

# CARVER PUBLIC SCHOOLS POLICY MANUAL

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## SECTION A

As of: JANUARY 2017

### FOUNDATIONS AND BASIC COMMITMENTS

AA	LEGAL STATUS
AB	COMMUNITY AND SCHOOL
ABC	STUDENT INVOLVEMENT IN DECISION-MAKING
AC	NONDISCRIMINATION
ACA	NONDISCRIMINATION ON THE BASIS OF SEX
ACE	NONDISCRIMINATION ON THE BASIS OF HANDICAP
AD	EDUCATIONAL PHILOSOPHY
ADA	SCHOOL DISTRICT GOALS AND OBJECTIVES
ADDA	CRIMINAL BACKGROUND CHECK POLICY (CORI and SAVIS)
ADC	SMOKING ON SCHOOL PREMISES
ADF	WELLNESS POLICY
AE	COMMITMENT TO ACCOMPLISHMENT



## **CARVER PUBLIC SCHOOLS**

### **LEGAL STATUS**

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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 Carver structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education.

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

Adopted: February 14, 2000

## **CARVER PUBLIC SCHOOLS**

### **COMMUNITY AND SCHOOL**

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

The School Committee therefore affirms and declares its intent to:

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

Adopted: February 14, 2000

## CARVER PUBLIC SCHOOLS

### STUDENT INVOLVEMENT IN DECISION-MAKING

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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 student ideas and opinions.

The Carver School 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 School Committee meetings and granted privileges of speaking in line with the privileges extended the general public.

#### Student Advisory Committee

As required by State law, the school 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 according to an election procedure approved by the school committee.

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

REF.: Carver High School Student Handbook

Adopted: February 14, 2000

## CARVER PUBLIC SCHOOLS

### NONDISCRIMINATION

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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 in the following statements of school committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial 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, religion, national origin, sexual orientation and discrimination. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, sexual orientation and disability, register your complaint 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 1993  
M.G.L.76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal  
Educational Opportunity, adopted 6/24/75, as amended 10/24/78  
Board of Education 603 CMR 2600  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 3/28/78

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

Adopted: February 14, 2000

**CARVER PUBLIC SCHOOLS**

**NONDISCRIMINATION ON THE BASIS OF SEX**

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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) Board of  
Education Chapter 622 Regulations Pertaining to Access to Equal  
Educational Opportunity, adopted 6/24/75, amended 10/24/78  
Board of Education 603 CMR 2600

CROSS REF.: AC NONDISCRIMINATION

Adopted: February 14, 2000

**CARVER PUBLIC SCHOOLS**

**NONDISCRIMINATION ON THE BASIS OF HANDICAP**

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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, Brailled 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. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

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

Compliance Coordinator

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

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

LEGAL REFS.: Rehabilitation Act of 1973, Section 504

Education For All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

Adopted: February 14, 2000



**CARVER PUBLIC SCHOOLS**

**EDUCATIONAL PHILOSOPHY**

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In today's society our children are continuously excited by new and challenging stimuli; adaptability to change therefore becomes a paramount objective of learning.

The mastery of basic skills is essential to our children as they prepare to function as responsible individuals. Children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today's children will need to know when they become tomorrow's adults. The optimum environment should be sought so that each child can develop physically and emotionally and acquire the information, academic skills, critical judgment, and creativity needed to lead to a better understanding of himself, his fellow man, and the world around him.

The school system must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

CROSS REFS.: ADA, School District Goals and Objectives I-A, Instructional Goals

Adopted: February 14, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL DISTRICT GOALS AND OBJECTIVES**

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The goal of this school system is to accept responsibility for the development of each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to society.

Five objects that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system.

1. To ensure that each student develops proficiency in basic academic skills
2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future
3. To ensure the development of meaningful, interpersonal relationships among students, staff and community
4. To ensure maximum efficiency in the allocation of material resources
5. To ensure maximum efficiency in the allocation of human resources

Adopted: February 14, 2000

**CARVER PUBLIC SCHOOLS**

**SMOKING ON SCHOOL PREMISES**

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

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

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

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

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

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

Adopted: February 14, 2000

## CARVER PUBLIC SCHOOLS

### CORI (Criminal Offender Record Information) POLICY

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

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Carver Public Schools is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the Carver Public Schools' CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*.

If the CORI record provided does not exactly match the identification information provided by the applicant, Carver Public Schools will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Carver Public Schools may contact CHSB and request a detailed search consistent with CHSB policy.

- VII. If the Carver Public Schools reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, 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 crime 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;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. The Carver Public Schools will notify the applicant of the decision and the basis of the decision in a timely manner.

Adopted: December 12, 2005

**CARVER PUBLIC SCHOOLS  
WELLNESS POLICY**

**Healthy Students, Healthy Schools**

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The Carver Public Schools are dedicated to the success of all students. As a community it is essential that we promote good nutrition and fitness opportunities as part of the total learning experience. Through our schools, students will gain an appreciation for health and fitness and develop life-long benefits from a balanced wellness program.

**Carver Public Schools will:**

**A. Develop lifelong skills and habits that focus on wellness as an essential part of the comprehensive learning environment.**

School wide wellness concepts will be designed to encourage positive experiences and repeated exposure to wellness behaviors. To enhance the learning experiences schools will be encouraged to provide interdisciplinary opportunities that relate to good nutrition and regular physical activity.

**B. Create more opportunities for students to engage in physical activities that promote movement and exercise.**

Physical Education is included in the Carver Public schools education program K-12. Through this program, students participate in physical activities and gain an understanding of the benefits it has on the body. Physical activity will include instructional physical education, as well as more opportunities for students to be physically active throughout the day:

- Recess
- Clubs/Intramurals
- Interscholastic sports
- Team/Individual fitness

**C. Support and promote proper dietary habits that contribute to student's health and academic success.**

All food available on school grounds and at school-sponsored activities during the instructional school day will meet or exceed the district nutritional standards.

**Healthy Students, Healthy Schools:**

**<http://www.mass.gov/eohhs/docs/dph/mass-in-motion/school-nutrition-guide.pdf>**

**D. Promote community and staff involvement.**

It is imperative that our schools communicate effectively with parents and the community. Educational opportunities will be provided through a variety of resources to gain knowledge of healthy lifestyles, nutrition, health assessments and fitness-related activities.

**E. Maintain a district-wide Wellness Committee to:**

- Meet yearly to evaluate policy
- Provide effective resources
- Work collaboratively with schools
- Coordinate professional development
- Proper assessment/surveys

**EDUCATION STANDARDS**

**Student Nutrition Education**

All schools will be encouraged to integrate nutrition and wellness themes throughout the instructional day. Benchmarks will be determined K-12 in order to align the nutrition and comprehensive health curriculum, creating a foundation of understanding at each level.

The following components are essential to wellness education:

- School environment
- Fundamentals of fitness
- Community involvement
- Forming healthy habits
- Values of exercise
- Total body health
- Good Nutrition
- Physical/Emotional well being
- Assessment

### **Parent Nutrition Education**

The Wellness Committee will act as a liaison between the schools and the community to provide educational opportunities. Through the use of newsletters, the district website, and cable access postings, information will be provided on a series of handouts and presentations on healthy lifestyles and nutrition.

#### **Parental involvement:**

- Provide healthy snacks and lunches as much as possible
- Candy and soda are not allowed during the school day
- Support healthy environment in schools
- Participation in presentations and seminars
- Cookbooks

### **Staff Nutrition Education:**

Nutrition and health opportunities will be provided to all school staff district wide. Professional development may include the distribution of educational resources, presentations and workshops that focus on healthy lifestyles.

## **DISTRICT NUTRITION STANDARDS**

### **Nutrition Standards Intent/Rationale:**

The Carver Public Schools strongly encourage the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, a beverage on school grounds.



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### Massachusetts School Nutrition Standards for Competitive Foods and Beverages At-a-Glance

The following standards apply to all public elementary, middle and high school students. To view the Act Relative to School Nutrition signed into law in 2010 and the amendment to this Act passed in June, 2012, see [www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter 96](http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter_96).

To view the complete standards as originally published in 2011, see [www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/105CMR225.pdf](http://www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/105CMR225.pdf)

Category	Standards
Juice	100% fruit and vegetable juice, with no added sugar
Juice-Portion Size Limit	No more than 4-ounce servings.
Milk (including alternative milk beverages such as lactose-free and soy)	Low-fat (1% or less) and fat-free milk
Milk – Portion Size Limit (including alternative milk beverages such as lactose-free and soy)	No more than 8-ounce servings.
Water	No added sugars, sweeteners or artificial sweeteners.
Beverages with Added Sugar or Sweeteners	Any beverages with added sugar or sweeteners not already prohibited will be phased out by <b>August 1, 2013</b> . However, a school may provide or sell flavored milk or milk substitutes that contain the same amount or less sugar than plain, fat-free or low-fat milk.
Other Beverages (Soda, sports drinks, teas, waters, etc.)	No beverage other than juice, milk, milk substitutes and water shall be sold or provided.
Calories	Foods shall not exceed 200 calories per item.  A la carte entrees shall not exceed the calorie count of entrée items offered as a part of the National School Lunch Program (e.g., equivalent portion size)
Fat	No more than 35% of total calories from fat.
Saturated Fat	No more than 10% of total calories from saturated fat.
Trans Fat	All foods shall be trans fat-free

Fat Exemptions (All other categories apply, e.g., sugar and calories.)	1-ounce servings of nuts, nut butters, seeds and reduced-fat cheese
<b>Category</b>	<b>Standards</b>
Sugar	Not more than 35% of total calories from sugars.
Sugar Exemptions (All other categories apply, e.g., fat and calories)	100% fruit with no added sugar.  Low fat or non-fat yogurt (including drinkable yogurt) with no more than 30 grams of total sugars, per 8-ounce serving.
Sodium	No food shall contain more than 200 mg of sodium per item.  A la carte entrees shall not contain more than 480 mg of sodium per item.
Grains	All bread or grain-based products shall be whole grain, i.e., whole grain should be listed first in the ingredient statement. These include crackers, granola bars, chips, bakery items, pasta, rice, etc.
Caffeine	No food or beverage shall contain more than trace amounts of caffeine.  <i>Note: Some foods and beverages, such as chocolate, contain small amounts of naturally occurring caffeine. These products are allowed as long as they comply with the rest of the nutrition standards.</i>
Artificial Sweeteners	No food or beverage shall contain an artificial sweetener.

### **Vending Machines:**

Vending machines will have working automatic timers in place at all times that will not dispense product during the school day. (The school day is defined in the student handbook for each individual school in the district.)

- Exceptions to this vending policy are:  
Vending machines that contain “water products only” may run all day
- Vending machines in the Cafeteria shall operate during the scheduled breakfast and lunch times and contain only water
- Students may not access vending machines located in staff lounges or dining rooms at any time

**A la Carte Items Offered:**

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All a la carte items offered shall adhere to:

- Total fat: no more than 35% of total calories from fat.
- Saturated fat and Trans fat: No more than 10% of total calories from saturated. All foods must be Trans Fat Free
- Total Sugar no more than 35% of total calories from sugar. The exception to this is dairy, which should contain no more than 22grams total sugar per 8 ounce serving.
- Portion Size: Single serving size

(The A-list is available at the John Stalker Institute website: [www.johnstalkerinstitute.org/alist](http://www.johnstalkerinstitute.org/alist)) This is a list of products that meet the Massachusetts Action for Healthy Kids' Massachusetts A la Carte Food and Beverage Standards.

## **STUDENT NUTRITION**

### **The School Lunch Programs:**

- The full meal school lunch program and breakfast program will continue to follow the USDA requirements for Federal School Meals Programs.
- The school Food Service Program provider will follow the Massachusetts School Nutrition Regulations for Competitive Foods and Beverages.
- The Food Service Director will work closely with the Wellness Committee to adhere to the standards laid out in this document.

### **Fundraising:**

- All fundraising projects during the school day will be encouraged to follow the District's Nutrition Standards.
- All fundraising that includes food items will be required to follow the Massachusetts School Nutrition Regulations for Competitive Foods and Beverages.
- Fundraising that includes food items will not be sold during the regularly scheduled school lunch hours.
- Groups who are organizing fundraisers should be encouraged to consider healthier or more creative alternatives.
- Outside group fundraisers will not be allowed to be sold before, during, or immediately after the school day.
- All school fundraisers shall be approved and signed off by the building Principal.

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**Teacher-to-Student Incentives:**

Non-food incentives should be considered. Should teachers feel compelled to food based rewards in the classroom, they are required to adhere to the district's Wellness Guidelines.

Food used as a reward or punishment, have been proven to "connect food to mood" and may cause children to eat when they are not hungry (overeate).

**Parties & Events:**

- Teachers should consider celebrating classroom birthdays once a month.
- Health Students Healthy Schools reference guide would be an excellent resource for parents and teachers.

**MONITORING and EVALUATION**

**Monitoring**

The Superintendent or designee will ensure compliance with the Carver Public Schools Wellness Policy. In each school, the principal or designee will ensure compliance with the Wellness Policy and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, designee, or school principal. In addition, the school district will report on the most recent USDA School Meals Initiatives (SMI) review finding and any resulting changes.

The superintendent or designee will develop a summary report every three years on District-wide compliance with the Wellness Policy based on input from the schools within the District. That report will be provided to the school committees, parent/teacher organizations, school principals, and school health services personnel in the District.

**Policy Review and Evaluation**

Every three years each school in the District will conduct an assessment of the implementation of the standards in the wellness policy. The district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Revision: First Reading: September 18, 2006 Adopted: October 16, 2006  
Second Revision: April 30, 2013

Approved by Committee September 9, 2013

File: AE

## CARVER PUBLIC SCHOOLS

### COMMITMENT TO ACCOMPLISHMENT

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The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, the School Committee will maintain a program of accountability consisting of the following elements:

Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.

Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.

Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.

Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.

Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

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

Adopted: February 14, 2000

## SECTION B

As of: JANUARY 2017

### BOARD GOVERNANCE AND OPERATIONS

BA	SCHOOL COMMITTEE OPERATIONAL GOALS
BAA	EVALUATION OF SCHOOL COMMITTEE OPERATION PROCEDURES
BBA	SCHOOL COMMITTEE POWERS AND DUTIES
BBAA	SCHOOL COMMITTEE MEMBER AUTHORITY
BBBA/BBBB	SCHOOL COMMITTEE MEMBER QUALIFICATIONS OATH OF OFFICE
BBBC	SCHOOL COMMITTEE MEMBER RESIGNATION
BBBE	UNEXPIRED TERM FULFILLMENT
BCA	SCHOOL COMMITTEE MEMBER ETHICS
BDA	SCHOOL COMMITTEE ORGANIZATIONAL MEETING
BDB	SCHOOL COMMITTEE OFFICERS
BDD	SCHOOL COMMITTEE/ SUPERINTENDENT RELATIONSHIPS
BDE	SUBCOMMITTEES OF THE SCHOOL COMMITTEE
BDFA	SCHOOL COUNCILS
BDFA-E	SUBMISSION / APPROVAL OF THE SCHOOL IMPROVEMENT PLAN
BDFA-F	CONDUCT OF SCHOOL COUNCIL BUSINESS
BDG	SCHOOL ATTORNEY
BE	SCHOOL COMMITTEE MEETINGS

**BEC**

**EXECUTIVE SESSIONS**

<b>BEDA</b>	<b>NOTIFICATION OF SCHOOL COMMITTEE MEETINGS</b>
<b>BEDB</b>	<b>AGENDA FORMAT</b>
<b>BEDB-E</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>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 REGULATIONS</b>
<b>BGE</b>	<b>POLICY DISSEMINATION</b>
<b>BGF</b>	<b>SUSPENSION OF POLICIES</b>
<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>BID</b>	<b>SCHOOL COMMITTEE MEMBER COMPENSATION &amp; EXPENSES</b>
<b>BJ</b>	<b>SCHOOL COMMITTEE LEGISLATIVE PROGRAM</b>
<b>BK</b>	<b>SCHOOL COMMITTEE MEMBERSHIPS</b>



## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE OPERATIONAL GOALS

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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 our schools for years to come. The committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate 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 technique will involve:

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

CROSS REF.: ADA School District Goals and Objectives

Adopted: April 10, 200

## CARVER PUBLIC SCHOOLS

### EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

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

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

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

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

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

Adopted: April 10, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE POWERS AND DUTIES

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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 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. It sees them as:

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEMBER AUTHORITY**

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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 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 school department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other committee members without trying either to dominate the committee or neglect his 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.

**File: BBAA** (Continued)

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 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 schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the Superintendent.
10. To comply with the accepted code of ethics for School Committee members.

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

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

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In order to serve on the School Committee, an individual must be a registered voter in the town from which he is elected or appointed and must take an oath of office as required by law.

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEMBER RESIGNATION**

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An existing School Committee member who submits a resignation to the appropriate certifying authority terminates his/her duties at the time of resignation unless he/she states in that resignation a specific time at which the resignation will take effect.

Should a School Committee member move out of the town or city which elected him/her to the committee, he/she shall be deemed to have vacated his office.

Established by law.

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**UNEXPIRED TERM FULFILLMENT**

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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.

Established by law

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

Adopted: April 10, 2000



## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE MEMBER ETHICS

(Massachusetts Association of School Committees Code of Ethics)

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#### Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: (1) community responsibility; (2) responsibility to school administration; and (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 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 chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
4. Refer all complaints to the Superintendent for solution and only discuss them at committee meetings if such solutions fail.

A School Committee member in his/her relations with another 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 hold 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.

Adopted: April 10, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE ORGANIZATIONAL MEETING

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

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

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

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE OFFICERS**

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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.
8. Present diplomas to graduating seniors at graduation ceremony and/or delegate to current and former school committee members awarding of diploma to their own graduating children.

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 journal of all committee meetings; will comply with state law and committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

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

Adopted: April 10, 2000 / Revised: October 16, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

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The committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer.

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 of situations or business at hand.

Adopted: April 10, 2000

## CARVER PUBLIC SCHOOLS

### SUBCOMMITTEES OF THE SCHOOL COMMITTEE

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

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

CROSS REF.: BEC, Executive Sessions

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COUNCILS**

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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 approved annually 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 following guidelines define the role of the school council:

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

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



Adopted: August 21, 2000

## **CARVER PUBLIC SCHOOLS**

### **SUBMISSION AND APPROVAL OF THE 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 written school improvement plan shall be submitted by the Principal to the Superintendent and the School Committee for review and approval at the April School Committee meeting.

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

1. Provide educational goals focused on the improvement of student learning, consistent with the goals and standards established by the Massachusetts Board of Education and by the School Committee.
2. Align goals with Mission of the school district and any goals and policies established by the School Committee.
3. Specify within the goals expected outcomes and how attainment will be measured using observable and measurable results.
4. Review the areas of professional development, parental involvement, safety, discipline and budget.
5. Indicate anticipated costs for goals; however, the council will have no authority over matters that are subject to chapter 150E, the collective bargaining law and may not expand its scope beyond that established by law or granted by School Committee policy.

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

Adopted August 21, 2000

**CARVER PUBLIC SCHOOLS**

**CONDUCT OF SCHOOL COUNCIL BUSINESS**

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

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

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Section 23 A, B, and C, 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. The Superintendent shall provide copies of these materials to members of the School Committee for information.

Adopted: April 10, 2000

Policy Code Revised 3/2007

CARVER PUBLIC SCHOOLS

SCHOOL ATTORNEY

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The School Committee may use the services provided by the town counsel. The committee and the Superintendent may seek services of the town counsel and represent the school system at various times.

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

It will be the duty of 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 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.

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEETINGS**

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

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

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

LEGAL REFS.: M.G.L. 39:23A; 39:23B; 39:23C

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

Adopted: April 10, 2000

## **CARVER PUBLIC SCHOOLS**

### **EXECUTIVE SESSIONS**

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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 absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The chairperson or presiding member will state before entering the executive session whether the committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
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 (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 affect in obtaining qualified applicants.

9. To meet or confer with a mediator with respect to any litigation or public business.

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

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The committee will review executive session minutes for possible declassification at least once each year.

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. 39:23A; 39:23B

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**NOTIFICATION OF SCHOOL COMMITTEE MEETINGS**

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

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. 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. 39:23A; 39:23B**

**CROSS REF.: BE, School Committee Meetings**

Adopted: April 10, 2000



**CARVER PUBLIC SCHOOLS**

**AGENDA FORMAT**

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The Superintendent, conferring with the Chairman of the School Committee will arrange the order of items on meeting agendas so that the School 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 School Committee will follow the order of business established by the agenda except as it votes to rearrange the order for convenience of visitors, individuals appearing before the School Committee, or to expedite School Committee business.

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.

