

TO: Acton Public School Committee members
 Acton-Boxborough Regional School Committee members
 Acton-Boxborough Transitional School Committee members

FROM: Beth Petr, Secretary to the School Committees

DATE: 3/4/14

RE: PreK – Grade 12 ABRSD policies for FY15 – Consent Agenda #4

The following policies have been reviewed by the Transitional Policy Subcommittee as well as the Joint APSC/ABRSC Policy Subcommittee and are submitted for a First Reading at the 3/6/14 School Committee meetings:

1. School Committee-Staff Communications, File: GBD (already voted as BHC consent #2)
2. Gifts to and Solicitations by Staff, File: GBEC
3. Drug-Free Workplace, File: GBEC
4. Employee Acceptable Use of Technology, File: GBEE
5. Staff Participation in Political Activities, File: GBI
6. School Year/School Calendar, File: IC/ICA
7. School Day, File: ID
8. Curriculum Development, File: IGA
9. Curriculum Adoption, File: IGD
10. Physical Education, File: IHAE
11. Title I Funds, File: IHBD
12. Instructional Materials, File: IJ
 - a. Reconsideration of Instructional Resources, File: IJ-R
13. Special Interest Materials Selection and Adoption, File: IJM

Behind the policy with changes tracked, is a clean copy of the proposed draft. Current APS/ABRSD policies are found at <http://ab.mec.edu/about/policies.shtml>. Blanchard School policies are found at <http://www.boxboroughschool.org/node/82>.

File: GBEBC

GIFTS TO AND SOLICITATIONS BY STAFF
(FIRST READING 3/6/14)

State Ethics Laws limit the gifts that staff, teachers and coaches are allowed to accept. We do not want staff, teachers or coaches to be put into a position where they cannot or should not accept gifts of value from well-intended, grateful families.

When families, students and others wish to express personal appreciation to a teacher or other staff member, including coaches, the School Committees urge them to find modes of expression that do not involve personal gifts.

Individual Gifts: Gifts from individual families to staff may not exceed \$50 in value for the school year. Public school employees are required to disclose gifts received from individual students, parents, and guardians that are not class gifts.

Group Gifts: to Staff A public school department employee is allowed to accept a personal gift or several gifts during the school year, from a class or a team, with a total value of up to \$150, if the gift is identified only as being from the class/team, and the identity of givers and amounts given are not identified to the recipient. Group gifts are exempt from disclosure because the givers are not identified to the recipient. Under no circumstances should a group gift to a staff member exceed \$150 total per school year.

Gifts to the Classroom or the School: Parents may also give gifts to the classroom or the school in accordance with the rules of the school district. In keep with this policy, no employee of the School Districts- will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations: In spirit, the School Committees- supports the many worthwhile charitable drives that take place in the community and are gratified when school employees give them their support. However, the direct solicitation of funds by staff members or students must be held at a minimum.

The solicitation of funds for the United Way will be permitted on an annual basis.

LEGAL REF: M.G.L. 268A; 930 CMR 5.07, et al.

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

Revised 9/6/12

Acton Public Schools and Acton-Boxborough Regional School District

File: GBEBBC

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Revised 9/6/12

Acton-Boxborough Regional School District

File: GBEC

DRUG-FREE WORKPLACE
(FIRST READING 3/6/14)

The Acton-Boxborough Regional School Committee and the Acton School Committee recognizes the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. Under the Drug-Free Workplace Act, the Acton Public Schools and the Acton-Boxborough Regional School District ~~is~~ are required to certify that they maintain a drug-free workplace as a condition of receiving federal grants and contract. The requirements of this law give the Acton Public School/Acton-Boxborough Regional School District the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the ~~Acton Public Schools and the Acton-Boxborough Regional School District~~ to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or the possession, use, purchase, sale or other transfer of alcohol by any employee while on School premises or while performing any job-related activity, whether on or off School premises. Employees are also prohibited from reporting for work or performing any job related activities, on or off school premises, while under the influence of alcohol or an illegal controlled substances. An employee who violates this policy is subject to disciplinary action, up to and including dismissal.

For purposes of this policy the term "controlled substance" is defined as a narcotic, hallucinogen or any other drug listed on Schedules I through V of the federal Controlled Substances Act. An "illegal" controlled substance is defined as any drug that cannot be legally obtained or that, although available legally, has been obtained illegally.

This policy does not prohibit use or possession of a drug prescribed for the employee by a licensed physician and used in a therapeutic dosage in accordance with the physician's instruction; however, employees are required to disclose to the Superintendent the use of any prescribed drug that may impair the employee's ability to perform his/her job safely and effectively.

It is a condition of employment that each employee abides by this policy and notifies the Superintendent of Schools of any criminal drug conviction for (or plea of no contest to) a violation occurring in the workplace or while performing any job-related activity within five (5) days of such a conviction or plea.

The ~~Acton Public Schools/~~Acton-Boxborough Regional School District have an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committees that the employee be dismissed from employment.

