NEWS MEDIA RELATIONS/NEWS RELEASES

Representatives of the media will be given equal access to information about the schools. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that the Easton Public Schools is given wide coverage and the publicity 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 Chairman will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent or member of the School Committee.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the Easton Public Schools.

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Adopted: June 16, 2017

## PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the School Committee, they will be referred through the proper administrative channels for investigation and resolution before involvement by the Committee.

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

1. Staff Member
2. School Building Administrator
3. Appropriate Central Office Administrator
4. Superintendent
5. School Committee

If a complaint, which was presented to the School Committee and referred back through the proper channels, the School Committee should be updated as to the disposition of the matter and proper documentation will be maintained..

When it is appropriately directed to the Committee, the Committee will review the complaint and explore possible courses of action with the Superintendent.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REF.: M.G.L. 76:5  
603 CMR 26:00

Revised: November 18, 2016  
Adopted: June 16, 2017

## **PUBLIC COMPLAINTS - EQUAL EDUCATIONAL OPPORTUNITY**

### Complaint Procedure

- (1) A parent, guardian, or other person or group who believes that 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons from the School Committee through the Superintendent and may submit a copy of such request to the Bureau of Equal Educational Opportunity of the Department of Education. If such request is made, a copy of such request shall be sent by the School Committee to the Bureau of Equal Educational Opportunity.
- (2) The School Committee shall respond promptly, but no later than 30 days, in writing to the complaining party. The School Committee shall also send a copy of its response to the Bureau of Equal Educational Opportunity.
- (3) The Bureau of Equal Educational Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints pursuant to 603 CMR 26.00.
- (4) The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received under 603 CMR 26.09 (1) or on its own initiative, conduct reviews to insure compliance with 603 CMR 26.00. The School Committee and the specific school(s) involved shall cooperate to the fullest extent with such review.
- (5) In the event of non-compliance with 603 CMR 26.00, the Board of Education may take such action as it sees fit, including, but not limited to, withholding of funds or referral of the matter to the Office of the Attorney General for appropriate legal action.

### Private Right of Enforcement

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

LEGAL REF.: 603 CMR 26:00

Revised: November 18, 2016

Adopted: June 16, 2017

## COMMUNITY USE OF SCHOOL FACILITIES

The Easton Public School buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic, cultural and recreational activities of the citizens of Easton. The following procedures, instructions and fees are intended to best maintain the facilities for the students and community. The use of all school facilities will be at the discretion of the Easton School Committee and the granting of permission to use school property shall not be construed as an endorsement of any individual or group by the Easton School Committee.

### PROCEDURE FOR USE OF SCHOOL FACILITIES

1. Facility Rental Applicants must obtain an Application for Use of School Facilities form/packet from the school office at the building in which you wish to rent space.
2. The completed application together with all necessary documentation attached including Certificate of Insurance and security deposit must be submitted to the individual school at least 30 days prior to the requested rental date to allow sufficient time for the review process. The filing date for any application shall be the date upon which the completed application is received. A refundable security deposit must be submitted with the application.
3. The Building Principal, and where applicable, the Music Director, Athletic Director (fields and gyms), and Food Service Director will review and sign the application for the rental of the facility for the purpose stated and then forward it to the Superintendent for final approval.
4. The applicant will be advised by mail of the approval or denial of the request for rental.
5. For theatrical productions the applicant shall be required to schedule an appointment with the Music Department Chair prior to the use of the Performing Arts Center.

### CANCELLATIONS/RESTRICTIONS

In all cases, permission to use the buildings and grounds is granted with the understanding that the use shall be subject to cancellation for school activities, school related functions, and Easton town meetings and elections. Every attempt will be made to provide notification as soon as possible.

The use of all school property is subject to the restrictions and regulations of the Easton School Committee, which reserves the right to deny the use of a school facility. The School Committee and/or the Superintendent reserves the right to rescind a rental.

If school is cancelled, all functions in school facilities are also cancelled. The School Department reserves the right to cancel or suspend any function held at a school facility in the event of inclement weather.

For cancellation or changes in the scheduled use of facilities made by the applicant, the individual or organization must notify the building principal forty-eight (48) hours in advance of the event, or the applicant will be responsible for any costs incurred by the School Department.

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Adopted: June 16, 2017

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without the Superintendent's permission.
2. No general or class distribution of commercial or fund-raising literature may take place without the Superintendent's permission.

For the purposes of this policy, local PAC groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

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

Revised: November 18, 2016

Adopted: June 16, 2017

## ADVERTISING IN THE SCHOOLS

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without permission of the School Committee. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

CROSS REF.:           JP, Student Gifts and Solicitations  
                              KHA, Public Solicitations in the Schools

Revised:           November 18, 2016

Adopted:           June 16, 2017

## **DISTRIBUTION AND POSTING OF PROMOTIONAL MATERIALS**

### **POLICY:**

The Easton Public Schools offers non-school community groups, school support organizations, nonprofit organizations, and select for-profit organizations, the opportunity to provide students and parents information about activities that fit with the District's mission, vision and educational goals.

Information regarding community activities, programs, and fundraisers will be distributed if the information meets the criteria outlined below, the organization requesting the distribution follows the procedures outlined for distribution, and the distribution does not interfere with classroom instruction.