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**AGENDA FORMAT (EXHIBIT)**

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

1. Comments from the General Public
2. Comments from the EAPC (Educational Association of Plymouth and Carver)
3. Approval of Minutes
4. Communications
5. Reports and Recommendations of the Superintendent
6. Reports from the Assistant Superintendent
7. Reports and/or Proposals from the Committee Members
8. Personnel

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**RULES OF ORDER**

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**VOTING METHOD**

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**MINUTES**

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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.
4. Notation of formal adjournment.

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

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

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

CROSS REF.: KDB, Public Right to Know

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

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

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

In order that all citizens who wish to be heard before the committee have a chance and to insure the ability of the committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

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

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

The chairperson of the committee will preside at the hearing.

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE POLICY DEVELOPMENT**

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

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system.

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.

Adopted: April 10, 2000



**CARVER PUBLIC SCHOOLS**

**POLICY ADOPTION**

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

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. Information item -- distribution with agenda
2. Discussion item -- first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting
3. Action item -- discussion, adoption or rejection.

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

The School Committee may dispense with the above sequence if they are comfortable with the policy subcommittee recommendation or 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.

Adopted: April 10, 2000

CARVER PUBLIC SCHOOLS

**POLICY REVISION AND REVIEW**

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

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE REVIEW OF REGULATIONS**

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

Rules Pertaining to Staff and Student Conduct

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

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

Adopted: April 10, 2000

## CARVER PUBLIC SCHOOLS

### POLICY DISSEMINATION

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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.

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SUSPENSION OF POLICIES**

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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.

Adopted: April 10, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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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 from 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.

CROSS REF.: GBD School Community-Staff Communications

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**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.

Legal References: M.G.L 4:7; 39:23A, 23B; 66:10

Adopted August 21, 2000

## **CARVER PUBLIC SCHOOLS**

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

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The School Committee and Superintendent will assist each newly elected member to understand the committee's functions, policies and procedures.

In discussions with new members, the chairperson and/or Superintendent will clarify procedures that involve:

1. How a community member (parent, teacher, etc.) may make a request of the committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her.
2. How School Committee members may make arrangements to visit schools, and the protocol associated with such visits.
3. How the School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff.
4. How the School Committee receives and examines complaints relating to personnel.
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given a copy of the School Committee's policy and regulations manual and selected materials on School Committees, including the Massachusetts Association of School Committees' handbook for members and the General Laws of Education Relating to School Committees.

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

Adopted: April 10, 2000



**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

The Carver School Committee shall be compensated at a rate set by a majority vote at town meeting. No member of the Carver School Committee shall be eligible for the position of teacher, or Superintendent of Carver Public Schools.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance (and transportation) 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**

Adopted: April 10, 2000

CARVER PUBLIC SCHOOLS

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

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

To this end:

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

Adopted: April 10, 2000

**CARVER PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEMBERSHIPS**

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The committee may maintain memberships in the national, state and regional School Committees (boards) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the committee and the staff.

Adopted: April 10, 2000

## SECTION C

As of: JANUARY 2017

### GENERAL SCHOOL ADMINISTRATION

CA	ADMINISTRATION GOALS
CBD	SUPERINTENDENT'S CONTRACT
CBI	EVALUATION OF THE SUPERINTENDENT
CCB	LINE AND STAFF RELATIONS
CCB-E	ORGANIZATIONAL CHART
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CH	POLICY IMPLEMENTATION
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD	ADMINISTRATION IN POLICY ABSCENCE
CL	ADMINISTRATIVE REPORTS
CM	SCHOOL DISTRICT ANNUAL REPORT

## CARVER PUBLIC SCHOOLS

### ADMINISTRATION GOALS

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

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

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

For the schools to operate effectively each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his area of operation.

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**SUPERINTENDENT'S CONTRACT**

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The committee, upon the appointment of the Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the committee and the Superintendent.

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

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**EVALUATION OF THE SUPERINTENDENT**

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Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

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

The School Committee will periodically develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

Adopted: May 8, 2000

## **CARVER PUBLIC SCHOOLS**

### **LINE AND STAFF RELATIONS**

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The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in 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 administrative officer through established grievance procedures.

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

Adopted: May 8, 2000



CARVER PUBLIC SCHOOLS

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

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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 regulations and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, 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 school system, but only within budgetary allotments and when approved in advance by the Superintendent.

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**POLICY IMPLEMENTATION**

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The Superintendent has responsibility for carrying out, through regulations, the policies established by the School Committee.

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

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

Adopted: May 8, 2000

CARVER PUBLIC SCHOOLS

APPROVAL OF HANDBOOKS AND DIRECTIVES

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The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the committee expects handbooks requiring approval to be approved prior to publication by the committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The Superintendent will use 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

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**APPROVAL OF HANDBOOKS AND DIRECTIVES**

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Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, or a controlled substance may be subject to expulsion from school by the Principal.
- (b) Any student who assaults any employee of the school district may be subject to expulsion from school by the Principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
- (d) Any student who has been expelled shall have the right to appeal to the Superintendent.
- (e) When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

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

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**ADMINISTRATION IN POLICY ABSENCE**

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When action must be taken within the school system where the committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decision, however, will be subject to review by the committee.

Adopted: May 8, 2000

**CARVER PUBLIC SCHOOLS**

**ADMINISTRATIVE REPORTS**

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The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

Adopted: May 8, 2000

CARVER PUBLIC SCHOOLS

SCHOOL DISTRICT ANNUAL REPORT

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An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

LEGAL REFS.: M.G.L. 72:4

Adopted: May 8, 2000

## SECTION D

As of: JANUARY 2017

### **FISCAL MANAGEMENT**

DA	FISCAL MANAGEMENT GOALS
DB	ANNUAL BUDGET
DBC	BUDGET DEADLINES AND SCHEDULES
DBD	BUDGET PLANNING
DBG	BUDGET ADOPTION PROCEDURES
DBJ	BUDGET TRANSFER AUTHORITY
DD	FUNDING PROPOSALS AND APPLICATIONS
DG	STUDENT ACTIVITY AGENCY ACCOUNT
DGA	AUTHORIZED SIGNATURES
DGB	SCHOOL STUDENT ACTIVITY ACCOUNTS
DH	BONDED EMPLOYEES AND OFFICERS
DI	FISCAL ACCOUNTING AND REPORTING
DIE	AUDITS
DJ	PURCHASING
DJA	PURCHASING AUTHORITY
DJE	BIDDING REQUIREMENTS
DJG	VENDOR RELATIONS
DK	PAYMENT PROCEDURES
DKC	EXPENSE REIMBURSEMENTS
DN	SCHOOL PROPERTIES DISPOSITION



## CARVER PUBLIC SCHOOLS

### FISCAL MANAGEMENT GOALS

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The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

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

Recognizing this, it is essential that the school system 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 school system's fiscal management, it is the committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, (school councils) 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.

Adopted August 21, 2000

**CARVER PUBLIC SCHOOLS**

**ANNUAL BUDGET**

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The annual budget is the financial expression of the educational program of the school department, 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 and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system 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.

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

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### BUDGET DEADLINES AND SCHEDULES

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

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual town meeting, held on a Monday in April, May or June.

Whatever dates assigned the above, the final date for the submission of the budget to the selectmen will be arranged cooperatively with the School Committee and finance committee. The selectmen have authority to impose a date as early as December 31.

In reaching its decision on the budget amount that it will submit to the 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.

Established by law and charter.

LEGAL REFS.: M.G.L. 71:38N  
Town Charter (See local reference)

Adoption date: August 21, 2000

## CARVER PUBLIC SCHOOLS

### BUDGET PLANNING

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The major portion of income for the operation of the 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. 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 school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, (school councils and public hearing) 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.

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**BUDGET ADOPTION PROCEDURES**

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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.

Established by law and charter.

LEGAL REFS.:       M.G.L. 71:34  
                      Town Charter, (See local reference)

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**BUDGET TRANSFER AUTHORITY**

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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. Transfers will be requested between line item only when they are deemed significant 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.

Adoption date: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**FUNDING PROPOSALS AND APPLICATIONS**

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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 keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects.

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.

LEGAL REFS.:       M.G.L. 44:53A  
                          P.L. 874 Impact Aid  
Board of Education 603, CMR 32:00;34:00

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

STUDENT ACTIVITY AGENCY ACCOUNT

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The School Committee authorizes school Principals to receive money in connection with student activities, and to deposit money with the municipal school district treasurer, into an interest bearing bank account, referred to as the Student Activity Agency Account (SAAA); authorized by the School Committee to be used for the express purpose of conducting student activities. Interest earned by such SAAA shall be retained by the fund and the School Committee shall determine for what purpose such earnings may be used. In addition to such SAAA, the School Committee authorizes the municipal school district treasurer to establish a checking account, referred to as the Student Activity Checking Account to be operated and controlled by a school Principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee. The account shall be used for expenditures only and funds received for student activities may not be deposited directly into the account.

The School Committee will set the maximum balance that may be on deposit in each Student Activity Checking Account as follows:

Primary School	\$3,000
Elementary School	\$3,000
Carver Middle School	\$12,000
Carver High School	\$18,000

All Principals that work for the school district are adequately bonded through our municipal insurance coverage as required by law. To the extent that the funds are available in an SAAA, funds up to the maximum balance set by the School Committee shall be transferred from the SAAA through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in each SAAA, the municipal school district treasurer shall reimburse each Student Activity Checking Account, through the warrant process, to restore the limit set by the School Committee. The Principal shall adhere to such administrative procedures as the municipal school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the MA Department of Education. Ref: MA General Laws, Chapter 71, Section 47

First Reading of Revision: 5/12/08      Second Reading and Adoption of Revision: 6/9/08



CARVER PUBLIC SCHOOLS

**AUTHORIZED SIGNATURES**

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The chairperson of the School Committee and two other members will sign payrolls presented for approval.

The town treasurer, 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

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL STUDENT ACTIVITY ACCOUNTS

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Throughout the grades, there are co-curricular activities, club and class fund-raisers and the like, which generate monies from these groups to utilize within the Carver Public Schools. This policy has the following main objectives.

1. To provide a uniform system by which these monies are connected, deposited and disbursed.
2. To assure secure handling of all funds.
3. To provide sufficient documentation to permit thorough accounting and periodic audit review.
4. To recognize these funds belong to the students, not the District.
5. To recognize that the raising and expending of activity money by student bodies should have one purpose: to provide for the general welfare, education and morale of all students through the financing of normal, legitimate co-curricular activities of the student body operation.

#### Responsibilities

Administration: - School Committee: The School Committee shall adopt policies to govern the establishment, operations and demise of the activity funds.

Superintendent: The Superintendent is responsible for administering all board policies.

Assistant Superintendent of Schools: The Assistant Superintendent of Schools, here forward the "Assistant Superintendent" shall be responsible for the enforcement of accounting and internal control procedures.

Principal: The Principal or designee shall be responsible for the approval for the expenditures of funds and for the management and accounting of school funds.

Student Activities Account Treasurer ("SAAT"): The SAAT shall keep physical control of the checkbook and/or passbook, (or maintain the electronic equivalent), shall maintain copies of all deposit slips, receipts, invoices, and other relevant documents and shall do the reconciling of the monthly bank statements. The SAAT shall make monthly and yearly reports to the principal or Assistant Superintendent as required by School Committee Policy or state law.

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Class/Club Advisors (“Advisors”): The duties and responsibilities of each Advisor should consist of the following:

- a. Overseeing the student members in relation to all financial matters;
- b. Supervising the activities of the activity group, including fund-raising activities;
- c. Retain copies of invoices for which payment has been made;
- d. Any other dues as assigned by the proper administrative authority.

The School Committee shall, annually, approve all student activities and their advisors in accordance with the collective bargaining agreement. This approval shall occur in September of each year.

Applicability: A student activity account shall be used for monies raised by student organizations and which will be expended by those organizations for their benefit. Monies deposited to a student activity account are governed by MGL Ch. 71, Section 47B. Monies governed by any other laws which specify other ways in which the money must be handled cannot be deposited to a student activity account. For example, athletic gate receipts are governed by MGL Ch 71, Section 47 and must be deposited with the city/town or regional treasurer and, therefore, cannot be deposited to a student activity account.

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

The School Committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the student activity agency account duly established by a vote of the school committee to be used for express purpose of conducting student activities. Interest earned by the Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. A student activity account may be used for monies raised by student organizations and which will be expended by those students for their benefit. Chapter 66 of the Acts of 1967 governs monies deposited to a student activity account. Monies governed by any other laws (see section on “Relevant Laws”) which specify other ways in which the money must be handled cannot be deposited to a student activity account.

The School Committee authorizes school Principal to receive money in connection with student activities, and to deposit money with town treasurer, into an interest bearing bank account, referred to as the Student Activity Agency Account (SAAA); authorized by the School Committee to be used for the express purpose of conducting student activities. Interest earned by such SAAA shall be retained by the fund and the School Committee shall determine what purpose such earnings may be used. In addition to

such SAAA, the School Committee authorizes the town treasurer to establish a checking account, referred to as the Student Activity Checking Account to be operated and controlled by a school Principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee. The account shall be used for expenditures only and funds received for student activities may not be deposited directly into the account.

The School Committee will set the maximum balance that may be deposited in each Student Activity Checking Account as follows:

Elementary School	\$ 6,000
Middle High School	\$30,000

All Principals that work for the school district are adequately bonded through our municipal insurance coverage as required by law. To the extent that the funds are available in the SAAA, funds up to the maximum balance set by the School Committee shall be transferred from the SAAA through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in each SAAA, the town treasurer shall reimburse each Student Activity Checking Account, through the warrant process, to restore the limit set by the School Committee. The Principal shall adhere to such administrative procedures as the town treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the MA Department of Elementary and Secondary Education.

#### Record Keeping/Audit Trails

1. A critical point to keep in mind with all record keeping is that each person involved should protect themselves from charges of wrong-doing by keeping very detailed records with appropriate backup documents. A very clear audit trail shall be left at all times. This would include the following:

Standardized form (s) for deposits, disbursements, etc. shall be used, whenever possible. If pre-numbered receipts or other revenue source documents are not practical, at least two people should count all receipts from an event and sign off on the process.

- a. All disbursements shall require an invoice of some type of receipt noting goods or services provided to qualify for the disbursement. The Class or Club Advisor is responsible for preparing the invoices for payment by the SAAT.

- b. All deposits shall require a deposit slip stating source of the monies, total amount being deposited, and signature/identification of the person making the deposit.
- c. Bank reconciliations shall be done monthly. All bank reconciliations should be signed by both the SAAT and the Assistant Superintendent and copies of all reconciliations must be provided to all required parties to include Town Treasurer, Student Officers and School Committee.

## 2. Receipts

- a. Any **student organizations** receiving monies from any source (fund-raisers, donations, etc.) **shall deposit such money within twenty-four hours and provide proof/receipts to the SAAT timely.**
- b. If money is received on a weekend, it shall be deposited early the next school day and documented with the SAAT. **At no time shall a student take money home.** Money received over the weekend shall be deposited to a night depository or the school safe or vault or other secure, locked area.
- c. The SAAT shall record all monies deposited from student organizations within a reasonable amount of time (typically forty-eight hours) of receipt of deposit documentation.
- d. Any money not deposited to the bank by and Advisor on the same day it was received shall be kept overnight in a safe or other secure, locked area. This shall include monies collected in advance of an event or a bank deposit.
- e. All money deposited to the Student Accounts by a student organization shall be accompanied by a deposit slip stating the source of the monies, the amount of money being deposited, and identify by the person depositing the money to the SAAT. Any person in school receiving funds from another shall issue a receipt for those funds immediately to the person giving him or her the funds.

## 3. Fundraisers

- a. Fund-raising projects shall, in general, contribute to the educational experience of students and shall add to, not conflict with, the instruction program.
- b. Fund-raising projects must have prior approval of the Superintendent.

- c. Results/receipts of fund-raisers shall be reported within one week of the close of the fundraiser on the appropriate form.
- d. All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".

#### 4. Purchases

- a. No purchases will be made without prior approval of the appropriate Class or Club advisor and principal designee.
- b. If advance payment for goods or services is required by a vendor, that vendor must first submit an invoice to initiate payment. Advance payment requests will not be allowed with prior approval of the principal or principal designee. Advance payment to vendors should be with extreme caution. Prior to advancing payment, the Class or Club Advisor should:
  - 1. Ask if the funds will be held in escrow until the goods or services are received. This applies particularly to travel related firms.
  - 2. Ask for references and check with Better Business Bureau where appropriate.
  - 3. Ask for financial statements where appropriate.
- c. Any student or staff member making a purchase under the student activity account which requires the advancing of personal funds (after having received prior approval) must obtain a receipt in order to receive reimbursement.
- d. Equipment and supplies purchased with student activity account monies are the property of the School District, not of any individual student or staff person.
- e. Students or staff involved in purchasing through the activity account shall not in anyway benefit personally from the purchase.
- f. Student activity monies shall not be used for teacher or administrator benefit. (The only exception shall be gifts specifically donated for such purposes and the donation must be within the guidelines of the Massachusetts General Law.)
- g. Student activity monies shall not be used to bypass normal, school district purchasing procedures.

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Expenditures/Disbursements/Checks

1. **All expenditures/disbursements from student activity accounts shall be made by check.**
2. **No check shall be made payable to cash.**
3. Checks shall be signed only after they are completely prepared.
4. All checks shall require two signatures to be valid. The Superintendent will authorize three people to sign checks and require two of these three signatures on all checks (This allows checks to be issued in the absence of one person).
5. No checks shall be issued without bills or receipts to document the disbursement. Statements alone (i.e., without any supporting documents) shall not be used for the issuance of checks.
6. A record of all checks issued will be maintained.
7. All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).
8. Monthly checkbook reconciliations to bank statements will be done.
9. A standardized form must accompany all requests for check issuance. This form shall accompany the invoice and/or receipt and/or all supporting documents and must state to whom the check shall be made payable, the reason for the payment, the amount of the check, the account to be charged, and, the approval signature of the student treasurer and/or advisor.
10. At no time shall receipts be utilized to purchase items with the net funds deposited to the student activity account. All expenses must be paid by check and all receipts must be deposited in total.

Student Travel

All student trips which include late night or overnight travel 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. Overnight trips should offer significant educational benefits to the students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School

Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

If pre-payment of the travel is required in order to secure space on the trip, the advisor will request an advance for the deposit of the trip. If a personal credit card is used, the advisor will provide the SAAT with a copy of the credit card statement as well as a receipt of payment as proof of the transaction. The advisor will maintain a list of students who are participating on the trip by recording their payment as received and depositing those funds as per the receipt policy. Once the trip has been completed, the advisor shall reconcile all payments received and provide detailed documentation the SAAT including but not limited to student name, type of receipt (cash or check number), date received. The reconciliation shall summarize the total cost of the trip and shall equal the total funds received. If other funds are utilized to fund the trip (i.e. fundraising) the reconciliation shall account for these funds as well. This reconciliation will be provided to the SAAT no later than one week after the return from the student trip.

#### Audits/Reviews

All student activity accounts shall be audited or reviewed at least annually. The process shall be arranged by the Assistant Superintendent. At least one time every three years, however, the audit must be done by an independent audit firm.

The cost of the independent audit may be paid by the School Committee from its budget or from the interest earned on the student activity account.

In addition to the annual audit or review, there shall be monthly financial statements prepared by the SAAT. This monthly statement shall involve a compilation of activity prepared by the individuals having daily oversight of the accounts. The statement shall be forwarded to the Assistant Superintendent and to the Principal or designee.

#### Bonding

1. The SAAT shall be bonded.
2. The cost of the bond shall be paid by the School Committee, either from the School Committee budget or from the interest earned on the student activity account monies.

#### Training Sessions

The services and/or guidance of the Superintendent's Office, the Assistant Superintendent's Office, or the Superintendent's designee shall be made available to the SAAT to review laws and the essentials of good bookkeeping procedures to ensure accurate and auditable books/accounts.



A mandatory meeting of all class and club advisors should be held in September to of each school year to review these principles of the Student Activity Accounts system. Training shall be made available with necessary procedures forms, authorization needed, books and records to be kept to accurately systemize an audit trail and procure the proper reports.

#### Tax Exempt Status

All Student Activity Account purchase should be made using the tax-exempt number of the Carver Public Schools.

#### Gifts

1. The School Principal shall decide whether or not to accept all gifts, both monetary and non-monetary.
2. The monetary gifts shall be deposited to the student activity account and expended for the specific purpose for which it was received.
3. If not specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

#### Investments

1. The bank for all deposits shall be a local bank - to allow for easy and timely depositing of all student account monies.