If you have any questions, please feel free to contact the Personnel Dept, (978) 264-4700.

~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: GBEC

WHERE CAN YOU GO FOR HELP

If you need assistance with a drug or alcohol problem and have a private doctor or participate in one of the health maintenance organizations (HMO) it is recommended that you seek assistance through them.

You may also receive information through the District EAP program.

The Acton Public Schools/Acton-Boxborough Regional School District has collected information from various drug assistance and/or rehabilitation programs. This information is available from the High School Health Education Counseling Department, (978) 264-4700.

Approved:

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Approved:

Acton-Boxborough Regional School District

FILE: GBEE

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY
(FIRST READING 3/6/14))

The ~~Acton Public Schools and~~ Acton-Boxborough Regional School District (the "District") recognizes the importance of technology and its use as a means to educate and communicate. The District provides and maintains hardware and software to support both the delivery of education and the administration of the schools' operations. This hardware and software, including, but not limited to, desktops, laptops, netbooks, tablets, access to internal networks, servers and the Internet, are essential to the success of the District.

Acceptable Use

The technology provided by the District is to be used to support the delivery of education and the administration of the school's operations. Incidental personal use is permitted as long as it does not interfere with the District's educational mission.

Standards of Conduct

The District is committed to having employees who act in legal, ethical, responsible and considerate ways, including when using technology. When using the District-provided technology, this means that it is inappropriate to engage in communication that uses obscene, profane or vulgar language; is harassing, threatening, bullying, libelous or defamatory; or that discusses or encourages any illegal activity, the inappropriate use of alcohol, the use of illegal drugs, sexual behavior, sexual harassment or bullying. District employees are reminded that if, in their professional capacities, they obtain information through technology that gives them reasonable cause to believe that a child is suffering physical or emotional injury resulting from abuse or neglect, they must follow the District procedures for filing 51A reports with the Massachusetts Department of Children and Families.

Social Media

The District recognizes that some District employees may maintain personal "blogs" or on-line profiles (for example, Twitter, Facebook, LinkedIn). While this use of technology is personal in nature, District employees must remember that such information may be accessed by students, parents and co-workers. Thus, an employee's conduct as a private citizen may affect his/her job. An employee's conduct away from work that negatively impacts his/her ability to serve as an appropriate role model for students or to otherwise serve as an employee and representative of the District may be grounds for discipline, up to and including termination. District employees have the responsibility for maintaining appropriate employee-student relationships and boundaries at all times.

Expectation of Privacy

District employees should not have an expectation of privacy with respect to any use of District-provided technology including, but not limited to, information stored on the District's computer hardware or systems, even information that is protected by a password. This includes information and files stored on network based file servers as well as information stored on individual hard drives. This encompasses all applications and programs including, but not limited to, word processing and e-mail. The school reserves the right to inspect and disclose the contents of any information stored on its systems, networks

~~Acton Public Schools and~~ Acton-Boxborough Regional School District

or equipment, including e-mail messages, when it has a legitimate need as determined by the Superintendent or designee.

Monitored Use

Any use of District-provided technology, including e-mail transmissions and other forms of electronic communication, shall not be considered confidential and may be reviewed at any time by designated staff to ensure appropriate use.

Confidentiality

District employees may not disclose information that is confidential or proprietary to the District, its students or employees or that is protected by data privacy laws. District employees also may not disclose information in violation of the state and federal laws that protect the confidentiality of student record information.

Public Records Law Requirements

District employees should use only District accounts to carry out school (work) related business.

Massachusetts General Law requires public employees (this includes employees of school districts) who create, send, receive or maintain documents, communications and the like, in their capacity as public employees, to retain and disclose such records in compliance with strict provisions of public records laws. When the District's accounts are used to create or transmit data, this data is subject to the District's archival system. When a District employee uses personal accounts to communicate school business, the District's ability to comply with the requirements of the Public Records Laws may be compromised. Employees will be required to produce documents as required under Public Records Law

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The Superintendent or designee shall develop and implement regulations, procedures and user agreements consistent with the purposes of this policy and consistent with the mission of the school. These will be developed for both staff and students.

Employees who violate this policy or who fail to comply with this policy may have the privilege of using District-provided technology denied, revoked or suspended and/or may face disciplinary consequences, up to and including termination.

Questions

For questions with respect to this policy or its application, please contact the Superintendent or his/her designee.

CROSS REFERENCE:

MGL Chapter 119 Section 51A (Mandated Reporters)

MGL Chapter 66 Section 10 (Public Records Law)

Acton Public Schools and Acton-Boxborough Regional School District

Bullying Prevention and Intervention Plan, File JICFB

Memorandum of Understanding Between the ~~Acton Public and Acton-Boxborough Regional School Districts~~ and Acton and Boxborough Police Departments, File KLGA-E-1

Prohibition of Harassment Policy, File: ACAB (combined ACAB, JBA, GBA on 3/7/13)

Originally Approved 3/29/07

Revised 5/2/13

~~Acton Public Schools and Acton-Boxborough Regional School District~~

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Originally Approved 3/29/07

Revised 5/2/13

Approved:

Acton-Boxborough Regional School District

File: GBI

STAFF PARTICIPATION IN POLITICAL ACTIVITIES
(FIRST READING 3/6/14)

| The School Committees recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office, holding an elective or appointive office, or campaigning for ballot questions. In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss the 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 by any staff member.