The Superintendent or designee must approve distribution about activities, programs or fundraisers based on meeting the following criteria:

- Demonstrated value or benefit for Easton's preK-12 students (for example, programs or events offered at NRT/Sheep Pasture);
- Congruence with current educational offerings, mission, values or the District's strategic plan (for example, information about local theatre groups);
- Appropriateness for ages and grades that would be involved;
- Does not directly compete with existing school, school support organizations or Town of Easton programs;
- Any for-profit organization must have a clear and direct benefit to the Easton Public Schools or one of its support organizations (for example, a local restaurant fundraiser that shares profits with the Easton Public Schools or one of its support organizations).

Any distribution of material related to an event, activity or fundraiser by a non-school related organization or business must include the following disclaimer printed on or stapled to its material:

*This is not a school-sponsored activity and the Easton Public School District does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this brochure/flyer. Permission to distribute this material must not be considered a recommendation or endorsement by the school district.*

Any distribution of material related to an event, activity or fundraiser by organizations identified as supporting students and families of the district, such as PTA/O's, the Easton Recreation Department, and Booster Clubs must include the following disclaimer printed on or stapled to its material:

*This activity is organized and solely sponsored by a recognized parent or community organization in support of the Easton Public School District and not by the school district itself. It is recognized that the intent of the activity is to ultimately support students and families served by the Easton Public School District. However, the District has not approved the personnel or the supervision provided by the parent or community group. Permission to distribute this material has been given by the district.*

### **PROCEDURES:**

***Easton Public Schools***

1. Anyone wishing to distribute materials (including the required disclaimer) must first submit for approval the materials to the Superintendent or designee at least 10 days in advance of desired distribution. District staff shall not distribute materials without following this approval process.
2. The request must include:
  - The name, phone number and email of person/organization submitting the request;
  - Desired date of distribution;
  - The grade(s) to whom the distribution is intended;
  - The proposed method of distribution (flyer sent home, notice in school newsletter, website posting);
  - Distribution will not be allowed via school email or parent and guardian email addresses.
3. The posting of pre-approved flyers to promote activities, events or fundraisers may be allowed in individual schools at the discretion of the building principal. In addition, information promoting events, activities, or fundraisers sponsored by an individual school may be allowed at the discretion of the building principal.
4. The display of signage to promote activities, events or fundraisers will not be allowed outside the building on school property.
5. The Superintendent or the designee will review the request, render a decision, and inform the person submitting the request.

Cross Reference: File JJE (Fundraising and Acceptance of Gifts and Grants)  
KHA (Public Solicitation in Schools)

Adoption Date: December 5, 2019



## **VISITORS TO THE SCHOOLS**

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in the Easton Public Schools. Such visits can prove most beneficial in promoting greater school-home cooperation and community understanding.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are not allowed. The assignment of students to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following procedures for classroom visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. Requests must be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the school office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Classroom observations will not be permitted the first three weeks of school in September and June without the explicit approval by the principal.
5. Any student who wishes to have a guest in school must ask permission of the Principal at least 48 hours in advance of the proposed visit. If permission is granted, the guest in the school must ask permission of the principal at least 48 hours in advance of the proposed visit.. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

Revised: November 18, 2016

Adopted: June 16, 2017

## **RELATIONS WITH BOOSTER ORGANIZATIONS**

The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of the Easton Public Schools.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

Revised: November 18, 2016

Adopted: June 16, 2017

## **RELATIONS WITH POLICE AUTHORITIES**

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the Easton Public Schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

Revised: November 18, 2016

Adopted: June 16, 2017

## **RELATIONS WITH PLANNING AUTHORITIES**

The School Committee will participate in local and state planning functions that could directly affect the Easton Public Schools and the immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of the schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the district.

Revised: November 18, 2016

Adopted: June 16, 2017

## **RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES**

The School Committee and its administrators welcome all who seek to serve the residents of Easton and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that the Superintendent inform elected and appointed officials of the local and state government of their desire to work cooperatively for improved services.

Revised: November 18, 2016

Adopted: June 16, 2017

**SECTION L**

**EDUCATION AGENCY RELATIONS**

- LA            EDUCATION AGENCY RELATIONS GOALS**
- LB            RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS**
- LBC          RELATIONS WITH NONPUBLIC SCHOOLS**
- LDA          STUDENT TEACHING AND INTERNSHIPS**

## **EDUCATION AGENCY RELATIONS GOALS**

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the Easton Public Schools and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies.

Revised: December 16, 2016

Adopted: June 16, 2017

## 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 for educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative program, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

The Easton Public Schools encourages collaboration that provides services to Special Needs students whose Individualized Education Plans require more specialized services than are available in the Easton Public Schools.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Revised: December 16, 2016

Adopted: June 16, 2017



## RELATIONS WITH NONPUBLIC SCHOOLS

### Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

LEGAL REFS.: M.G.L, 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Revised: December 16, 2016

Adopted: June 16, 2017

## **STUDENT TEACHING AND INTERNSHIPS**

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the Easton Public Schools. All initial arrangements with the colleges and universities will be subject to Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution. In all arrangements made with colleges and universities, the Principals will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will utilize procedures for evaluating the performance of student teachers that meet the requirements of the sending institution.

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Adopted: June 16, 2017