#### Miscellaneous

1. Forms - Forms used for Student Activity Fund accounting shall be standard in format.
2. Conflict of Interest - The conflict of interest law (Mass General Law Chapter 268A) covers all school employees. The purpose of the law, as stated in the State Ethics Commission's Publication, *A Practical Guide to Conflict of Interest Law for Municipal Employees* is "to insure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from being involved in a situation which could result in a conflict or give the appearance of a conflict.

The law addresses a large number of issues from the more obvious "bribes" and "gifts" to actions where an employee or his/her family may financially benefit.

It is recommended that employees involved with student activity accounts review the conflict of interest law in relation to their duties.

Class Accounts at Graduation

- A. Student activity accounts established in accordance with Chapter 66 of the Acts of 1996 are for student activity monies. Because graduates are no longer students, monies for classes that have graduated cannot legally be kept in student activity accounts.
- B. When a senior class graduates, monies in the Senior Class Student Activity account shall remain available for ninety-days after the close of the school year to allow time for outstanding bills to be received and paid. After this waiting period, if no request is received to transfer the funds from officers of that class; remaining funds shall be transferred and disbursed evenly to the remaining active classes including the incoming freshman class account.

LEGAL REFS.:       M.G.L. 44:53 - Loss Textbook Revolving Account  
                      M.G.L. 71:47 - Athletic Revolving Account  
                      M.G.L. 71:47B - Student Activity Accounts  
                      M.G.L. 548 - School Lunch Revolving Account

First Reading:       January 9, 2007  
Adopted:             February 12, 2007  
Revised:             February 8, 2016  
First Reading        March 14, 2016  
Second Reading:     April 4, 2016  
Adopted:             **April 4, 201**

**CARVER PUBLIC SCHOOLS**  
**BONDED EMPLOYEES AND OFFICERS**

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Each employee of the school district is covered under a blanket bond for up to \$100,000 per occurrence.

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

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**FISCAL ACCOUNTING AND REPORTING**

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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 school department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

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

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### AUDITS

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An audit of the school department's accounts should be conducted annually. In addition, the School Committee may request a private audit of the school system's accounts at its discretion.

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

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**PURCHASING**

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

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

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

School purchases will be made only on official purchase orders approved for issuance by the appropriate administrator and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

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

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**PURCHASING AUTHORITY**

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Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

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

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

CROSS REF.: DJE, Bidding Requirements

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### BIDDING REQUIREMENTS

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All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$10,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$10,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee whenever possible of the competitive price, or 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 informalities in, or reject, any or all bids or any part of any bid. Any bid maybe 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 REFS.: M.G.L. 7:22A; 7:22B; 30B

Adopted: August 21, 2000



CARVER PUBLIC SCHOOLS

VENDOR RELATIONS

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Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### PAYMENT PROCEDURES

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All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the committee will receive monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the town accountant for processing and subsequent payment by the treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

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

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

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

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**EXPENSE REIMBURSEMENTS**

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

When official travel by personally-owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the committee. However, a monthly travel stipend, in an amount established by the committee, will be paid to the Superintendent, assistant Superintendent, business manager, and others authorized by the committee who are required to travel regularly within the school system on official business.

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 school system.

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

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL PROPERTIES DISPOSITION

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The School Committee has the authority to sell or lease any district furniture, equipment, books, vehicles, land or buildings which may not be needed in the foreseeable future upon such terms and conditions as it may approve. The School Committee shall give consent to the Superintendent of Schools or designee utilizing procedures outlined in administrative procedure for disposal of school property.

#### SCHOOL PROPERTY DISPOSAL PROCEDURE:

##### 1. Equipment:

- A. No district employee may dispose of any district property without prior approval of the Director of Business and Finance.
- B. A district employee who feels there is district property to be disposed of shall contact his/her supervisor in writing.
- C. The supervisor should review the list of items. If he/she feels that the item will not be needed in the foreseeable future, he/she will forward the request for disposal to the Director of Business and Finance.
- D. The Director of Business and Finance will make the list of items known to all other district facilities at the least annually.
- E. If no other unit expresses an interest in the item, the Director of Business and Finance shall declare the item as surplus.
- F. The Director of Business and Finance shall determine the most environmentally advantageous method of disposal and present to the school committee the list and recommendations.

##### 2. Textbooks/Library Books:

- A. An appraisal will be solicited from companies who purchase used books when deemed appropriate by the Director of Business and Finance. All salable items will be sold to companies who submit quotes.

- B. Books which have not been disposed of may be advertised in the district newsletter to be given away free to district patrons or home schooled children.
  - C. Schools are allowed to give their student books which are no longer needed due to curriculum revisions, provided they are properly identified as given to the student.
  - D. Any books remaining after an adequate period of notification will be disposed of by the Director of Business and Finance.
3. Any deviation from the approved procedure must be submitted to the Superintendent.

LEGAL REFS.: M.G.L. 30B, Section 15

First Reading: September 18, 2006

Adopted by School Committee: October 16, 2006

## SECTION E

As of: JANUARY 2017

### **SUPPORT SERVICES**

EB	SAFETY PROGRAM
EBAB	PEST MANAGEMENT POLICY
EBB	FIRST AID
EBBA	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY
EBC	EMERGENCY PLANS
EBCA	EMERGENCY CARE PLAN
EBCC	BOMB THREAT
EBCD	EMERGENCY CLOSINGS
EC	BUILDINGS AND GROUNDS MANAGEMENT
ECA	BUILDINGS AND GROUNDS SECURITY
ECAC	VANDALISM
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS
EEA	STUDENT TRANSPORTATION SERVICES
EEAA	WALKERS AND RIDERS
EEAC	SCHOOL BUS SAFETY PROGRAM
EEACA	BUS DRIVER EXAMINATION AND TRAINING
EEACC	STUDENT CONDUCT ON SCHOOL BUSES
EEACC-R	STUDENT CONDUCT ON SCHOOL BUSES
EEACD	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS
EEAE	STUDENT TRANSPORTATION IN PRIVATE VEHICLES
EFC	FREE AND REDUCED PRICE FOOD SERVICES

## **CARVER PUBLIC SCHOOLS**

### **SAFETY PROGRAM**

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

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

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction in 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 school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

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

CROSS REFS.: EEAC, School Bus Safety Program  
GBGB, Staff Personal Security and Safety  
IHAM, Health Education

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### PEST MANAGEMENT POLICY

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

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

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

#### 1. OVERVIEW AND GOALS

- A. The Carver 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.

#### ,# 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.



II NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, 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. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- 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 District 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."

Adopted: March 11, 2002

## CARVER PUBLIC SCHOOLS

### FIRST AID

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The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the 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 and the child's parent or guardian has been notified. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting 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. The Superintendent will keep the School Committee informed.

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

CROSS REF.: JLC, Student Health Services and Requirements

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

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#### I. Purpose

To define and establish standard operating guidelines that are required by The Massachusetts Department of Public Health. Title XVI, Chapter 112, sections 12V, and 12V ½ in order for the Carver Public Schools Health Care Services to acquire, maintain and utilize automatic external defibrillators (AED's).

To increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event.

To identify individuals responsible for the AED Program:

Medical Director	EMS Director, Jordan Hospital
Program Coordinator	Carver School Nurse appointed by Superintendent
EMS Coordinator	EMS Coordinator, Jordan Hospital, Inc.
Site Coordinator	School Nurse at each participating Carver Public School Building

#### II. Policy

An Automated External Defibrillator (AED) will be available to AED trained faculty, staff and students at participating school buildings.

AED trained faculty, staff, students and bystanders are authorized to use an AED.

All AED trained faculty, staff and students must maintain CPR/AED certification.

Bystanders who are trained to use an AED may, after identifying themselves as being trained in the use of the AED, request and use the AED if it is accessible in the event of a sudden cardiac arrest on school grounds.

The Carver Public Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation. Maintenance of the AED shall be the responsibility of the Carver Public School Health Care Services.

### **III. Responsibilities**

Responsibilities as defined by the American Heart Association and as stated in the Automated External Defibrillator Program Memorandum of Agreement with Jordan Hospital, which is on file with the Program Coordinator.

#### 1.1 The Medical Director will:

- Oversee all medical aspects of the program
- Ensure compliance with appropriate regulatory requirements, including specific requirements of M.G.L.c1 12§12V and 12V ½
- Ensure proper skills, training and maintenance of skills for targeted AED faculty and staff responders
- Establish and review procedures for AED use
- Establish a quality review and improvement program, that includes event information downloaded from the AED, if possible, to obtain event information, post-drill and post event debriefing
- Establish and maintain a relationship with local EMS

#### 1.2 The Program Coordinator will:

- Assist with the development and implementation of the AED program
- Act as a liaison among the AED program participants
- Coordinate and oversee non-medical aspects of the program
- Be responsible for the AED program during the contracted school year
- Maintain a master list of all AED certified Carver Public Schools staff and training records
- Maintain documentation regarding use of AED

#### 1.3 The Site Coordinator will:

- Be responsible for the AED program at her site during the contracted school year
- Maintain training documentation of all targeted AED responders at the site
- Check AED equipment and accessories (School Nurse and/or designees) and document, in accordance with maintenance procedures
- Maintain documentation regarding use of AED
- Notify program coordinator if AED out of service
- Coordinate training of AED certified Carver Public School staff at her site
- Coordinate documentation relating to training, maintenance, use and post event data collection if possible

1.4 The EMS Coordinator will:

- Act as a resource to the Medical Director and School Nurses
- Facilitate immediate post-incident briefing
- Retain a copy of usage report for documentation

#### **IV. Training**

All School Nurses and Health Aides are required to maintain current certification by the American Heart Association: Basic Life Support (BLS) for Healthcare Providers.

Physical Educators and Health Educators at CMS and CHS are required to maintain certification by the American Heart Association: BLS and/or Heart Saver AED.

Students in grades 11 and 12 will be offered CPR/AED as an elective. When possible students in grades 9 and 10 will be given the opportunity to receive CPR/AED training.

Employees of the Carver Public Schools will be offered the opportunity to receive CPR/AED training.

Student AED documentation will be forwarded by the Health Educators to the school nurse.

On site drills will be conducted at least once during the school year by the School Nurse or Athletic Trainer. Drills will be documented. Drills will include but not limited to:

Review of site-specific emergency communication and response plans

Use if specified AED device

#### **V. Procedures**

Procedures will be developed by the School Nurse and Medical Director. Copies of the procedures will be kept at each AED sites.

#### **VI. Policy Review and Revision**

Review and revision of these policies and procedures by the School Nurse and Medical Director shall occur as needed, but at least every two years.

Adopted: November 2004

CARVER PUBLIC SCHOOLS

EMERGENCY PLANS

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

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

CROSS REF.: EBCD, Emergency Closings

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### EMERGENCY CARE PLAN

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Emergency care may include “first aid” which may be defined as the immediate and temporary care given to the victim of an injury or illness. Emergency care may require the need for an Emergency Medical Technician (EMT) or the services of a physician.

#### **Standard Procedure for School Emergency Care**

1. School health personnel will assume responsibility for first aid, for calling emergency resources, arranging for transportation, and for notification of parent or guardian.
2. Emergency care may include contacting 911 or calling the Poison Center at 800-682-9211.
3. All students and staff will have an emergency card with current information available.
4. All school personnel will be provided with a copy of the emergency care plan. Administration will conduct an annual review and discussion of the emergency care procedure and discuss staff responsibilities and the resources available.
5. Education and training will be offered to school personnel regarding Universal precautions, CPR and basic first aid. All seniors at Carver High School will have the opportunity to complete courses in CPR and first aid through the comprehensive health curriculum.

Adopted: October 16, 2000

## CARVER PUBLIC SCHOOLS

### BOMB THREAT

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A bomb threat against any one of the Carver Public Schools may be received by telephone, mail, or message at any time. Telephone threats may be received at the administration offices, at the Carver Police Department, the Fire Department, at various school offices, over public telephones located on school property, or may be directed at the home telephone of staff members. Any staff member receiving a telephone bomb threat should make every effort to follow the procedures outlined below:

Most bomb threats are very brief. The caller normally states his/her message in a very few words and hangs up; however, where possible, every effort should be made to obtain detailed information from the caller, such as:

1. Exact location of the bomb;
2. Time set for detonation;
3. Description of explosives or container;
4. Type of explosive;
5. Reason for call or threat.

The person receiving the call should also note such details about the calls as:

1. Date and time of call;
2. Exact language used;
3. Sex of caller;
4. Estimated age of caller;
5. Peculiar or identifiable accent;
6. Identifiable background noises, i.e., music, television, trucks, vehicular traffic, or other conversation.
7. Bomb threat checklist (EBCC-E) should be used.

When a bomb threat is received, it should be reported immediately to the Principal of the facility involved. If the Principal cannot be reached, it should then be reported to the Superintendent of Schools or his/her designee.

Threats received by letter should be preserved for investigation by the police for possible fingerprints and should not be handled once the letter has been opened.



**Procedures**

The Principal shall take the following steps:

1. Make a decision to evacuate the building and respond appropriately.
2. Dial 911. Notify Fire and Police Departments immediately if the call was not received by both. Both departments should respond.
3. Notify the Superintendent of Schools.
4. Search the building with custodial staff and either resume school day or send students home.
5. If needed, call MA State Police Bomb Squad for a complete search of the building.

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### EMERGENCY CLOSINGS

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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 principle 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 School Committee policy in reporting for work.

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF.: EBC, Emergency Plans

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**BUILDINGS AND GROUNDS MANAGEMENT**

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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 safe-keeping of property used by the school department will be the general responsibility of 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 Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; 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 safe-keeping of school property.

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

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

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**BUILDINGS AND GROUNDS SECURITY**

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

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

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

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.

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

VANDALISM

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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, 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 school department, 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 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 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.

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

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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.

School equipment may be used by staff members when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

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

Adopted: August 21, 2000

## CARVER PUBLIC SCHOOLS

### STUDENT TRANSPORTATION SERVICES

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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 school district owns and maintains its own fleet of vehicles and employs school bus drivers to provide a safe, efficient and cost-effective transportation system. A Transportation Director is employed to assist in the management and oversight of the district transportation services.

The school district could contract for transportation services if the current system was not meeting the needs of students. The School Committee would award contracts on a competitive bid basis. Bus contractors and taxi contractors, who may apply for the bid(s), and would be held responsible for the safe operation of school buses, would have to comply with all applicable state laws and regulations.

The Superintendent, working with the Transportation Director and other appropriate administrators, or contractor, 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; 71:71A;  
71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

CROSS REF.: EEAA, Walkers and Riders

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**WALKERS AND RIDERS**

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Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the School Committee is required to provide transportation for students as follows:

- Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.
- Grades 1 - 3: Students living more than one mile from school.
- Grades 4 - 6: Students living more than one and one-half miles from school.
- Grades 7 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

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

CROSS REF.: EEA, Student Transportation Services

Adopted: August 21, 2000



**CARVER PUBLIC SCHOOLS**

**SCHOOL BUS SAFETY PROGRAM**

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The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

The Transportation Director will ensure that staff and students will receive instruction in these areas.

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986  
M.G.L. 90:1 et seq.; 713:2; 713:7L  
Highway Safety Program Standard No. 17

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**BUS DRIVER EXAMINATION AND TRAINING**

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The Superintendent of Schools will reserve the right to approve or disapprove persons employed by the school department to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. No person under 18 years and only persons of high character will be allowed to operate school buses.
4. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
5. The operator is subject to an annual physical examination (If over 70 years of age, two physicals per year are required.)
6. Criminal Offender Record Information will be obtained from the MA Criminal History Systems Board prior to employment for each operator.
7. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.
8. Operators are required to be certified in Cardiac Pulmonary Resuscitation instruction within six months of employment; re-certification is required annually.

LEGAL REFS.: Highway Safety Program Standard No. 17  
M.G.L. 90:7B; 90:8A; 90:8A ½

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

STUDENT CONDUCT ON SCHOOL BUSES

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The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

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

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

STUDENT CONDUCT ON SCHOOL BUSES

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Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. He/she will report the incident in writing to the parent concerned, with a copy to the Superintendent.
2. In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Superintendent's office.
3. After a second offense and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop

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

Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:

Pushing or wrestling  
Annoying other passengers or disturbing their possessions  
Talking to the driver  
Throwing objects within the bus or out of windows  
Climbing over seats  
Opening or closing windows  
Leaning out of windows  
Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

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

CROSS REF.: JICC-R, Student Conduct on School Buses

Adopted: August 21, 2000

**CARVER PUBLIC SCHOOLS**

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

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The district shall comply with the Department of Transportation's regulations for the drug and alcohol testing of school bus drivers employed by the district. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The district will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

LEGAL REF.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991) 49C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs 49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing  
49 C.F.R. Part 391 Qualification of drivers

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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School buses will be used for the transportation of students participating in co-curricular or extra-curricular 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.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel 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.

Adopted: August 21, 2000

CARVER PUBLIC SCHOOLS

POLICY REGARDING 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 Carver School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Carver 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.

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Carver 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 References:* M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

First Reading: December 12, 2016

Second Reading Adopted by School Committee: January 9, 201



**CARVER PUBLIC SCHOOLS**

**FREE AND REDUCED PRICE FOOD SERVICES**

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The school system 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 School 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/her parents or guardian.

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.

LEGAL REFS.:       National School Lunch Act, as amended (42 USC 1751-1760)  
                          Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended  
                          M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Adopted: August 21, 2000

**SECTION F**

**As of: JANUARY 2017**

**FACILITIES DEVELOPMENT**

**FA FACILITIES DEVELOPMENT GOALS**

**FA-E FACILITIES DEVELOPMENT GOALS**

**FB FACILITIES PLANNING**

**FCB RETIREMENT OF FACILITIES**

**FF NAMING NEW FACILITIES**

**CARVER PUBLIC SCHOOLS**

**FACILITIES DEVELOPMENT GOALS**

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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 school system, and to provide the kind of facilities that will best support and accommodate the educational program.

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, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

LEGAL REF.:603 CMR 26:07

Adopted: October 16, 2000

**CARVER PUBLIC SCHOOLS**

**FACILITIES DEVELOPMENT GOALS**

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Facilities

- (1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction or expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion or national origin of any such student.
  
- (2) The goal of each school shall be to provide equal numbers of males and females with those facilities and conveniences within a school which are separated for reasons of privacy, e.g. Showers, locker rooms, changing rooms, toilets and laboratories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.:603 CMR 26:07

Adopted: October 16, 2000

CARVER PUBLIC SCHOOLS

FACILITIES PLANNING

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School Building Committee

Town Meeting creates a school building committee for specific building projects. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee and town.

The school building committee has the following responsibilities:

1. To study and make recommendations to the town with respect to school building needs.
2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

Staff Planning

Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS.: M.G.L. 71:37C and D; 71:68; 71:70  
Massachusetts Board of Education Regulations Governing the School Building Assistance Act, Chapter 645 of the Acts of 1948 as amended, FY 79 and Board of Education 603 CMR, 38:00 and 603 CMR 26:07

Adopted: October 16, 2000

## CARVER PUBLIC SCHOOLS

### NAMING NEW FACILITIES

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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.

The Superintendent will prepare for the approval of the committee a procedure to follow in recommending names for school buildings to the school building committee. 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 the planning starts.

Adopted: October 16, 2000

## CARVER PUBLIC SCHOOLS

### RETIREMENT OF FACILITIES

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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.

Adopted: October 16, 2000

## SECTION G

As of: JANUARY 2017

### **PERSONNEL**

GA	PERSONNEL POLICIES GOALS
GBA	EQUAL EMPLOYMENT OPPORTUNITY
GBD	SCHOOL COMMUNITY-STAFF COMMUNICATIONS
GBEA	STAFF ETHICS/CONFLICT OF INTEREST
GBEB	STAFF CONDUCT
GBEBA	HARRASSMENT POLICY
GBEBA-E	HARRASSMENT PROCEDURE
GBEBBA	APPROPRIATE BOUNDARIES WITH STUDENTS
GBEBC	GIFTS TO AND SOLICITATIONS BY STAFF
GBED	TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS
GBGB	STAFF PERSONAL SECURITY AND SAFETY
GBI	STAFF PARTICIPATION IN POLITICAL ACTIVITIES
GBJ	PERSONNEL RECORDS
GBN	SPECIAL RECOGNITION AWARD
GBN-E	SPECIAL RECOGNITION AWARD PROCEDURE
GCCAC	FAMILY & MEDICAL LEAVE



## **CARVER PUBLIC SCHOOLS**

### **PERSONNEL POLICIES GOALS**

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The Carver School district's specific personnel goals are:

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

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

Adopted: November 13, 2000

**CARVER PUBLIC SCHOOLS**

**EQUAL EMPLOYMENT OPPORTUNITY**

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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, national origin 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.: 603 CMR 26:08

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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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 from administrative decisions on important matters, **except those matters that are outside the committee's legal authority**, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. 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.