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

Approved:

| ~~Acton Public Schools and Acton-Boxborough Regional School District~~

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Approved:

Acton-Boxborough Regional School District

File: IC/ICA

SCHOOL YEAR/SCHOOL CALENDAR
(FIRST READ 3/6/14)

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committees for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by ~~the Acton and Acton-Boxborough~~ Regional School Committees.

The schools shall ensure that every student is scheduled to receive sufficient learning time to receive an appropriate public school education.

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

Approved:

Acton Boxborough Regional School District

File: IC/ICA

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File: ID

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(FIRST READING 3/6/14)

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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 the appropriate School Committee approval.

Parents and guardians will be informed of the opening and closing times set by the Committees. To help insure the safety of all children, parents will also be notified that students will not be admitted into the school building until 15 minutes prior to the start of the official day unless bus schedules or school-sponsored activity require earlier admittance.

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

Approved:

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

Approved:

Acton Boxborough Regional School District

File: IGA

CURRICULUM DEVELOPMENT
(FIRST READING 3/6/14)

| Constant adaptation and development of the curriculum is necessary if the Districts ~~are~~ is to meet the needs of the students in their 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 Committees expects the ~~their~~ faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program.

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

Approved:

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Acton Boxborough Regional School District

File: IGA

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

Approved:

Acton Boxborough Regional School District

File: IGD

CURRICULUM ADOPTION
(FIRST READING 3/6/14)

The School Committees will rely on the Districts' staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committees wishes to be informed of all new courses and substantive revisions in curriculum. ~~They-It~~ will receive reports on changes under consideration. Acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

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

File: IGD

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

Approved:

File: IHAE

PHYSICAL EDUCATION
(FIRST READING 3/6/14)

Formatted: Normal

The School Committees will attempt to provide every student with an opportunity for wholesome and enriched educational experiences. It is the Committees'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 every day 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

File: IHAE

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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

Acton Boxborough Regional School District

File: IHBD

TITLE 1 FUNDS
(FIRST READING 3/6/14)

Title I funds must be used to supplement the fund that would, in the absence of such Title I funds, be made available from non-federal sources for the education of students participating in Title I programs. In no case may Title I funds be used to supplant -- take the place of funds from non-federal sources. By adopting this policy, the ~~Acton and Acton-Boxborough School Committees~~ is ~~are~~ giving its ~~their~~ assurance that the ~~School Districts~~ School Districts ensures equivalence among its ~~their~~ schools in terms of teacher, administrators, and other staff as well as in the provision of curriculum materials and instructional supplies.

Comment [MB8]: Boxborough does not have this sentence.

LEGAL REFS: Title I of the Elementary and Secondary Act of 1965, as amended by The No Child Left Behind Act of 2001

File: IHBD

TITLE 1 FUNDS
(FIRST READING 3/6/14)

Title I funds must be used to supplement the fund that would, in the absence of such Title I funds, be made available from non-federal sources for the education of students participating in Title I programs. In no case may Title I funds be used to supplant – take the place of funds from non-federal sources. By adopting this policy, the Acton-Boxborough School Committee is giving its assurance that the School District ensures equivalence among its schools in terms of teacher, administrators, and other staff as well as in the provision of curriculum materials and instructional supplies.

Comment [MB8]: Boxborough does not have this sentence.

LEGAL REFS: Title I of the Elementary and Secondary Act of 1965, as amended by The No Child Left Behind Act of 2001

Acton Boxborough Regional School District

INSTRUCTIONAL MATERIALS
(FIRST READING 3/6/14)

The School Committees 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 Committees subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the ~~School system~~ District. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committees:

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, physical disabilities or sexual preference, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.
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

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

File: IJ

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(FIRST READING 3/6/14)

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CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

Acton Boxborough Regional School District

File: IJ-R
(No Boxborough procedures policy)

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

When a concern regarding instructional resources in a school arises, the disposition of the concern will be addressed within 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 Superintendent or designee is that the questioned instructional resource be retained, the Districts 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 new materials or approved certain methods have been adopted, 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.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. ~~Board~~ District 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.

Approved:

Acton Boxborough Regional School District

File: IJ-R
(No Boxborough procedures)

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Approved:

Acton Boxborough Regional School District

File: IJM

SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION
(FIRST READING 3/6/14)

Organizations, institutions, and individuals at times develop materials that are offered to 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 certified staff member who recommends its use. In any questionable instance, the Principal should be informed and shall decide whether its use 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

Approved:

Acton Boxborough Regional School District

File: IJM

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Approved:

Acton Boxborough Regional School District