CROSS REF.: BHC School Committee/Staff Communications

Adopted: November 13, 2000

**CARVER PUBLIC SCHOOLS**

**STAFF ETHICS / CONFLICT OF INTEREST**

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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, co-workers, and officials of the school system.

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 school system. 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 be responsible for the supervision and/or evaluation of an employee directly related to him.

LEGAL REFS.:

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

Adopted: November 13, 2000

**CARVER PUBLIC SCHOOLS**

**STAFF CONDUCT**

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

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

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

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

1. Faithfulness and promptness in attendance at work
2. Support and enforcement of policies of the committee and their implementing regulations and school rules in regard to students
3. Diligence in submitting required reports promptly at the times specified
4. Care and protection of school property
5. Concern for and attention to their own and the school system's 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

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### HARASSMENT POLICY

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The Carver Public Schools are committed to maintaining a school 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 strictly prohibited. The Carver Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

#### DEFINITION OF HARASSMENT

In General: Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, the particular communication or conduct is viewed 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 by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. 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 include sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such 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.

#### HARASSMENT AND RETALIATION PROHIBITED

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, the Carver Public

Schools will not tolerate retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school.

Persons who engage in harassment 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.

#### INVESTIGATION

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform the Principal as soon as possible. If you do not wish to discuss the issue with him/her, or if s/he does not address the problem, you should inform the Superintendent or the Director of Special Education.

The Carver Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated.

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

#### CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Director of Special Education/Coordinator for Title IX, Section 504 of the Rehabilitation Act Chapter 622.

NOTICE OF NONDISCRIMINATION

The Carver Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Director of Special Education and can be reached at Carver Public Schools, 508-866-6190, Carver Square, Carver, MA 02330.

Inquiries regarding the application of the Carver Public Schools' nondiscrimination policy may be referred to Carver's Coordinator as stated above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, Massachusetts 02109.)

Adopted: November 13, 2000



## CARVER PUBLIC SCHOOLS

### ADMINISTRATIVE GUIDELINES FOR RESPONDING TO COMPLAINTS OF PEER HARASSMENT BY STUDENTS

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The school will investigate all complaints of harassment at school or at school related events and, if substantiated, take steps reasonably calculated to stop the harassment and prevent its recurrence. Once the school has learned of alleged incidents of harassment, it may not choose to ignore them, even if the complaint or victim informs the school that he/she wishes the school not to address the matter. Each school will appoint a team of professional personnel to investigate alleged incidents of harassment.

The school will respond to complaints of harassment in a reasonable, timely, and effective manner. What is reasonable, timely and effective, of course, depend on the individual circumstances of the complaint including, but not limited to, the nature of the allegations and ages of the students involved. Therefore, while the following may serve as general guidelines for responding to an incident of harassment, the guidelines must be adapted as necessary to effectively respond to the complaint.

#### I. Pre-Investigation

When the school has notice of allegations of harassment, the Superintendent should be informed as soon as possible. Consideration should also be given to the need to contact the Coordinator for Title D /Section 504 of the Rehabilitation Act/Chapter 622, and/or legal counsel for assistance in responding to a complaint.

Even before full investigation of allegations of harassment occurs, school personnel should consider whether there is a need to take immediate steps to protect the alleged victim from further possible harassment. In taking any such action, however, the rights of both the alleged victim and alleged perpetrator must be considered.

#### II. Investigation

Timeliness: The investigation should be started within 48 hours following notice of knowledge of alleged harassment.

Written statement of the complaint: It is important to obtain as many facts as possible, starting with gathering information from the complainant, including:

what specifically happened,

who committed the alleged act,

who was present or may have information about the event,

when the event occurred (date, time of day),

where the event occurred.

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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 should 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 should sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, interview of the alleged perpetrator and/or possible witnesses may be the next step. Keep notes of the interviews. In some circumstances, it may be advantageous to have another staff member present. If age appropriate, requesting written statements from witnesses or the alleged perpetrator may also be considered.

Confidentiality: The confidentiality of the complainant and the other witnesses must be maintained to the extent possible given the school's obligation to investigate the matter. Note that when initially questioning witnesses or the accused it isn't necessary, nor is it advisable, to state the name of the complainant (or victim). Under general principles of school law, there is no right for a student to confront his/her accuser except at a hearing to consider imposing a suspension of more than ten days.

Retaliation: If appropriate, remind the alleged perpetrator and witnesses that retaliation against persons whom they believe might have reported the incident is strictly prohibited and could result in, disciplinary action.

### III Determination

School personnel must weigh all of the facts objectively to determine whether the alleged event occurred and, if it did, whether it constituted harassment. The determination must be based upon all of the facts and circumstances, and the perspective of a reasonable person with the characteristics upon which the harassment was based. See Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991). The Unreasonable person" standard as applied to children is that of a reasonable person of like age, intelligence, and experience under like circumstances."

### IV Corrective Action

If harassment is substantiated, the school must take steps reasonably calculated to prevent recurrence and ensure that the victim is not restricted in participating in school

or in benefiting from school activities. As with the investigation, the response should be individually tailored to all of the circumstances, including the nature of the harassment and the age of the students. The following are suggestion for steps which may be taken:

Provide 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 be helpful in providing such programs);

Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them;

Provide counseling;

Impose disciplinary action, including but not limited to, a written warning, suspension and expulsion from school, subject to applicable procedural requirements (as with other matters of student misconduct, it may sometimes be appropriate to involve the parents of students).

#### V Closing the Complaint.

Give the complainant a brief statement of whether or not the complaint was substantiated and, if applicable, what action was taken to prevent recurrence of harassment. It is not appropriate to inform the complainant of specific disciplinary action taken against a student.

Retain notes and other documents relating to the investigation in a confidential file.

File a report with the Coordinator for Title DCJ Section 504/Chapter 622 containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Contact the complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

**NOTICE OF NONDISCRIMINATION**

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The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 is the Director of Pupil Personnel Services and can be reached at Carver Public Schools, 508-866-6190, Carver Square, Carver, MA 02330.

Inquiries regarding the application of the Carver Public Schools' nondiscrimination policy may be referred to Carver's Coordinator as stated above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office and Courthouse, Room 222, Boston, Massachusetts 02109.)

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### APPROPRIATE BOUNDARIES with STUDENTS

The School Committee of the Carver Public Schools requires that employees and volunteers foster an environment of professionalism and mutual respect with students.

All employees and volunteers are expected to exercise good judgment in maintaining professional boundaries when interacting with students, both on and off school property. Such boundaries must be maintained, both in fact and appearance. Employee and volunteer conduct with students should have a valid educational purpose and objective, consistent with the individual's designated role and with the student's (not the employee/volunteer's) needs.

Conduct that fails to maintain appropriate boundaries with students is strictly prohibited. Such prohibition applies to all district students Pre-K-12, regardless of the student's age, and to former students under age 18. Prohibited conduct includes but is not limited to:

- Conduct or statements toward a student that, from the perspective of a student or other individual, could reasonably be seen as having sexual or romantic connotations.
- Any activity directed toward establishing a sexual or romantic relationship such as dating, sending intimate letters, and/or engaging in sexualized or romantic dialogue whether in person, by phone, via the Internet, or in writing.
- A sexual relationship or any touching of a student under clothing, in the genital areas, on the buttocks or other commonly termed "private parts," except in a medical emergency.
- Any other conduct that constitutes sexual harassment or sexual abuse.

Any employee or volunteer who knows or who has reasonable cause to suspect that an employee or volunteer has violated this policy is required to notify the Building Principal or the Superintendent of Schools. Other individuals who reasonably suspect violations of this policy are also encouraged to notify the Principal or Superintendent.

The district will take steps to address all allegations that an employee or volunteer has violated this policy. Such steps may include but are not limited to appropriate investigation, disciplinary action, and exclusion from school property and events.

In addition, the district will report suspected child abuse to the Massachusetts Department of Social Services, will report suspected criminal activity to law enforcement authorities, and will report matters to the Massachusetts Commissioner of Education in accordance with the Regulations for Educator Licensure.

Legal References:

Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Protection and Care of Children, Massachusetts General Laws. c. 119, §51A  
Regulations for Educator Licensure, 603 CMR 7.14 (8) (h)

**EDUCATOR ETHICS/PROTOCOL\*\*  
PROTECT YOURSELF**

**HEALTHY BOUNDARIES for EDUCATORS**

More than ever, kids need healthy, clearly-defined relationships with adults to feel safe and to develop into competent and responsible human beings. As educators, we are their role models – not their friends, their confidantes or surrogate parents.

Your professional behavior, values, and responsibilities – both in and outside of school – are more important than popularity among students or a need to please others.

Remember that your competencies are in teaching your students and in providing students with an excellent, well-rounded education. You are employed by Carver Public Schools in a specific role. Leave the counseling to the counselors. *Remember – at all times – that you are the adult, the professional, the role model.*

**IN SCHOOL**

**Follow the Internet Use Policy.** Remember that any e-mails sent on a school computer can be retrieved. E-mails can be considered public documents. Internet activity on a school computer can be tracked.

**Dress Professionally.** While certain clothes are fine for weekend wear, they should not be worn to school by teachers. The way you dress should never be a distraction to your students.

**Use caution with self-disclosure about your personal life.** Discretion is important.

**Avoid being alone with students.** One-on-one tutoring should be done in a public place like the library. Leave your door open when conferencing. Avoid letting kids “hang-out” in your room.

**Be consistent in your treatments of students.** Do not make exceptions for a favored few. Do not advocate on students’ behalf to bend policies.

**Do not touch students.** Maintain a professional demeanor to avoid misinterpretation.

**EDUCATOR ETHICS/PROTOCOL\*\*  
PROTECT YOURSELF**

OUTSIDE SCHOOL

You are a private citizen, but you are also always an educator. Your out-of-school conduct can affect your job security. The line between our public and private lives is less clear, so what you post on a blog, on your My Space page, on Facebook, can be accessed by students. If you wouldn't want the Superintendent reading it aloud to you in a meeting, don't post it.

Do not extend your contact with students outside of school. Do not send text messages or IM's, give out your phone number, invited students to your house or allow them to show up. Do not drive students in your car. Do not give personal advice about boyfriends or girlfriends. Always be careful when sending e-mails.

STAYING WITHIN BOUNDARIES

Don't be afraid to correct inappropriate behavior. Remind students of the limits of your relationship as an educator. Reaffirm the helping nature of the relationship. Make a plan for getting the student appropriate help. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don't let situations escalate.

Be friends, not a friend. Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population - not laced with "inside" references.

Support the school culture of professionalism. Don't ignore situations. Help create a culture of intolerance for inappropriate behavior. Letting incidents slide sends the message that you believe such behavior *Maintain a culture of professionalism and respect, providing a healthy atmosphere for student growth.*



**EDUCATOR ETHICS/PROTOCOL\*\*  
PROTECT YOURSELF**

**IT'S THE LAW**

Massachusetts law requires school superintendents to report to the Commissioner of Education in writing wherever a licensed educator is dismissed, not renewed, or resigns after committing misconduct that might warrant revocation or other limitation of the educator's license.

According to State Regulation 603, CMR 7.17 (8) (h):

**Administrators' Obligation to Report:** Any administrator who dismissed, not renewed, or obtained the resignation of any educator for any reasons cited in 603 CMR 7.14 (8) (h) shall report in writing such resignation or dismissal and the reason for the administrator acquires relevant information after an educator's dismissal, resignation or non-renewal. Failure to make such reports shall be grounds on which the Commissioner may revoke the administrator's license.

When the Department of Elementary & Secondary Education receives a report under this regulation, it will conduct an investigation of its own to determine whether the facts warrant revocation, suspension, or limitation of an educator's license.

If you have any questions about your rights and responsibilities, speak to your EAPC representative or an administrator.

\*\*Educator Ethics/Protocol borrowed from the collaborative effort by Natick Public Schools and the Education Association of Natick of August 2007.

First Reading: August 13, 2007

Second Reading and Adoption: September 10, 2007

*Reviewed and Adopted by Carver School Committee, School Administrators and E.A.P.C.*

CARVER PUBLIC SCHOOLS

**GIFTS TO AND SOLICITATIONS BY STAFF**

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Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

In keeping with this policy, no employee of Carver Public Schools 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 small tokens of appreciation by parents and students or 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 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 must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

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

Approved: December 11, 2000

**CARVER PUBLIC SCHOOLS**

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

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The Carver School Committee will implement Chapter 71 of the Massachusetts Education Reform Act of 1993, to totally prohibit the use of tobacco products within the school buildings, the school facilities, the school grounds, or on school buses by any individual, including school personnel.

It is the intent of the Carver School Committee that a positive and supportive approach be taken toward adhering to this smoking policy. The success of this policy will depend upon the cooperation, thoughtfulness, and ongoing efforts of all staff. All employees share in the responsibility for adhering to this policy.

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

Adopted November 13, 2000

**CARVER PUBLIC SCHOOLS**

**STAFF PERSONAL SECURITY AND SAFETY**

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

Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Prospective candidates who will be taking the written examination for a teaching position must also file with the Superintendent's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

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

**LEGAL REFS.:**

M.G.L. 71:54; 71:55B; 71:55C

**CROSS REFS.:**

EB, Environmental and Safety Program

Adopted: November 13, 2000

**CARVER PUBLIC SCHOOLS**

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

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The School Committee 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 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

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### PERSONNEL RECORDS

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Information about staff members is required for the daily administration of the school system, 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 administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his written response in the file.
6. Lists of school system employees' names and home addresses 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  
(20 U.S.C. 1232g) and regulations.  
M.G.L. 4:7; 71:42C Teachers' Agreement

CONTRACT REF.:

All Agreements

CROSS REF.:

KDB, Public Right to Know

Adopted: November 13, 2000

**CARVER PUBLIC SCHOOLS**  
**SPECIAL RECOGNITION AWARD**

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The Carver School Committee believes that staff should be recognized for contributions that go beyond the expectations of a job description or a set of working conditions. The Carver School Committee also recognizes the special contributions of students, parents and community residents. To that end, written recommendations from the school community will be received by the school committee for consideration of special recognition. Written recommendations can be sent in care of the Superintendent of Schools any time during the year. The chairperson of the school committee and one other appointed member will review all requests and determine recipients.

The following criteria may be used in the selection of special recognition.

- ◆ Time and effort beyond the regular school day
- ◆ Student learning outcomes that exceed expectations
- ◆ Examples of commitment and dedication to the school district

Adopted: November 13, 2000



CARVER PUBLIC SCHOOLS

**SPECIAL RECOGNITION AWARD PROCEDURE**

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1. Any time during the year, recommendations for special recognition can be forwarded to the Office of the Superintendent.
2. All recommendations will be in writing and must include an explanation why the recommended individual should receive special recognition.
3. All recommendations will be forwarded to the school committee members identified to evaluate and name award recipients.
4. Previous to publicly naming any recipient, the school committee member will contact all other school committee members to identify the prospective recipient. Majority consensus will rule.
5. An award will be presented to the individual at the next scheduled school committee meeting and/or at another more appropriate meeting. Presentation will be made by the chairperson of the school committee, or designee.

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### FAMILY & MEDICAL LEAVE POLICY

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#### A. INTRODUCTION

The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons.

#### B. EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits with the Carver Public Schools (the "School District"), and employee must:

1. Work for the School District;
2. Have worked for the School District for a total of at least twelve months; and
3. Have actually worked at least 1,250 hours over the previous twelve months.

#### C. LEAVE ENTITLEMENT

The School District will grant an eligible employee up to a total of twelve work weeks of unpaid leave during a fiscal year for one or more of the following reasons:

1. For the birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
3. To take medical leave when the employee is incapacitated for work because of a serious health condition.

Spouses employed by the School District are jointly entitled to a combined total of twelve work weeks of "bonding" leave for birth or adoption of a child. However, if the leave is for the care of a sick child, to care for the other spouse, or for the employee's own serious health condition, each spouse is allowed 12 weeks' leave, less any "bonding" already taken by a spouse.

Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently.

“Instructional Employees” are teachers, coaches, and employees whose primary function is to teach and instruct students and their leave entitlement may vary from other employees. The school department will follow the Federal regulations and protections afforded in them; a copy of the regulations is in available in the Business Office. Bus Drivers, Cafeteria Workers, Administrative Assistants, Teaching Assistants and Classroom Aides are not considered “instructional employees.”

Also, employees of the School Department will be paid their accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave unless the employee prospectively requests in writing not to use her/his accrued leave. While on FMLA leave, employees may change their request to be paid their accrued leave time, or not, only prospectively.

D. METHOD OF LEAVE CALCULATION

A “rolling” 12-month period, measured backward, from the date the employee last used any FMLA leave.

E. MAINTENANCE OF HEALTH BENEFITS

The School District will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee will make arrangements with the School District to pay his or her share of health insurance premiums while on leave, on no less than a monthly basis. The School District may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

F. JOB RESTORATION

Upon return from FMLA leave, an employee will be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave will not result in the loss of an employment benefit that the employee earned or was entitled to before using FMLA leave.

G. NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide to the Superintendent of Schools or his/her designee the following information on the current Federal forms available in the School Business Office:

1. Thirty (30) days advanced notice of the need to take FMLA leave when the need is foreseeable, otherwise as soon as is practicable, using the current federal form;
2. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member in accordance with the current Federal form;
3. Second or third medical opinions and periodic reports of your health status (at the School District's expense of the employee's co-payment) if requested by the School District; and
4. Periodic reports during FMLA leave regarding the employee's status and intent to return to work as requested by the Superintendent or designee.

When leave is needed under the category of care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the School District's operation.

Please note that the School District may designate any period of leave that qualifies as FMLA leave even if the employee does not formally request FMLA leave.

H. OTHER PROVISIONS

The FMLA does not affect any other federal or state law that prohibits discrimination, nor supersede any state or local law that provides greater family or medical leave protection. Nor does it affect the School District's obligation to provide greater leave rights under a Collective Bargaining Agreement or employment benefit plan, where applicable.

I. SPECIAL PROVISIONS

The FMLA has special rules that apply to instructional employees<sup>1</sup>. These special rules place certain restrictions on the taking of intermittent leave, leave on a reduced schedule, and leave near the end of an academic term by instructional employees.

J. DEPARTMENTAL PROCEDURES

The School District may establish its own procedures to implement this policy, consistent with the policy.

First Reading: March 9, 2009

Second Reading & Approved by School Committee: April 13, 2009

1 Instructional employees are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

**SECTION H**

**As of: JANUARY 2017**

**NEGOTIATIONS**

<b>H</b>	<b>NEGOTIATIONS</b>
<b>HA</b>	<b>NEGOTIATIONS GOALS</b>
<b>HB</b>	<b>NEGOTIATIONS LEGAL STATUS</b>
<b>HF</b>	<b>SCHOOL COMMITTEE NEGOTIATIONS AGENTS</b>

**CARVER PUBLIC SCHOOLS**

**NEGOTIATIONS**

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The Carver School Committee Chairperson and Vice Chairperson or designee shall constitute the “Teachers Negotiation Subcommittee” along with the Superintendent of Schools and the school committee attorney. The teachers negotiation subcommittee will meet with the entire school committee previous to any initial negotiation meeting to discuss negotiation strategy and will update the full school committee periodically regarding negotiation progress.

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### NEGOTIATIONS GOALS

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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 this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The 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.

Adopted: November 13, 2000



**CARVER PUBLIC SCHOOLS**

**NEGOTIATIONS LEGAL STATUS**

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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.

Established by law

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

Adopted: November 13, 2000

## CARVER PUBLIC SCHOOLS

### SCHOOL COMMITTEE NEGOTIATING AGENTS

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

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

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
  - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the committee, and their participation in negotiations must be recommended by the Superintendent and approved by the committee.
  - b. He will direct accumulation of necessary data needed for negotiations, such as comparative information.
  - c. He will follow guidelines set forth by the committee as to acceptable agreements and will report on the progress of negotiations.
  - d. He 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

Adopted: November 13, 2000

## SECTION I

As of: JANUARY 2017  
**INSTRUCTION**

IA	INSTRUCTIONAL GOALS
IB	ACADEMIC FREEDOM
IGA	CURRICULUM DEVELOPMENT
IGD	CURRICULUM ADOPTION
IHA	BASIC INSTRUCTIONAL PROGRAM
IHA-E	BASIC INSTRUCTIONAL PROGRAM
IHA-E	PHYSICAL EDUCATION
IHAM	HEALTH EDUCATION
IHBD	COMPENSATORY EDUCATION
IHBE	BILINGUAL INSTRUCTION
IHBEA	ENGLISH AS A SECOND LANGUAGE
IHBG	HOME SCHOOLING
IHBG-E	HOME SCHOOLING
IHBH	HOME SCHOOLED STUDENTS: REQUIREMENTS FOR PARTICIPATING IN INTERSCHOLASTIC ACTIVITIES
IHCA	SUMMER SCHOOLS
IIAC	LIBRARY RESOURCES
IIACA	LIBRARY MATERIALS SELECTION AND ADOPTION
IIAC-1	VIDEO, FILM, CABLE BROADCAST USE PROCEDURE
IIAE	RECONSIDERATION OF INSTRUCTIONAL RESOURCES

IICA-1E	FIELD TRIP AND EXCURSIONS (EXPLANATION)
IICA-2E	EXTRACURRICULAR FIELD TRIP (EXPLANATION)
IJ	INSTRUCTIONAL MATERIALS
IJJ	TEXTBOOK SELECTION AND ADOPTION
IJK	SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION
IJM	SPECIAL INTEREST MATERIALS, SELECTION AND ADOPTION
IJNDB	ACCEPTABLE USE POLICY - (AUP) TECHNOLOGY
IJOB	COMMUNITY RESOURCE PERSONS/SPEAKERS
IJOC	SCHOOL VOLUNTEERS
IK	ACADEMIC ACHIEVEMENT
IKAB	STUDENT PROGRESS REPORTS TO PARENTS
IKB	HOMEWORK
IKE	PROMOTION AND RETENTION OF STUDENTS
IKF	GRADUATION REQUIREMENTS
IL	EVALUATION OF INSTRUCTIONAL PROGRAMS
ILBA	DISTRICT PROGRAM ASSESSMENTS
IMA	TEACHING ACTIVITIES/PRESENTATIONS
IMB	TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS
IMBC	PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION
IMD	SCHOOL CEREMONIES AND OBSERVANCES
IMG	SERVICE ANIMAL

**CARVER PUBLIC SCHOOLS**

**INSTRUCTIONAL GOALS**

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The primary function of a school program is the instruction of students. All staff activities and efforts shall be directed toward providing a high quality, effective, and ever-improving instructional program.

There are primarily three functions involved in carrying out the instructional program:

- Operating Function
- Coordinating and Developing Function
- Evaluating Function

The operating function involves classroom instruction and building program management. The coordinating and developing function includes monitoring activities (curriculum development), in-service education, and special services. The evaluation function involves data collection and synthesis and establishing future direction.

LEGAL REF.: 603 CMR 26:00

CROSS REF.: AD, Educational Philosophy  
ADA, School District Goals and Objectives

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**ACADEMIC FREEDOM**

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The School Committee seeks to educate students in the democratic tradition, to foster a 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 REFS.: Constitution of the Commonwealth of Massachusetts

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

CURRICULUM DEVELOPMENT

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Constant adaptation and development of the curriculum is necessary if the District 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 when appropriate. All curriculum development templates will be aligned with the state frameworks.

The School Committee expects its faculty and administration to regularly evaluate the education program and to make modifications of practice, changes in curriculum content and the addition or deletion of courses to the instructional program.

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

Adopted: January 22, 2001

CARVE PUBLIC SCHOOLS

CURRICULUM ADOPTION

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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 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 committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration.

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

Adopted: January 22, 2001



CARVER PUBLIC SCHOOLS

BASIC INSTRUCTIONAL PROGRAM

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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 business 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; 71:2; 71:3; 71:13  
603 CMR 26:05

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**BASIC INSTRUCTIONAL PROGRAM**

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Curricula

1. The curricula of all public school systems shall present in fair perspective the culture, history, activities, and contributions of persons and groups of different races, nationalities, sexes, and colors.
2. All schoolbooks, instructional and educational materials shall be reviewed for sex-role and minority group stereotyping. Appropriate activities, discussions and/or supplementary materials shall be used to counteract the stereotypes depicted in such materials.
3. School books, instructional and educational materials purchased after the date of 603 CMR 26.00 shall in the aggregate, include characterizations and situations which depict individuals of both sexes and of minority groups in a broad variety of positive rolls.
4. Each school shall provide equal opportunity for physical education for all students. Goals, objectives and skill development standards, where used, shall neither be designated on the basis of sex nor designed to have an adverse impact on members of either sex.

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

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

PHYSICAL EDUCATION

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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 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

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

HEALTH EDUCATION

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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. Health education will be taught as a separate academic discipline in grades K through 5 when available and as a separate class in grades 6-12 when available.

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 system's health education program.

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

Adopted: January 22, 2001

## CARVER PUBLIC SCHOOLS

### TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

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In accordance with state and state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades KI-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

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 District should be the education of children and youth on health decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make health decisions and avoid alcohol, tobacco, and drug use.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, this district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:1;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy  
JICH, Drug and Alcohol Use by Students

Adopted: October 17, 2016

**CARVER PUBLIC SCHOOLS**

**COMPENSATORY EDUCATION  
(Title 1)**

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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.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**BILINGUAL INSTRUCTION**

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As required by law, the School Committee will annually prior to March 1 determine the number of school-age children of limited English-speaking ability residing in the town. Whenever there are more than 20 such children of one language group (excluding children in parochial schools) the School Committee will provide a program in transitional bilingual education.

Any child whose primary language is other than English and who has difficulty performing ordinary class work in English may participate in these classes. The classes will consist of students of approximately the same age and level of educational attainment. Classes may also be offered in preschool and summer school programs.

Within 10 days after a student's enrollment in the transitional bilingual educational program, the student's parents or guardian will be provided with, in both English and their native language, the following information:

1. A clear statement of the purpose, method, and content of the transitional bilingual education program.
2. A statement of parental rights, which include:
  - a. visits to the transitional bilingual classes
  - b. conferences with school personnel
  - c. right to withdraw the student at any time upon written notification to the school authorities

The offering of this program makes it necessary to provide sufficient numbers of bilingual teachers and aides to implement it. The School Committee will make every effort to recruit and develop a highly qualified and motivated staff to carry out this program.

LEGAL REFS.: M.G.L. 71A:1 et seq.  
Board of Education Regulations for use in Administering Programs  
in Transitional Bilingual Education

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**ENGLISH AS A SECOND LANGUAGE**

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In keeping with the intention of the state of Massachusetts to offer educational opportunities to those children whose dominant language is other than English, the District shall provide suitable instructional programs for all such students in grades kindergarten through 12 in accordance with the requirements of state statutes and the Massachusetts Department of Education.

Foreign exchange or visiting students are not eligible for English as a Second Language programs.

Adopted: January 22, 2001



## CARVER PUBLIC SCHOOLS

### HOME SCHOOLING

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The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with 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:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

A student, with the approval of the school administration, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the School Committee's educational standards for graduation.

LEGAL REFS.: M.G.L. 69:1D; 76:1, Care and Protection of Charles  
MASS. Supreme Judicial Court. 399 Mass. 324 (1987)

Adopted: January 22, 2001

## CARVER PUBLIC SCHOOLS

### HOME SCHOOLING

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In March 1987, the Massachusetts Supreme Judicial Court decided the case entitled Care and Protection of Charles, 399 Mass. 324 (1987). The decision sets forth the legal standards for approval of home education programs for children of compulsory school age in Massachusetts. This advisory opinion, prepared by Rhoda E. Schneider, General Counsel of the Department of Education, is intended to inform public school officials and other interested parties of the standards set forth in the decision. It supersedes the department's January 4, 1980 Advisory Opinion on Home Education, although the approval guidelines established by the court are very similar to those in the 1980 advisory.

There are four main components to the decision, which may be summarized as follows:

**I. The School Committee may enforce the compulsory school attendance law through a care and protection proceeding.**

The court held that the Canton School Committee had authority to file a petition for care and protection (pursuant to General Laws Chapter 119, Section 24) with respect to three school-age children whose parents had not enrolled them in public school or an approved private school, and who had not been granted permission to educate them at home. The court noted that the compulsory school attendance law (General Laws Chapter 76, Section 1) states that "the School Committee of each town shall provide for and enforce the school attendance of all children (ages 6-16) actually residing therein in accordance here-with," and concluded that one appropriate way for the School Committee to do so is a petition to find the children in need of care and protection with respect to their educational care.

**II. The compulsory school attendance law provides adequate standards to determine a child's need for educational care and to withstand constitutional challenge.**

The court held that General Laws Chapter 76, Section 1, the compulsory school attendance law, provides the standards by which a judge may determine that a child is in need of educational care, and is neither void for vagueness nor an unlawful delegation of legislative authority. In pertinent part, the statute provides:

Every child between the minimum and maximum ages established for school attendance by the board of education (6-16) . . . shall . . . attend a public day school . . . or some other day school approved by the School Committee . . . unless the child attends school in another town . . . **but such attendance shall not be required of a child...who is being otherwise instructed in a manner approved in advance by the Superintendent or the School Committee.** (Emphasis added.)

The court concluded that this grant of authority to the Superintendent or School Committee to approve an alternative manner of instruction for a child (specifically, home instruction) is not unconstitutionally vague, because the school officials may draw approval criteria from three sources. First, the legislatures established a general

framework for public education, by mandating the subjects that must be taught in public schools and qualifications public school teachers must meet. (See MA General Laws Chapter 71, Sections 1, 2, 3 and 38G.) Second, the court stated that proposed home education programs are subject to the same standard of approval as private schools under General Laws Chapter 76, Section 1:

For the purposes of this section, School Committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching.

Third, the court set forth specific procedures and approval guidelines for home education programs, which are discussed in section IV of this advisory. In light of all these factors, the court concluded that the law provides reasonable standards for reviewing and approving home education programs, and therefore meets constitutional requirements.

**III. Parents have a basic right to direct their children's education, but that right is subject to reasonable regulation to promote the state's substantial interest in the education of its citizens.**

Several United States Supreme Court decisions, cited by the court, have affirmed substantial state interest in the education of its citizenry, with which parents' basic right to direct children's education must be reconciled. The court agreed with the parents that "the state interest in this regard lies in ensuring that the children residing within the state receive an education, not that the educational process be dictated in its minutest detail." However, the court concluded that the approval process required under General Laws Chapter 76, Section 1 "is necessary to promote effectively the state's substantial interest," and that the School Committee may use that statutory approval process to impose on home education programs "certain reasonable educational requirements similar to those required for public and private schools."

**IV. Guidelines for approval of home education plans.**

Having concluded that the approval process under General Laws Chapter 76, Section 1 is constitutionally permissible the court set forth guidelines for parents and school officials to follow in considering home education plans. They may be summarized as follows:

**A. Procedures.**

1. Parents must obtain approval **prior** to removing the children from the public school and beginning the home education program.
2. The Superintendent or designee must provide the parents with an opportunity to explain their proposed plan and present witnesses on their behalf.

3. In obtaining approval from the Superintendent or designee, the parents must demonstrate that the home education proposal meets the requirements of General Laws Chapter 76, Section 1, in that the instruction will equal "in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town."
4. If the home education plan is rejected, the Superintendent or designee must detail the reasons for the decision, and allow the parents to revise their proposal to remedy its inadequacies. If they begin the home education program without the necessary approval, the Superintendent or designee may initiate a truancy proceeding or a care and protection petition, in which it would have to show that the instruction in the home does not meet the statutory standard for thoroughness, efficiency and educational progress.

**B. Approval factors.**

The court listed the following factors that may be considered by the Superintendent or designee in deciding whether or not to approve a home education proposal:

**1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.**

General Laws Chapter 71, Section 1, 2 and 3 list the subjects of instruction that must be taught in the public schools. Section 1 allows the School Committee also to require such other subjects as it may deem expedient. In addition, the Superintendent or designee "may properly consider the length of the proposed home school year and the hours of instruction in each subject," noting that state law requires public schools to operate for a minimum of 180 days.

**2. The competency of the parents to teach the children.**

General Laws Chapter 71, Section 1 provides that teachers shall be "of competent ability and good morals." The court noted that parents providing education at home need not be certified, nor must they have college or advanced academic degrees. However, "the Superintendent or designee may properly inquire as to the academic credentials or other qualifications of the parent or parents who will be instructing the children."

**3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.**

The Superintendent or designee need access to this material "to determine the type of subjects to be taught and the grade level of instruction for comparison purposes with the curriculum of the public schools," but they "may not use this access to dictate the manner in which the subjects will be taught."

**4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.**

The Superintendent or designee may properly require such testing, and in consultation with the parents may decide where the testing will occur and the type of testing instrument to be used. The court noted that "where practical, a neutral party should administer the test," and that the school authorities and parents may agree to other means of measuring the children's progress, such as periodic progress reports or dated work samples. In addition, it suggested that on-site visits by public school representatives may be included, although "with appropriate testing procedures or progress reports, there may be no need for periodic on-site visits or observations of the learning environment by school authority personnel."

LEGAL REF.: M.G.L. 69:1D; 76:1

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**HOME SCHOOLED STUDENTS REQUIREMENTS FOR PARTICIPATION IN  
INTERSCHOLASTIC ATHLETIC PROGRAMS**

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The Superintendent will permit a home schooled student to participate in interscholastic athletics *if the following conditions are met:*

1. The building Principal has indicated approval of school committee policy on the annual Massachusetts Interscholastic Athletic Association membership form and included all home schooled students in the annual MIAA enrollment report.
2. The Educational Plan for the home schooled student has been approved by the Superintendent or his/her designee.
3. The Principal has determined appropriate high school grade level placement (9-12) for each home schooled student in conjunction with chronological age and educational plan.
4. The student resides in Carver and must be living with his/her parents or legal guardians in the family residence.
5. The Principal is satisfied that the student meets the guidelines for athletic participation required for all other students as defined in the current MIAA Blue Book. This should include, but not be limited to, those rules governing transfers, academic eligibility, age requirements, and the number of consecutive seasons of athletic eligibility beyond grade eight.
6. MIAA requirements relative to academic eligibility must be reviewed by the Principal at the same times that all other student athletes are to be certified as academically eligible.
7. If the Principal determines that all eligibility standards detailed above have been met, the Principal may declare the student immediately eligible to participate in interscholastic competition. The rights, privileges, and responsibilities associate with all other student athletes attending MIAA member schools will apply to home schooled students who have satisfied the requirements above.

Cross Refs. AC: Nondiscrimination

GBA: Equal Educational Opportunities

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**SUMMER SCHOOLS**

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The school system 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 school district.

LEGAL REF.: M.G.L. 71:28

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**LIBRARY RESOURCES**

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

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

Initial purchase suggestions for library materials may come from all personnel – teachers, coordinators and administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal, subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with school committee policy on complaints about instructional materials. The use of all videos and/or films will follow the **“Video, Film, Cable Broadcast Use Procedure”**.

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

LEGAL REF: 603 CMR 26:05

Adopted: January 22, 2001



CARVER PUBLIC SCHOOLS

**LIBRARY MATERIALS SELECTION AND ADOPTION**

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The continuous review of integrated learning center (library) 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 which is no longer accurate or current.

Materials intended for recreational reading have become dated or unattractive and are no longer in demand. Some books which are deemed standards or classics shall be retained even though they rarely circulate.

Materials have worn out, been damaged or physically deteriorated, and have lost utility, and/or appeal.

Materials have been superseded by newer items which present the same information but in superior format.

LEGAL REF.: 603 CMR 26:05

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**VIDEO / FILM USE PROCEDURE**

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Any video/film purchase by the school district will meet the standards identified in policy **IIAC-Library Material Selection and Adoption**. The following procedure will be followed for the use of any video, film or cable broadcast.

1. The librarian/IMC teacher will evaluate and preview any video, film, or cable broadcast for a library collection previous to purchase to ensure that it meets the materials selection and adoption policy using the approved preview form.
2. Any video or film considered for purchase by a teacher will be previewed by the teacher who will complete the approved preview form and submit it to the appropriate building Principal for approval.
3. Any video or film brought into school by a classroom teacher for instructional purposes must be previewed by the teacher using the approved preview form and submitted for approval to the appropriate building Principal.
4. No video or film will be shown in any classroom setting unless it has an educational value, compliments the curriculum and has a rating of G (general) or E (educational). All videos or films shown will have an accompanying worksheet or study guide to be completed by students.
5. A video, film, cable broadcast use approval form will be developed by each building Principal and will be submitted by teachers to their respective Principal previous to classroom use.
6. No video tape will be used to tape or re-tape unless it was purchased by the school district. All video tapes, blank or used, will be previewed before use by the teacher or specialist showing the video.

Revised: May 8, 2000

CARVER PUBLIC SCHOOLS

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

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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 Superintendent 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.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**FIELD TRIPS AND EXCURSIONS (EXPLANATION)**

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Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The Carver School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

- I. All out-of-state or extended (overnight) trips and excursions must have advance approval of the school committee. Initial approval by the School Committee is required before engaging students in fundraising activities. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

**1. Transportation**

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.safersys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

## **2. Trip Scheduling**

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedules 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 substantially 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.

For community based field trips within walking distance from the school, the following additional regulations will apply:

1. Appropriate weather conditions for walking
2. Teacher will review, with the students, walking safety rules on the day of the walk.
3. Supervision of at least three adults, one to lead the class, one in the middle of the class and one at the end of the class.
4. A predetermined path
5. The completion of a "Walking Field Trip Request" form at least one week (5 school days) before the scheduled trip.
6. Principal approval of the request.

## II. Regular Field Trips

Regular field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a classroom situation. The main criterion governing the acceptance of a proposed regular field trip activity is that it should be a valuable educational experience relating directly to the instructional program of the participating class or group. Attendance for regular field trips is usually required and participation may have an affect on individual marks or grades. Any classes or class work that students miss as a result of field trips will be addressed in the same manner that absences are in the school handbook.

- A. School buses will usually be used for all regular field trips.
- B. Due to scheduling, school buses are usually only available between 9:30 am and 2 p.m., Monday through Friday. Trips are also normally limited to a 75 mile radius.
- C. Teachers are to obtain the Principal's approval for each regular field trip. The appropriate forms are then sent to the Superintendent's office for final approval. The transportation department must be given at least two weeks prior notice of a trip to insure proper scheduling.
- D. School issued, signed permission forms must be on file with the appropriate teacher before a student participates in any field trip.

- E. When a field trip is planned that involves greater distances and/or longer periods of time, a report of the proposed activity detailing the type of experience, destination, length of time involved, funds to be expended, and number and makeup of participants and chaperones must be submitted to the Superintendent's office for approval at least 60 days in advance.
- F. Appropriate insurance coverage must be arranged by the field trip coordinator through the business office for all extracurricular field trip participants.

### III. Extracurricular Field Trip Policy

Extracurricular field trips are school-sponsored activities for which attendance is optional, and participation does not affect marks given for any particular subject or grade. The experience gained from such an activity cannot be considered an integral part of the school curriculum. Such trips are generally taken outside of the school day. Ski trips, class trips, student council conferences, club activities, are examples of extracurricular trips.

- A. A detailed report describing the type of activity, dates and times, transportation to be used, destination, identification (name, address and phone number) of sponsoring individual or group, identification (name, address and phone number) of all adults accompanying the student participants, statement as to medical coverage for participating students and provisions made for medical emergency, daily itinerary with phone number where group may be contacted each day of trip, makeup and grade level of student participants, as well as financial statement, must be submitted to the Superintendent's office at least two weeks in advance of a proposed trip for short-term or short-distance activities, and 60 days prior to extended trips.
- B. Large groups may request school bus use. However, school buses will be provided for athletic teams and music groups participating in music festivals and cultural events when transportation is available.
- C. Appropriate insurance coverage for each student participating in extracurricular field trips must be secured before the trip is taken through the business office by the trip coordinator.
- D. The appropriate signed parent permission form must be on file with the trip coordinator before the trip is taken.

- E. Students will be charged all costs, including but not limited to transportation costs, lodging and meals, insurance fees, entrance fees, and honorariums. A detailed notice thereof shall be provided to each student, the parts of same, and the school committee. Said notice shall also state the name, address and telephone number of the sponsor.

Adopted: November 2004

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**CARVER PUBLIC SCHOOLS  
EXTRACURRICULAR FIELD TRIP (EXPLANATION)**

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1. **THE PURPOSE OF THE TRIP**

Concisely stated purposes that the trip will provide an educational experience beyond class discussion and must be categorized in educational, social, and economic values.

2. **EDUCATIONAL ACTIVITIES**

Not to be construed (at the initial point of approval) as exact specific itineraries; however, planned visits and side trips should be included.

3. **PARENT REACTION AND SUPPORT**

A comment or two on this area is appropriate because of the interest and concerns these trips always create.

4. **FINANCES**

These should be kept at a minimum to allow any or all otherwise eligible students to participate. A budget must be attached to the initial proposal showing range of costs based on decisions to be made at a later time.

5. **STUDENTS INVOLVED**

Number, grade level, sex, course or class, and any other pertinent information.  
Meetings held with participants and/or parents.  
Availability of participation and reasons for screening students out of the program.

6. **SPONSORSHIP** (Chaperones and/or Drivers)

Who: Name and relationship to program.  
Number: Cost added to each student because of it.  
Ratio to participants. Tasks assigned.

7. **TRANSPORTATION, MEALS, LODGING**

Alternative plans of cars, bus, train, and plane.  
Type of nutrition considered (bag lunch, cafe, restaurant, homes).  
Assurance of all to be able to eat.

8. **DATES OF TRIP:**

Be precise and inclusive.

Adopted: January 22, 2001

## **CARVER PUBLIC SCHOOLS**

### **INSTRUCTIONAL MATERIALS**

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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 for programs will be delegated to the professional staff of the school system and must be aligned with the state curriculum frameworks. Because instructional programs and materials are of great importance, only those that meet the following criteria should be approved by the school administration:

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.
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

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS  
TEXTBOOK SELECTION AND ADOPTION**

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Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal of each school. The Principal is encouraged through the Superintendent or designee to establish a District-Wide Curriculum Committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the district. The committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the school system and particular objectives of the course program.
- To contribute toward continuity, integration, and articulation of the curriculum.
- 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 staff to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.
- Because textbooks are selected for several year's use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.: 71:48; 30B:7; 71:50, 603 CMR 26:05

CROSS REF.: KEC, Public Complaint About the Curriculum or Instructional Material  
Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION**

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The School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audio-tapes, and suitable technological applications which relate directly to the adopted curriculum.

The School Committee believes that teachers and administrators should have a large role in 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

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**SPECIAL INTEREST MATERIALS, SELECTION  
AND ADOPTION**

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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 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

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS  
ACCEPTABLE USE POLICY - TECHNOLOGY**

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**Purpose**

The Carver Public Schools district provides access to the system/network and the Internet to all employees and students to facilitate communications and access to information in support of educational goals. *Educational goals* are defined as activities that provide for student education, staff professional development, and research. The system/network will also be used for communication with staff, parents and students.

Use of the Carver Public Schools system/network is a privilege, not a right, and must support the stated mission, goals, and objectives of the Carver Public Schools.

A committee of teachers, principals, parents, and students approved the Acceptable Use Policy (AUP). This agreement outlines responsibilities for using the system/network and consequences of abusing that privilege. Every user is required read and sign the AUP before using the Carver Public Schools system/network *each year*. Signing the AUP becomes a legal agreement between the user and the district.

**Terms and Definitions**

**AUP:** Acceptable Use Policy

**BYOD: (Bring Your Own Device)** allows staff, students, and guests to bring their personal electric device(s) and connect to a wireless network. These include, but are not limited to smart phones, tablets, laptops, etc. Use of personal devices in class by students is at the discretion and supervision of individual classroom teachers.

**Chat:** Real-time communication between two users via computer. Once a chat has been initiated, either user can enter text by typing on the keyboard and the entered text will appear on the other user's monitor.

**CPS:** Carver Public Schools

**Cyberbullying:** Pursuant with Massachusetts Acts of 2010, Chapter 92, bullying through use of technology of any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligency of any nature transmitted in whole or in part by such things as electronic mail, internet communication, instant message, text message or facsimile. For more information cyberbullying, see the Carver Public Schools Antibullying Prevention and Intervention Policy.

**District:** Carver Public Schools PreK-12

**Electronic Messaging:** chat, email

**Email:** Short for electronic mail, the transmission of messages over communications networks.

**Internet Filter:** Software program or blocker that controls what is shown while a computer user is viewing pages on the World Wide Web.

**System/Network:** Carver Public Schools Network including the Internet, voice mail, email, hardware, software, digital equipment, handheld electronic equipment and individual computer work stations.

**User:** Any student or staff member with an account or anyone else provided access to resources associated with the network.

### **User Responsibilities**

Use and access is a privilege, not a right. Use of the network requires individual responsibility. A responsible user:

1. Knows he/she is part of a larger, global community and his/her actions reflect upon him/herself and the school.
2. Does not waste paper and ink, storage space, or bandwidth.
3. Uses time on a workstation or with any other equipment appropriately.
4. Does not share his/her own password and do not reveal any personal information on the internet, only entering non-specific data in order to access sites.
5. Understands prompt reporting of technical or security problems or inappropriate behavior to a staff member helps all users.
6. Understands that acceptable use rules that are violated or unacceptable behavior that occurs may be subject to disciplinary action, including but not limited to blocked access to the network or devices.

### **Monitored Use**

All messages and information created, accessed, sent, saved, or retrieved on the system/network are the property of the Carver Public Schools and should not be considered confidential. The system/network's backup and filtering mechanism automatically stores communications, including those that have been deleted. The school district reserves the right to access and monitor any messages and information on the system as it deems necessary and appropriate in the ordinary course of business to prevent abuse by network users, to ensure the proper use of resources, and to conduct routine maintenance. Where appropriate, communications, including text, images, or video may be disclosed to law enforcement officials in response to proper requests or to other responsible parties during disciplinary investigation or in the course of litigation without the prior consent of the sender or receiver. Those who use the system/network are considered to have consented to such monitoring and disclosure.

### **Privacy**

In order to protect students' schoolwork, user folders carry individualized security that protects the contents from any other student. Teachers, administrators, and technology staff can access student folders at any time. There is no expressed or implied level of privacy regarding the contents of user folders or any other use of Carver Public Schools Network and associated resources.

### **Appropriate System/Network Activity**

Activities in support of the District Goals and Objectives that do not violate other school or district policies are acceptable and appropriate. All files stored, viewed, or distributed on the network must be related to schoolwork, including, but not limited to, music, videos, images, URLs, and sound files.

### **Inappropriate System/Network Activity**

1. Intentionally copying, reading, modifying or deleting files or data belonging to another user.
2. Using someone else's login or password.
3. Pretending to be someone else when using the system/network.



4. Deliberately attempting to degrade or disrupt system performance including vandalism or theft of hardware, cloud-based accounts, software applications, files, or system configurations, attempting to introduce viruses, malicious code, or any other violation of district policy, state, or federal law. Such vandalism can result in payment for repair or replacement.
5. Intentionally bypassing or attempting to bypass CPS security, including attempts to bypass Internet filtering, or locking devices or computers.
6. Installing software, apps, loading personal account information or programs that have not been approved by the technology department.
7. Revealing personal information about others on the Internet.
8. Revealing personal information about yourself on the Internet without the expressed permission of a supervising staff member and parent or guardian.
9. Intentional storage, viewing, or distribution of any text, video, audio, images, or graphics considered inappropriate within a school environment. Inappropriate materials include, but are not limited to, those containing content that is profane or obscene, racial or ethnic slurs, vulgar, sexually explicit, threatening, defamatory, abusive, discriminatory, harassing, criminal or otherwise objectionable or that depicts, suggests or implies illegal activity, drug use or gambling, shows or encourages violence against a living being or physical property, provocative or explicit dress or undress.
10. Transmitting any material in violation of local, state, and federal law or regulation. Including, violating the legal protection of copyright, including the use of materials or ideas without properly citing their sources. This includes copying or downloading music, software, games, or any proprietary materials covered by copyright law.
11. Activities designed to harm or harass other users.
12. Advertising or advocating for non-school related activities or for-profit organizations, campaigning for political office, or "chain letters."
13. Use of the system/network for commercial transactions that benefit an individual or group.
14. "Chats" and games unless approved, directed, and supervised by an appropriate member of the school faculty or administration. The Director of Technology must expressly approve the storage, installation, and use of such files or applications.

## Consequences

In cases where it has been determined that a user has acted inappropriately, the administrative staff, in consultation with the Director of Technology, may take the following actions against the user:

1. File documentation with an administrator for investigation.
2. Restrict network access pending investigation.
3. Confiscation of personal equipment including laptops, software, cell phones, and other electronic devices.
4. Suspend or deny user account and privileges to CPS System/Network and all associated resources.
5. Implement disciplinary action up to and including suspension or expulsion.
6. **Pursue legal action, including criminal prosecution, as appropriate under local, state, and federal law.**

## Liability

Carver Public Schools is in compliance with the Children's Online Privacy Protection Act (COPPA) *Appendix A* and Children's Internet Protection Act (CIPA) *Appendix B*. As required by law, the school district has in place an Internet filtering mechanism that protects minors from unlawful, obscene, or harmful material.

## Disclaimer

Access to information all over the world via computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all materials and a user may unintentionally discover controversial or objectionable information. CPS policy affirms that the educational value of access to information and the potential for interaction on the Internet far outweighs the possibility that users may be exposed to materials not consistent with the educational goals of the district. CPS makes no warranties of any kind for the service it provides. The town of Carver, the School Department, or any municipal employees will not be liable for damages or injuries resulting from violations of the Acceptable Use Policy or any misuse of the Internet.

Edited from January 22, 2001 Policy

Revision Adopted: May 15, 2006

Revised: April 2014; Approved by School Committee 4-7-2014

**File: IJOB**

## CARVER PUBLIC SCHOOLS

### COMMUNITY RESOURCE PERSONS/ SPEAKERS

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Human resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view. Principals will approve use of speakers.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**SCHOOL VOLUNTEERS**

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It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, 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. The volunteer program will be coordinated by the Community Information and Resource Coordinator in cooperation with building administrators.

Adopted: January 22, 2001

## CARVER PUBLIC SCHOOLS

### ACADEMIC ACHIEVEMENT

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The philosophy of the School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his needs, his growth, and make instructional plans for him. A sharing of information among parent, teacher, and student is essential.

The committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents be informed regularly, and at least four times a year, of the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given but the student is evaluated informally in terms of his own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**STUDENT PROGRESS REPORTS TO PARENTS**

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The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**HOMEWORK**

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The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class.

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

There are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning consistent assignments. Homework is not to be used as a form of punishment under any circumstances.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

PROMOTION AND RETENTION OF STUDENTS

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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, but the final decision will rest with the building Principal.

Adopted: December 10, 2001



## CARVER PUBLIC SCHOOLS

### GRADUATION REQUIREMENTS

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In order to graduate from Carver High School, a student must have earned at least 110 credits. Course requirements are the following:

- English Language Arts - 4 years of study
- Mathematics, Social Studies and Science - 3 years of study
- Comprehensive Health - 4 semesters (grades 9-10)
- Computer Proficiency Completion of semester coursework or passing grade on computer proficiency exam.

Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses. Students may substitute no more than the equivalent of five (5) full time courses successfully passed at an accredited evening school or community college for courses required for a Carver High School diploma.

Starting with the Class of 2009, all students, who receive a CHS diploma must demonstrate through required coursework, supervised projects, and/or internships that they have met or exceeded expectations for each of Carver High School's Academic Expectations. Additionally, in order to achieve the Social & Civic Expectation that students "*participate in authentic activities that will make a contribution to both the Carver High School community and the community beyond the high school doors,*" all students will complete a minimum of **25 hours of community service** as a graduation requirement.

#### Early Graduation:

In order to be eligible for a diploma at the end of three years of study, a student must fulfill the following conditions: submit a written request to earn a diploma at the end of three years of study to the Principal, meet with parent/guardian, counselor and Principal to discuss ramifications of the request; receive written approval from the Principal in support of the request; and successfully fulfill all requirements for a Carver High School diploma as outlined in the Program of Studies by the close of the junior year. A student who elects to receive a CHS diploma at the end of three years is not eligible to participate in the activities, ceremonies, and awards that are an integral part of the senior or fourth year of study. The student remains a "member" of the junior class and has the opportunity to participate in the graduation ceremony with his/her class the following year.

#### Credit for Foreign Study:

Students who are away for a term, or year, to participate in a student exchange program, or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Carver High School.

MCAS

In accordance with the Massachusetts Department of Education mandates, students must earn a rating of *Needs Improvement*, *Proficient*, or *Advanced* on the MCAS examination in Mathematics and English Language Arts in order to obtain a Carver High School diploma (beginning with the graduating class of 2003).

Students who are unable to pass the MCAS Math and/or MCAS English Language Arts assessments prior to their expected graduation date, may be eligible for a Massachusetts Certificate of Attainment. In order to qualify for the Certificate of Attainment, the student must have met all other CHS graduation requirements, participated in tutoring and other academic support services, taken the MCAS exam in the subject(s) in question at least three times, maintained a 90% attendance level during the senior year, and taken additional course work every year in the subject(s) in question.

Adopted: January 22, 2001

Revision - First Reading - March 12, 2007

Second Reading - April 9, 2007

Action: Adopted April 9, 2007

## CARVER PUBLIC SCHOOLS

### EVALUATION OF INSTRUCTIONAL PROGRAMS

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

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. To 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. Studies of school achievement records.
3. Studies of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies and contracted evaluation services.
5. Teacher and parent evaluation of student behavior.
6. State Department of Education specialists and services.
7. Evaluations by the regional accrediting association.
8. Evaluations by other agencies.

An evaluation of the curriculum and its effectiveness is an ongoing process. Reports will be made periodically and reported to the committee by the Superintendent.

Adopted: January 22, 2001

**CARVER PUBLIC SCHOOLS**

**DISTRICT PROGRAM ASSESSMENTS**

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A district program of testing for assessment/evaluation shall be coordinated throughout the school district by the appropriate administrator who shall be responsible for scheduling, disseminating, and collecting tests and for reporting and interpreting all group test results.

Measurements of educational achievement shall be prepared so that data is consistent for comparison purposes within the school district from year to year and with other school districts to the extent required by rules of the State Board of Education.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**TEACHING ACTIVITIES/PRESENTATIONS**

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It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the District's 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 District's 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 teaching activity or presentation.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

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An important goal of the 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 ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the school administration 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 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 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 or disruptions of the school setting .

2. Appropriate supervision will be ensured by school administration.
3. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
4. 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 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.

Adopted: January 22, 2001

CARVER PUBLIC SCHOOLS

**PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**

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In accordance with General Laws Chapter 71, Section 32A, the Carver 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.

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

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

1. exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the School Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent 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, to be submitted within 30 days of the action or decision of the Principal. 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, to be submitted within 15 days of the Superintendent's decision.



The School Committee will review the issue and give the parent/guardian a written decision, within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute, to be submitted within 15 days of the School Committees' decision. Each of the time frames set forth above may be extended in extenuating circumstances.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

First Reading: December 4, 2006

Second Reading/Policy Adopted: January 8, 2007

CARVER PUBLIC SCHOOLS

SCHOOL CEREMONIES AND OBSERVANCES

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The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

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

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR 26:05

Adopted: January 22, 2001

## CARVER PUBLIC SCHOOLS

## SERVICE ANIMAL POLICY

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Pursuant to the Americans with Disabilities Act and federal regulations at 28 CFR Part 35, the Carver Public Schools will generally permit the use of service animals in all facilities and programs except as described herein.

**Definitions:**

“Service animal” means any dog that is individually trained to work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual or other mental disability. The work that is performed by a service animal must be directly related to the handler’s disability and may include, but is not limited to, assisting an individual with navigation, pulling a wheelchair, assisting an individual during a seizure, alerting individuals with impaired hearing to intruders or sounds, alerting individuals to the presence of allergens, retrieving items, providing physical support and assistance with balance and stability. Provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purposes of this policy or the ADA, however, trained miniature horses may be permissible as service animals under certain conditions.

**Use of Service Animals by students, staff and visitors:**

Student requests for service animal accommodations, including requests to have a service animal accompany a student in classrooms will be assessed through the 504 Team or IEP Team procedures. These Teams will determine whether or not the student requires the accommodation of a service animal in order to receive a free and appropriate public education. Questions about the use of service animals for students can be directed to the Pupil Personnel/ Special Education Office.

Employee requests for a disability accommodations, including requests to have a service animal at work, will be handled through the district’s employee accommodation procedures consistent with the Americans with Disabilities Act and school district policy. Employees may contact the Superintendent of Schools with any questions regarding the use of service animals.

Visitors who require the assistance of a service animal are welcome in all areas of Carver Public Schools, subject to the limitations below. Any questions regarding the use of service animals by visitors to the school may be directed to the Superintendent or the building principal. Carver Public Schools shall not be responsible for the care and/or supervision of a service animal.

### **Limitations for use of Service Animals**

Carver Public Schools may request that a person remove a service animal from the premises under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken.

A handler must control their animal by using a leash, harness or other tether unless the individual's disability prevents them from using such devices. If this is the case, the handler must exert control over the animal through voice commands, signals or other effective means.

A service animal may also be excluded if the use of the service animal poses a direct threat to the health and safety of others in the school building. To determine whether or not the service animal poses a direct threat, schools must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

If the service animal is excluded from the premises, the school will allow the individual to participate in the activity without the service animal on the premises.

### **Grievance and Appeals:**

Any person who disagrees with a decision denying or removing a service animal may appeal the decision using the grievance process for Section 504 matters. Students with 504 Plans or IEPs may also use the appeals process through the state Bureau of Special Education Appeals.

First Reading: April 13, 2011

Adopted: April 13, 2011

## SECTION J

As of: JANUARY 2017

### **STUDENTS**

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JLG	McKINNEY-VENTO/HOMELESS EDUCATION ASSISTANCE
JP	STUDENT GIFTS AND SOLICITATIONS
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JRA	STUDENT RECORDS
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JRD	STUDENT PHOTOGRAPHS

CARVER PUBLIC SCHOOLS

**STUDENT POLICIES GOALS**

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The student is the focal point of all operations of a school system. This top priority is shared with no one.

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 the very best learning achievements for each student through meeting the following goals regarding students:

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

LEGAL REF.:603 CMR 26:00

Adopted: February 12, 2001



CARVER PUBLIC SCHOOLS

EQUAL EDUCATIONAL OPPORTUNITIES

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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, creed, sex, religion, nationality, and 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 (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

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

All implementing provisions issued by the Board of 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)  
Board of Education Chapter 622 Regulations Pertaining to Access  
to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78  
Board of Education, Chapter 766 Regulations 10/74, amended through  
3/28/78, 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

ATTENDANCE AREAS

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Attendance areas for the various schools of the town will be developed by the Superintendent. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.

In establishing an attendance area, the following general guidelines will also be applied:

1. Use of safe walking conditions consistent with the committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. Honoring community of interest; where possible, school attendance zones will incorporate community patterns.

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 the establishment or change of previously established school attendance areas.

The Superintendent will confer with community representatives prior to setting new attendance lines. However, the 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

CROSS REF.: JCA, Assignment of Students to Schools

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

ASSIGNMENT OF STUDENTS TO SCHOOLS

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Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted by the Superintendent.

Special permission may be granted for the following reasons:

1. If the change involves a special education student, a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, the schools, and for disciplinary or administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his former school; permission will not extend beyond the current school year.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules; or an exceptional child is involved.

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

CROSS REF.: JC, Attendance Area

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

COMPULSORY ATTENDANCE AGES

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Massachusetts law establishes the Board of Education as the agent that determines mandatory and permissible school attendance ages, with exceptions listed in law. Generally, the Board requires that all children be enrolled in school beginning in September of the calendar year in which they attain the age of six and that they attend school regularly until they reach age 16.

Under law, each school committee must enforce the school attendance of all children of compulsory school age residing in the town.

Established by law.

LEGAL REFS.: MGL 15:1G; 71:22; 71:25; 76:1  
Board of Education Regulations for entrance to First Grade  
and Kindergarten, adopted 7/21/71.

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### ENTRANCE AGE

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In an attempt to permit children to enter kindergarten and first grade at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Kindergarten entrance is not mandatory; therefore, school committees are not required to allow the early entrance of children who do not meet the school's entrance age requirement.
2. 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.
3. On entering, each child must present:
  - a. A "certified" birth certificate issued by the town or city clerk's office of the town in which the child was born and which bears the seal of that city or town showing he or she to be of the appropriate age on or before September 1.
  - b. A physician's certificate showing that the child has been immunized against diphtheria, whooping cough, tetanus, measles/mumps/rubella, poliomyelitis and lead screening.
  - c. A valid doctor's certificate stating that the child should not have the immunization will be accepted, but such a certificate must be filed in the nurse's office by the October 1 enrollment report.
4. If these certificates are not presented on or before the opening day of school, the child may not be allowed to enter unless exempted for either medical or religious reasons.

Before making out records for pupils entering any grade OTHER THAN kindergarten and grade one, the school should check to see if the child has ever attended Carver schools before. ALL TRANSFER PUPILS SHOULD PRESENT a Birth Certificate and evidence of work completed elsewhere.

LEGAL REFS.: MGL 15:1G Board of Education Regulations adopted 7/20/71

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**ADMISSION OF STUDENTS WHOSE PARENTS ARE NONRESIDENTS**

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Students whose parents do not reside in the town will be charged tuition except as special considerations fall within the following objectives:

1. To provide temporarily for the continuous progress of children whose families move to or from the town at times when not being able to attend school might disrupt their ongoing education.
2. To bring into the school system on occasion students from other countries who are the guests of residents under exchange programs that have been recognized for purposes of school attendance by the Committee.

All-day students whose parents reside in another community will be charged tuition based on a per pupil cost determined in accordance with state law. This cost will be determined annually, and the tuition set by the Superintendent. Tuition payment is due before the start of the school year or upon entry of the student.

The Superintendent will approve special consideration as defined above.

The Superintendent will develop the needed procedures for admission of students whose parents are nonresidents and tuition payment. All students will comply with age and grade level requirements in force for this school system. Continuation of students whose parents reside in another community in the schools will be dependent on satisfactory citizenship performance as defined by the school handbook.

LEGAL REFS.: MGL 71:6, 71:6A, 76:6, 76:12

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### SCHOOL ADMISSIONS

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All children of school age who reside in the town 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 April. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal, proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship is also required by the school administration.

603 CMR 26:01; 26:02; 26:03

CROSS REFS.:      JLCA, Physical Examination of Students  
                         JLCB, Inoculations of Students

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**SCHOOL ADMISSIONS**

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*Purpose and Construction of 603 CMR 26.00*

- (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 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 or national origin.

*School Admissions*

- (1) All public schools in the Commonwealth shall admit students without regard to race, color sex, religion 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 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 any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extra-curricular activities.
- (4) Any standards used as part of the admissions process, including but not limited to testing, the use of recommendations and interviewing, to any public school (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, or national origin. Limited English-speaking ability (as defined by M.G.L.c.71A) 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 elimination of racial imbalance in public schools, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

LEGAL REFS.: MGL 15, 1G, 76:1, 76:5, 76:15; 76:15A

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**GRADE PLACEMENT AND ELIGIBILITY FOR HIGH SCHOOL GRADUATION  
FOR STUDENTS SEEKING TO ENROLL IN THE DISTRICT**

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The district recognizes that a student may withdraw from a Commonwealth charter school, a virtual innovation school, another school program or an approved home education program or may change residences at any time. In such circumstances, a school age child who resides in Carver and/or who is otherwise eligible to attend the Carver Public Schools may immediately enroll in the district. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the principal and/or the principal's designee will review the previous course of study and level of academic attainment of the student and will seek input from the student's prior school regarding grade level placement and eligibility for graduation. The district will enroll the student at the grade level the principal determines appropriate. In addition, the principal may consider the time of the school year when enrollment is sought as a factor in determining the student's grade level placement, eligibility for promotion and eligibility for graduation in a particular year. For example, the principal may determine that a student seeking enrollment after the mid-point of the academic year is not eligible for promotion or graduation in that academic year.

Legal Ref: M.G.L c. 76, §1, 5  
M.G.L c. 71, §89  
603 CMR 48.00

First Reading: April 13, 2011  
Adopted: April 13, 2011

CARVER PUBLIC SCHOOLS

SCHOOL CHOICE

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It is the policy of this School District to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12B) and 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. Siblings of enrolled school choice students will be given priority if there are openings.
6. 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.
7. 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,

*Legal References:* M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

First Reading: December 12, 2016

Second Reading Adopted by School Committee: January 9, 2017

**CARVER PUBLIC SCHOOLS**

**POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES  
ASSAULT OF EDUCATIONAL PERSONNEL**

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The following are prohibited on school premises or at school-sponsored or school-related events, including athletic games.

1. Possession of a dangerous weapon (including, but not limited to, a gun or a knife);
2. Possession of a controlled substance as defined in MGL c. 94C (including, but not limited to marijuana, cocaine, or heroin); and
3. Assault of educational staff (including, but not limited to, Principal, assistant Principal, teacher, teacher's aide).

Any student who is found in violation of this Policy may be subject to expulsion from the school or the school district by the school Principal. The following procedures will be followed for such a student who is charged with a violation of this Policy:

- a. The student shall immediately have an opportunity for an informal hearing before the assistant Principal at which he may speak in his own defense. If, after such informal hearing, the assistant Principal has reason to believe that the student has in fact violated the Policy, the student shall be suspended immediately. Parents will be contacted by telephone, if possible, and a letter will be mailed home.
- b. The assistant Principal shall report suspected possession of weapons or controlled substances to the local police chief. In the case of a weapons violation, the assistant Principal shall also report the incident to the Department of Social Services and the school's department of student services for assessment and referral for counseling.
- c. The student shall be notified in writing of an opportunity for a formal hearing before the Principal on a date which is as soon as is practicable, but in no event more than ten days beyond the date of the student's initial suspension. The written notice shall state:
  1. The charges against the student;
  2. The student's right to be represented by his/her parents or another person who is not an attorney; and
  3. The student's right to present evidence and witnesses in his/her defense and to cross-examine witnesses presented by the school department.

- d. If, after the formal hearing, the Principal determines that the student has violated this Policy, the Principal, in his/her discretion, may decide to return the student to school, to extend the suspension, or to expel the student. If the Principal decides that the student should not be expelled, the Principal must state in writing to the Superintendent his/her reasons for choosing suspension instead of expulsion as the most appropriate remedy. In his/her statement, the Principal must represent that in his/her opinion, the continued presence of the student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.
  
- e. The Principal shall give to the student a written statement containing findings of fact and disciplinary action taken. If the student is expelled from the school district, the notice shall also state the student's right to appeal to the Superintendent if notice of appeal is given to the Superintendent with ten days of the expulsion and the student's right to be represented by counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited to the factual determination of whether the student has violated the Policy.
  
- f. A report stating the reasons for the student's suspension or expulsion shall be made a part of the student's record.

REFS: Carver Student Handbook

LEGAL REFS.: 20 USC 1232g (Family Educational Rights and Privacy Act)  
MGL c. 71, ss37H (Discipline of Students)  
MGL c. 71, ss37L (Reports of Weapons Violations)  
MGL c. 269, ss10 (Reports of Weapons in Schools to Police)

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### STUDENT ABSENCES AND EXCUSES

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Regular and punctual school attendance is essential for success in school. The committee does recognize, 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:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and 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 justifiable.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

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 requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Having been expelled during the same school year from this district or any district in the Commonwealth;

Not being a resident of the District and the District 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 CM 26:00

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**STUDENT RIGHTS AND RESPONSIBILITIES**

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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 in 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 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

Adopted: February 12, 2001



CARVER PUBLIC SCHOOLS

**STUDENT INVOLVEMENT IN DECISION-MAKING**

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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 according to an election procedure approved by the school committee.

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

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS  
STUDENT CONDUCT**

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Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

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

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

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

The above-prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

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

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**STUDENT CONDUCT ON SCHOOL BUSES**

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The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

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

Cross Reference: Policy EEACC, Student Conduct on School Buses

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

STUDENT CONDUCT ON SCHOOL BUSES

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Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. The Principal will report the incident in writing to the parent concerned, with a copy to the Superintendent.
2. In case of a repetition by the same student, the Principal will suspend the student's transportation privileges with written notice to the parent to report at once with the child to the Superintendent's office.
3. After a second offense and a conference with the Superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop

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

Required Conduct Aboard the Bus

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:  
Pushing or wrestling  
Annoying other passengers or disturbing their possessions  
Talking to the driver  
Throwing objects within the bus or out of windows  
Climbing over seats  
Opening or closing windows  
Leaning out of windows  
Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

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

Cross Reference: EEACC-R, Student Conduct on School Buses

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**POLICY PROHIBITING BULLYING**

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An Act Relative to Bullying in Schools has requirements regarding school committee policies and student handbooks, as follows:

1. School Committee Policy. M.G.L. c. 71, Sec. 37H requires the superintendent to publish the district's policies relative to the conduct of teacher and students. The anti-bullying law amends Section 37H by explicitly requiring that there be a policy that prohibits bullying (as defined by M.G.L. c. 71, sec. 37O) and includes the student-related sections of the district's Bullying Prevention and Intervention Plan.
2. Student Handbooks. The anti-bullying law also amended M.G.L. c. 71, Sec. 37H to require that schools include an "age appropriate summary" of the student-related sections of the Bullying Prevention and Intervention Plan.

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**DISTRICT POLICY<sup>2/</sup>**

The Carver 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.

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<sup>2/</sup> The required School Committee Policy prohibiting bullying must include the student-related sections of the district's Bullying Prevention and Intervention Plan, which districts must have in place no later than 12/31/10. Consequently, if a school committee were to adopt, now, a policy prohibiting bullying, the school committee should do so with the understanding that the policy language may need to be revised at a later date based on the district's Bullying Prevention and Intervention Plan and the final regulations implementing the statute's requirements regarding providing notification of bullying or retaliation.

Acts of bullying and cyberbullying 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, infringes on the rights of the target at school or materially and substantially disrupts 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 reliable information about bullying also is prohibited.

#### **A. Definitions**

**Aggressor** is a student or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

**Bullying**, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students or a staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (1) causes physical or emotional harm to the target or damage to the target's property;
- (2) places the target in reasonable fear of harm to himself or of damage to his property;
- (3) creates a hostile environment at school for the target;
- (4) infringes on the rights of the target at school; or
- (5) 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.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

**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.



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**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, cyberbullying or retaliation has been perpetrated.

**B. Bullying and Retaliation Are Prohibited and Will Lead to Discipline**

The Carver Public Schools absolutely prohibits bullying, cyberbullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action, however, such disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for students includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Staff who engage in bullying or retaliation will be subject to disciplinary action, based upon appropriate standards and expectations in light of the staff member's role and responsibilities. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment.

**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.

**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. 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 the Superintendent:** Staff member, parents/guardian, students or others who witness or become aware of conduct by the principal that may be bullying or retaliation are expected to report it to the Superintendent or designee, who shall then be responsible for taking steps otherwise assigned to the principal under this Policy.

**Reporting to Parents/Guardians:** In the event the principal or designee determines that bullying or retaliation has taken place, the principal or designee will promptly notify the parent/guardian of the alleged target and the alleged aggressor. There may be circumstances in which a principal or designee will notify parents prior to completion of an investigation.

**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 principal or designee has a reasonable basis to believe that criminal charges may be pursued, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and the School Committee's agreement with the Carver Police Department. 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 Carver Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

**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 Carver Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Carver 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. 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

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individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

**Reporting to Other Agencies:** In certain cases, bullying of a student may constitute child abuse under Massachusetts law. The Carver Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

#### D. Investigation

The school principal 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. A written record of the investigation will be maintained. 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 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.

**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 may record the allegations and read them to the complainant to confirm accuracy.

**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.

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**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**

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, 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 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 student's classroom or school;

Limiting or denying student access to a part, or area, of a school;

Enhancing adult supervision on school premises;

Excluding 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 be helpful in providing such programs.

Personalized Action Plan 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.

Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

**F. Closing the Complaint and Possible Follow-Up**

In the event the principal or designee determines that bullying or retaliation has taken place, school staff will promptly provide notice to the parent/guardian of a target and a student aggressor and will further inform the parent of the target 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.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

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, the outcome of the investigation, and the action taken.

First Reading: August 16, 2010

Second Reading and Adoption: September 13, 2010

*Revisions Approved and Amended November 14, 2011*

**Revisions Approved and Amended November 10, 2014**

CARVER PUBLIC SCHOOLS

**STUDENT PUBLICATIONS**

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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 school system) 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 in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**HAZING**

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CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a Principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

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

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

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

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the 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.

Adopted: February 12, 2001



**CARVER PUBLIC SCHOOLS**

**TOBACCO USE BY STUDENTS**

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Effective June 18, 1993, smoking, chewing or other use of tobacco products 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. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

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

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**ALCOHOL USE BY STUDENTS**

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In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, this district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REF.: M.G.L. 272:40A

Adopted: February 12, 2001

Revised: October 2016

**CARVER PUBLIC SCHOOLS**

**PREGNANT STUDENTS**

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School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

No student shall be discriminated against because of marriage, pregnancy or parenthood.

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, and that every opportunity to complete high school is provided.

In compliance with Massachusetts General Law 71, Section 84, the Carver Public Schools ensures that no student shall be suspended, expelled, or otherwise disciplined on account of marriage, pregnancy, parenthood or for conduct which is not connected with any school sponsored activities; provided, however, in the case of a pregnant student, it is required that the student be under the supervision of a physician.

The physician's statement will document that the student is physically and emotionally able to continue participation. This information will be published in the student handbooks and reviewed with parents and students every year.

LEGAL REF.: M.G.L. 71:84

Adopted: February 12, 2001

Revision - First Reading - April 13, 2009

CARVER PUBLIC SCHOOLS

INTERROGATIONS AND SEARCHES

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Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest is involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**STUDENT COMPLAINTS AND GRIEVANCES**

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

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

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

LEGAL REF.: M.G.L. 76:17

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

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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, the 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 complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged through school councils.
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. This should be a shared responsibility.
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

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**CO-CURRICULA AND EXTRACURRICULAR ACTIVITIES**

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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 extra-curricular activities conducted as such school which restrict students participation on the basis of race, color, sex, religion 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 extra-curricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR 26.06(7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system 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, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to ensure 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 competition 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 extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular 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 of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF.:M.G.L. 71:47, 603 CMR 26.06

Adopted: February 12, 2001



**CARVER PUBLIC SCHOOLS**

**STUDENT ORGANIZATIONS**

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Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

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. The faculty advisor will be voluntary and if one cannot be found, the proposed organization cannot be formed. 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 as determined by the Principal 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.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The volunteer faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Legal Ref.: 603 CMR 26.06

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

STUDENT FUND-RAISING ACTIVITIES

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The Committee recognizes the need to conduct some fundraising activities to supplement the regular school budgets. It is recommended that the proceeds from fund-raising activities be used for items/activities which will benefit the schools but not funded in the regular school budget. In addition to the main purpose of raising money, fund raising events are a means of increasing communication and fellowship among parents, faculty and students, as well as presenting a greater understanding of the schools.

It is the desire of the Committee that parent and student groups conduct fundraising activities only for specific purposes. Funds raised by any such activities may support both curricular and extra curricular programs and may be used to defray costs of educational programs for activities which above and beyond normal budget support. At no time shall fund raising activities usurp the responsibility of the School District in providing necessary financial resources for educational programs.

The following activities are excluded from this policy:

1. Concerts and or performances by School district groups, such as bands, orchestras, choruses, drama groups.
2. Interscholastic or intramural athletic contests.

Section A:

The following procedures must be followed in securing permission to raise funds:

1. Fundraising activities may be conducted by student groups and school related groups such as booster clubs, parent-teacher organizations, etc. All groups must apply for permission to participate in fundraising activities.
2. Fund Raising Forms must be filled out and returned to the building Principal no later than 14 days in advance of the start of the fund raising activity.
3. The Principal must approve or disapprove the activity. The approval form is to be forward to the Superintendent for his/her action.

4. The superintendent must act on the request and return the form to Principal with appropriate action noted.
5. The Principal notifies the sponsor of the fundraising activity.
6. Any request for financial support as part or in lieu of fundraising activities must be submitted for consideration during and as part of the budget preparation of the year preceding the fiscal year in which the funds are to be expended. Said funds will be approved for inclusion in the budget by specific vote of the Committee.
7. This policy shall apply to all persons who are raising funds on behalf of the students, staff, schools and activities of the Carver Public Schools.
8. No activities relating to the proposed fundraising may take place until the sponsor receives the Fundraising Form approved by the Superintendent.
9. There will be no door - to - door solicitation by students.
10. Funds raised in one school year by a class or student group should be spent in the same school year. If funds are not expended in the school year, the remaining funds will follow the class or student group to the next school year. All funds must be expended by the end of the Senior year by any class or school group.
11. Funds raised for charitable purposes or scholarships must be donated in a timely fashion for the purpose they were solicited.
12. All funds must be deposited into the appropriate account within 24 hours of receipt of the funds. The deposit will be made to the approved accounts. No funds will be deposited in personal accounts.
13. No fundraising activity for Carver Public Schools should result in personal profit for any employee or volunteer.
14. See Policy DG for Accounting Procedures.

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**Section B**

**Fundraising by Students/Charitable Causes**

A public school can properly participate in fund-raising activities to support charitable causes and vital community organizations and programs. An individual class or school club, with the approval of the Principal and Superintendent, may support a worthwhile community service project.

The following procedures must be followed in securing permission to raise funds:

1. Fundraising activities may be conducted by student groups and school related groups such as booster clubs, parent-teacher organizations, etc. All groups must apply for permission to participate in fundraising activities.
2. Fund Raising Forms must be filled out and returned to the building Principal no later than 14 days in advance of the start of the fund raising activity.
3. The Principal must approve or disapprove the activity. The approval form is to be forward to the Superintendent for his/her action.
4. The superintendent must act on the request and return the form to Principal with appropriate action noted.
5. The Principal notifies the sponsor of the fundraising activity.
6. This policy shall apply to all persons who are raising funds on behalf of the students, staff, schools and activities of the Carver Public Schools.
7. No activities relating to the proposed fundraising may take place until the sponsor receives the Fundraising Form approved by the Superintendent.
8. There will be no door - to - door solicitation by students.
9. Funds raised for charitable purposes or scholarships must be donated in a timely fashion for the purpose they were solicited.
10. All funds must be deposited into the appropriate account within 24 hours of receipt of the funds. The deposit will be made to the approved accounts. No funds will be deposited in personal accounts.

First Reading by School Committee: 11/13/2006; Second Reading/Revision 12/8/06  
Adopted by School Committee: January 8, 2007

**CARVER PUBLIC SCHOOLS**

**STUDENT ACTIVITY ACCOUNTS**

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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 managed in accordance with sound business practices which include accepted budgetary and accounting practices.

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.
2. authorizes the Town 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 regulations established by School Committee policy.
3. authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.
4. directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Education recommends districts to consider an audit conducted by an outside accounting firm every two to three years.

Cross Reference: DG: Student Activity Agency Account

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**CONTESTS FOR STUDENTS**

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The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District 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 Superintendent.

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

INTERSCHOLASTIC ATHLETICS

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The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

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.

LEGAL REFS.: M.G.L. 71:47; 71:54A  
603 CMR 26.06

CROSS REFS.: AC, Nondiscrimination (and subcodes)

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### STUDENT DISCIPLINE

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Discipline is the dual responsibility of the home and school.

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 District 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 REFS.: M.G.L. Chapter 71, S. 37H and 37L;  
M.G.L. Chapter 76, S. 16 and 17;  
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0  
also Mass. Dept. Of Education, Advisory Opinion on Student  
Discipline, January 27, 1994

Adopted: February 12, 2001



CARVER PUBLIC SCHOOLS

CORPORAL PUNISHMENT

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*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.

Established by law

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

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### RESTRAINT OF STUDENTS

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Carver Public Schools complies with the MA Department of Education restraint regulations (603 CMR 46.00 et seq. (“Regulations”)), to the extent required by law. 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.

**Methods and Conditions for Implementation** --School staff may use physical restraint<sup>3</sup> only (1) when non-physical interventions would be ineffective and the student’s behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student’s Individual Education Plan or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical<sup>4</sup> and mechanical restraints<sup>5</sup> may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion<sup>6</sup> is prohibited.

The Regulations do not prevent a teacher, employee or agent of the Carver Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

**Staff Training** -- All school staff must receive training with respect to the district’s restraint policy (i.e., following the Regulations), including receiving information about

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3 Physical restraint is the use of bodily force to limit a student’s freedom of movement and does not include touching or holding a student without the use of force for the purpose of directing the student. Carver Public Schools uses a variety of physical restraint methods, including but not limited to de-escalation of problematic behavior, relationship building and the use of alternatives to restraints.

4 Chemical restraint is the administration of medication for the purpose of limiting the student’s freedom of movement.

5 Mechanical restraint is the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body and does not include a protective or stabilizing device ordered by a physician.

6 Seclusion is defined as physically confining a student alone in a room or limited space without access to school staff and does not include the use of “time out” procedures during which a staff member remains accessible to the student.

interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

**Reporting Requirements and Follow-Up** -- In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraining (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to the MA Department of Education along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

**Complaints** --Complaints and investigations regarding restraint practices are covered by Carver Public School Policy File: KE, Public Complaints.

**Additional information**, including a copy of the regulations, can be obtained from the Director of Pupil Personnel Services who can be reached at 508-866-6190. A copy of the regulations may also be obtained at [www.doe.mass.edu/lawsregs/603cmr46.html](http://www.doe.mass.edu/lawsregs/603cmr46.html).

LEGAL REF:. 603 CMR 46.03 (1) (a) and (b) Adopted: January 14, 2002

## CARVER PUBLIC SCHOOLS

### STUDENT WELFARE

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#### 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 as 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 technology, science, homemaking, art, physical education and health, will include and emphasize accident prevention. Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices 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

The District shall cooperate with appropriate fire departments in the conduct of fire drills.

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**STUDENT INSURANCE PROGRAM**

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A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**STUDENT HEALTH SERVICES AND REQUIREMENTS**

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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 is not available; and any allergies or diseases the student might have.

The District shall maintain emergency procedures 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 Paramedic Assistance Unit of the Fire Department.**

In instances when the Paramedic Assistance Unit 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 administrator immediately. There will be prompt reporting by teachers to the Principal or designee of any accident or serious illness and such reports will be filed with the Superintendent's Office.

**Student Illness or Injury**

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In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation. If the parent is not able to be contacted, the student will be held in school until parental contact is made.

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

CROSS REF.: EBB, First Aid

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### PHYSICAL EXAMINATIONS OF STUDENTS

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Every student will be examined once in each school year for screening in sight or hearing and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student is required to present documentation of a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will be thoroughly examined by their own physician to determine physical fitness. A written report stating the fitness of the student to participate signed by his/her physician will be sent to the athletic director.

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 telephone if follow-with remedial treatment is recommended. A copy of the report will be filed at the school. The school physician will make a prompt examination of all children referred to him/her by the school nurse.

The school nurse will make a monthly report to the Superintendent of the number of students examined by the school physician and the number excluded from school for medical reasons. Documentation for students identified for special adjustment of work will occur in their IEP or 504 Plan. The causes of student exclusion or referral to school physician will be included in the report.

CROSS REF.: JF, School Admissions

Adopted: February 12, 2001



CARVER PUBLIC SCHOOLS

INOCULATIONS OF STUDENTS

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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 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, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Established by law

LEGAL REF.: M.G.L. 76:15

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

COMMUNICABLE DISEASES

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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 Superintendent shall make the determination of those who need to know.

LEGAL REF.:M.G.L. 71:55

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION

Whereas, there is a great deal of concern in the community about the history, symptoms, and transmissibility of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC);

and

Whereas, misinformation or lack of knowledge regarding the scope of the disease could result in improper decisions about children's attendance at school;

and

Whereas, a comprehensive policy on AIDS and ARC has been developed by the Massachusetts Department of Public Health, which has been adopted by the Massachusetts Department of Education as policy;

therefore be it

**RESOLVED**, that the Massachusetts Medical Society strongly recommends at this time that school systems in the Commonwealth appropriately implement an official policy governing school attendance by children and teachers with Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) using the guidelines currently developed by the Massachusetts Department of Public Health.

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

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

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Epidemiological studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immunodeficiency virus, (HIV), and receiving medical attention are able to attend regular classes.
  - A. If a child has coetaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
  - B. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
  - C. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
  - D. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) are able to attend school without any further restrictions.

\*NOT INTENDED FOR DAY CARE

2. The child's personal physician is the primary manager the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
  - A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school Superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.

- B. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the Superintendent might notify one or more of the following:
    - Principal
    - School Nurse
    - Teacher
  - C. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person to person contact.
  - D. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
  - E. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an out-break of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmunegamma globulin) and/or the outbreak has no longer become a threat to the child.
4. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.
5. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
- A. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.

- B. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should be disinfected with the bleach solution described in 5A.
  - C. Persons involved in the clean-up should wash their hands afterward.
6. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**POLICY FOR THE ADMINISTRATION OF MEDICATIONS**

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The Carver School Committee approves the following policies governing administration of medications in the schools under its jurisdiction.

*I. MANAGEMENT OF THE MEDICATION ADMINISTRATION PROGRAM*

A. The school nurse shall be the supervisor of the medication administration program in the school.

B. The school nurse and the school physician shall develop and propose to the school committee policies and procedures relating to the administration of medications.

C. Medication Orders/Parental Consent:

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order. A medication order form will be sent to the physician for completion. Whenever possible, the medication order shall be obtained and the medication administration plan shall be developed before the student enters or re-enters school.

a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- (1) the student's name
- (2) the name and signature of the licensed prescriber and business and emergency phone numbers
- (3) the name of the medication
- (4) the route and dosage of medication
- (5) the frequency and time of medication administration
- (6) the date of the order and discontinuation date
- (7) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent/guardian or student to keep confidential
- (8) specific directions for administration.

b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:

- (1) any special side effects, contraindications and adverse reactions to be observed
- (2) any other medications being taken by the student
- (3) the date of the next scheduled visit, if known.

c. Special Medication Situations:

(1) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.

(2) For "over-the-counter" medications, i.e., non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools.

(a) Over-the-counter medications may be given only with a physician's order and written parental consent. The medication must be in its original container.

(b) Standing orders from the school physician will cover the following situations.

(1) Tylenol may be given according to standing orders from the school physician prescribing perimeters for administration. Consent from a parent or guardian is necessary before administration, this may be given over the phone. A written consent form must be completed as soon as possible.

(2) Ibuprofen may be given in school if recommended by the athletic trainer following the perimeters prescribed by the school physician. Parent consent is also necessary before administration.



- (3) Investigational new drugs may be administered in the schools with:
  - (a) a written order by a licensed prescriber,
  - (b) a written consent of the parent or guardian,
  - (c) a pharmacy-labeled container for dispensing. If there is any question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

**(4) For Emergency Situations:**

- (a) An epi pen or antihistamine may be administered by trained staff in the case of a severe allergic reaction.**
- (b) Naloxone (Narcan) may be administered by the school nurse in cases of suspected opioid overdose.**

2. The school nurse shall ensure that there is a written authorization by the parent/guardian which contains:
  - a. the parent/guardian's printed name, signature and an emergency phone number;
  - b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medications not be documented;
  - c. approval to have the school nurse or school personnel designated by the school nurse administer the medication;
  - d. persons to be notified in case of a medication emergency, in addition to the parent/guardian and licensed prescriber.

D. Medication Administration Plan:

1. The school nurse, in collaboration with the parent/guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.\*

If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

\* The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14, if appropriate.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
  - a. the name of the student;
  - b. an order from a licensed prescriber, including business and emergency telephone numbers;
  - c. the signed authorization of the parent or guardian, including home and business telephone numbers;
  - d. any known allergies to food or medications;
  - e. the diagnosis, unless a violation of confidentiality or the parent/guardian or student requests that it not be documented;
  - f. the name of the medication;
  - g. the dosage of the medication, frequency of administration and route of administration;
  - h. any specific directions for administration;
  - i. any possible side effects, adverse reactions or contraindications;
  - j. the quantity of medication to be received by the school from the parent/guardian;
  - k. the required storage conditions;
  - l. the duration of the prescription;
  - m. the designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated persons are unavailable;
  - n. plans, if any, for teaching self-administration of the medication;
  - o. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;

- p. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication not be documented;
  - q. when appropriate, the location where the administration of the medication will take place;
  - r. a plan for monitoring the effects of the medication;
  - s. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.
  - F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent/guardian and/or licensed prescriber.
  - G. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.
  - H. For the purposes of medication administration, the Licensed Practical Nurse functions under the general supervision of the school nurse who has delegating authority. (Medication administration is within the scope of practice for the Licensed Practical Nurse under M.G.L. Chapter 112).

I. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the Physician's Desk Reference (FDR) or U.S.P.D.I. (Dispensing Information), Facts and Comparisons.

J. Delegation/Supervision

This section applies to school districts or private schools which have been registered by the Massachusetts Department of Public Health to permit school nurses to delegate responsibility for administration of medication to trained nursing-supervised unlicensed school personnel.

For the purpose of administering emergency medication to an individual child, including parental administration (i.e. by injection) or medication pursuant to 210.004 (B) (2), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health
2. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
3. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required.
4. The administration of parental medications may not be delegated, with the exception of epinephrine or other medication to be administered in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent/guardian.

5. Medications to be administered pursuant to p.r.n. (“as needed”) orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.
6. For each school, an updated list of unlicensed school personnel who have been trained in the administration of medications shall be maintained. Upon request, a parent/guardian shall be provided with a list of school personnel authorized to administer medications.
7. Supervision of Unlicensed Personnel --

Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The school committee shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

  - (a) After consultation with the Principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, in those categories of school personnel approved by the school committee who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.
  - (b) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:
    - (1) the number of unlicensed school personnel the school nurse can adequately supervise on a weekly basis as determined by the school nurse:
    - (2) the number of unlicensed school personnel necessary, in the nurse’s judgment, to ensure that the medications are properly administered to each student.

- (c) The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.07 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
  - (1) The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.
  - (2) The school nurse shall provide a training review and informational update, at least annually, for those school staff authorized to administer medications.
- (d) The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to the administration of medication.
- (e) The first time that an unlicensed school personnel administers medication, the delegating nurse shall provide supervision at the work site.
- (f) The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following: (a) health condition and ability of the student; (b) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated; (c) the type of medication; and (d) the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.

Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.

- (g) For the individual child, the school nurse shall:
- (1) determine whether or not it is medically safe and appropriate to delegate medication administration;
  - (2) administer the first dose of the medication, if (1) there is reason to believe there is a risk to the child as indicated by the health assessment, or (2) if the student has not previously received this medication in any setting;
  - (3) review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;
  - (4) provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation and/or student assessment;
  - (5) review all documentation pertaining to medication administration every two weeks or more often as necessary.

## *II. SELF-ADMINISTRATION OF MEDICATIONS*

“Self-administration” means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered;

- B. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self-administration of medication;
- C. The student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. There is written authorization from the student's parent/guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;
- F. If requested by the school nurse, the licensed prescriber provides a written order for self-administration;
- G. The student follows a procedure for documentation of self-administration of medication;
- H. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
- I. The student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent/guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication;
- J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.



*III. HANDLING, STORAGE AND DISPOSAL OF MEDICATION*

- A. A parent/guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students, if required by the self-administration agreement, to the school nurse or other responsible person designated by the school nurse.
  - 1. The medication must be in a pharmacy or manufacturer labeled container.
  - 2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
  - 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent/guardian of the arrangement and the quantity of medication being delivered to the school.
  
- B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
  
- C. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
  
- D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
  
- E. Parents/guardians may retrieve the medications from the school at any time.

F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.

G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent/guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

#### *IV. DOCUMENTATION AND RECORD KEEPING*

A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.

1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
3. The daily log shall contain:
  - a. the dose or amount of medication administered;
  - b. the date and time of administration or omission of administration, including the reason for omission;
  - c. the full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

5. All documentation shall be recorded in ink and shall not be altered.

6. With the consent of the parent/guardian, or student where appropriate, the completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record. When the parent/guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

- B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

#### V. REPORTING AND DOCUMENTATION OF MEDICATION ERRORS

- A. A medication error includes any failure to administer medication as for a particular student, including failure to administer the medication:
  - 1. within appropriate time frames; (The appropriate time frame should be addressed in the medication administration plan.)
  - 2. in the correct dosage;
  - 3. in accordance with accepted practice;
  - 4. to the correct student.
- B. In the event of a medication error, the school nurse shall notify the parent/guardian immediately. (The school nurse shall document the effort to reach the parent or guardian.) If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
- C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the following location: Medication Error Folder and the Student Health Record. They shall be made available to the Department of Public Health upon request. All

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medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

- D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication in the future.

*VI. RESPONSES TO MEDICATION EMERGENCIES*

(Refer to the school's policy for handling all health emergencies in the school.) Such emergency policies shall contain (1) local emergency response system telephone numbers (including ambulance, poison control number, local emergency care providers, etc.) (2) persons to be notified, e.g., parent/guardian, licensed prescriber, etc. (3) names of persons in the school trained to provide first aid and cardio-pulmonary resuscitation, (4) scheduled programs for staff to be trained in first aid and CPR, (5) provision of necessary supplies and equipment and (6) reporting requirements.

The school nurse shall develop procedures for responding to medication which poses an immediate threat to the health or well-being of the student. These procedures shall be consistent with the school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified in case of a medication emergency.

*VII. DISSEMINATION OF INFORMATION TO PARENTS OR GUARDIANS REGARDING ADMINISTRATION OF MEDICATIONS*

Such information shall include an outline of these medication policies and shall be available to parents/guardians upon request.

*VIII. PROCEDURES FOR RESOLVING QUESTIONS BETWEEN THE SCHOOL AND PARENTS REGARDING ADMINISTRATION OF MEDICATIONS.*

(Refer to approved existing policies within the school district for the resolution of differences, if appropriate.)

Legal Reference: 105 CMR 210.000 The Administration of Prescription Medications in Public and Private Schools

Adopted: February 12, 2001

**Revised May 2016**

**First Reading June 13, 2016**

**Approved August 12, 2016**

CARVER PUBLIC SCHOOLS

SUSPECTED HEAD INJURY/CONCUSSION POLICY

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Pursuant to Mass. Gen. L. c. 111, Section 222 (“Section 222”) and accompanying regulations (105 CMR 201 et seq.), the Carver Public Schools have developed this policy to address the identification and proper handling of suspected head injury in student participating in school-based athletics and marching band.

**Definitions**

For the purposes of this policy, consistent with 105 CMR 201.007, the following words shall have the following meaning:

Department means the Department of Health.

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.

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 dysregulation 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.

**Roles and Responsibilities**

Athletic Director shall be responsible for the general implementation of this policy and any accompanying procedures as it relates to students in grades 6 through 12 who participate in extracurricular athletic activities and/or marching band. The Athletic Director is required to review this policy every two years.

Coaches are required to instruct students in form, technique and skills that minimize sports-related head injury and are directed 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 sports equipment as a weapon.

Students who engage in unreasonably dangerous behavior while participating in extracurricular athletic activities will be subject to the code of conduct and possible disciplinary consequences.

### **Training**

The following people shall be required to participate in a training in the prevention and recognition of a sports-related head injury, including second impact syndrome: coaches; certified athletic trainers; volunteers; school physicians; school nurses; athletic director; marching band directors (including volunteer directors); Parents of students who participate in an extracurricular athletic activity; and students who participate in an extracurricular athletic activity.

In accordance with Section 222 and accompanying 105 CMR 201.008, online training programs will be offered through the Department at no charge to the individual. This training shall include recognizing sports-related head injury including second impact syndrome. Individuals who are required to participate in the training shall submit documentation verifying the completion of the training to the Athletic Director. Such documents shall be maintained by the Superintendent or a designee for three years.

### **Prerequisites to Participation in Student Athletics [or Marching Band]**

At or before the start of each sport or band season, students/ parents shall provide the following information:

1. Documentation of the student's annual physical examination;
2. A completed *Pre-Participation Head Injury/ Concussion Reporting For Extra-Curricular Activities ("Pre-Participation Form")* which 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. A certification of completion for any Department approved online course or a signed acknowledgment as to their receipt of Department approved written materials. Certification for completion of the online course is valid for one school year.

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If the student/parent fails to provide any of the above information, the student will not be permitted to participate in the activity, including but not limited to try-outs or practices.

**Removal from Athletic Activities due to Head Injury and Procedures for Returning to the Activity**

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to practice or competition that day.

The student must provide a completed *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the Athletic Director prior to resuming the extracurricular athletic activity.

If a student is diagnosed with a concussion, school personnel, including but not limited to the teachers, school nurse, and certified athletic trainer, along with parents shall develop a written graduated entry plan for return to full academics and extracurricular activities. The school nurse will coordinate the writing and approval process of the written graduated entry plan.

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 physician 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.

**Reporting Requirements**

All coaches are required to report any student's head injury or suspected concussion sustained in practice or games to the student's parent so that the parent may take the student to a medical provider for appropriate medical evaluation and treatment. The parent shall be informed of the injury immediately after the practice or game in which it occurred and notification must also be provided in writing no later than the end of the next business day.

The coach must also notify the Athletic Director of the injury and removal from play by the end of the next business day. The coach must also complete a *Department Report of Head Injury During Sports Season Form* and provide it to the athletic director, parent, certified athletic trainer and school nurse.

If a student sustains a head injury outside of the extracurricular activity, the parent must complete the *Department Report of Head Injury During Sports Season Form* to the Athletic Director.

Athletic Directors shall disseminate to coaches and band directors copies of the *Pre-Participation Form* for all of that coach's team or band director's band. The Athletic Director shall copy any forms that indicate a history of head injury provide them to the school nurse. The Athletic Director shall copy any forms that indicate a history of head injury, batch them by team or band grouping, and provide them to the team's physician and the team's certified athletic trainer, if any.

### **Conclusion**

Failure of staff to adhere to the requirements herein may result in disciplinary actions and up to an including dismissal employment.

The relevant student portions of this policy shall be reproduced for annual publication in the student handbook.

Cross Ref: Mass. Gen. L. Ch. 111, Section 222  
105 CMR 201.000 et seq.  
Student Handbook Policies

Forms: *Pre-Participation Head Injury/ Concussion Reporting For Extra-Curricular Activities Form*  
*Department Post Sports-Related Head Injury Medial Clearance and Authorization Form*  
*Department Report of Head Injury During Sports Season Form*

First Reading: April 13, 2011  
Adopted: April 13, 2011



CARVER PUBLIC SCHOOLS

GUIDANCE PROGRAM

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Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him in arriving at his own satisfactory solutions.

Guidance services will include educational guidance; testing programs, occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

**GUIDANCE PROGRAM**

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Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin and religion shall not be considered as limiting factors in career determination.

“Career Day” programs and other occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials including pictorial representations to be used to recruit students for employment, including training, that contain a preference of individuals of particular race, color, sex, religion, or national origin. Any pictorial representation in such materials, in the aggregate, shall depict members of both sexes and of minority groups.

No material or tests shall be employed for guidance purposes which discriminate and/or limit choices on the bases of race, color, sex, religion or national origin.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04

Adopted: February 12, 2001

**CARVER PUBLIC SCHOOLS**

**McKINNEY-VENTO  
HOMELESS EDUCATION ASSISTANCE POLICY**

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**PURPOSE**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The Carver Public School District shall ensure that every effort is made to comply with this legislation.

**DEFINITION**

Carver Public Schools is in compliance with the Massachusetts Department of Education (MADOE) which has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

- Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition shall include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Unaccompanied youth – a youth not in the physical custody of a parent or guardian.

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## LIAISONS

The McKinney-Vento Act requires the Carver Public Schools along with every school district to designate a staff person to serve as the Homeless Education Liaison whose role it is to assist homeless students enrolled in school and to ensure that they receive the educational services for which they are eligible. This liaison may have other duties within the school district. This liaison shall be responsible for developing the grant application to MADOE.

## ENROLLMENT

Carver Public Schools must immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency.

Furthermore:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

## TRANSPORTATION

Carver Public Schools shall ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin.

Furthermore:

- If the homeless student continues to live in the area served by the district in which the school of origin is located, that district must provide or arrange transportation;
- If the homeless student moves to an area served by another district, though continuing his or her education at the school or origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin; and
- If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

### **ACCESS TO COMPARABLE SERVICES**

Homeless students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title 1 or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

**NOTE:** To expedite the delivery of nutritional benefits, school officials may accept documentation that students are homeless from the local educational liaison or the director of homeless shelter where the students reside as the determination of eligibility for free lunch.

### **ACCESS TO PRESCHOOL**

An important goal of McKinney-Vento is to afford homeless preschoolers the same opportunity to enroll, attend and succeed in preschool as non-homeless preschoolers, thereby minimizing their educational disruption due to homelessness. The Carver Public Schools Homeless Education Liaison and early care and education providers, including child development and preschool program personnel, child care resource and referral agencies and other service providers, must coordinate and collaborate to review and revise practices, or policies that inadvertently act as barriers to the enrollment of homeless children in child care and early education programs.

### **DISPUTE RESOLUTION**

If a dispute arises over school selection or enrollment, the Carver Public Schools will immediately enroll the homeless student in the school in which enrollment is sought - pending resolution of the dispute - and must provide the parent, guardian or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision. The Carver Public Schools shall refer the unaccompanied youth, parent or guardian to the Homeless Education Liaison, who will expeditiously carry out the dispute resolution process. The final decision in such a situation resides with Massachusetts Commissioner of Education.

**UNACCOMPANIED YOUTH & CHILDREN AND YOUTH IN STATE CARE OR CUSTODY**

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing, denied housing by their families, those who have left home voluntarily, even when their parent/s want them to return home, and youth doubled up with friends or relatives. Also, in collaboration with the Department of Social Services, MADOE has determined that children and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and are therefore homeless.

Unaccompanied youth or students in state care or custody who are awaiting foster care are entitled to the same educational rights and services, including transportation, under McKinney-Vento as any homeless child or youth in the care of their parent(s)/guardian(s).

First Reading by School Committee: September 18, 2006

Adopted by School Committee: October 16, 2006

CARVER PUBLIC SCHOOLS

STUDENT GIFTS AND SOLICITATIONS

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Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

In keeping with this policy, no employee of Carver Public Schools 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 small tokens of appreciation by parents and students or 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 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 must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

CROSS REF.: GBEC, Staff Gifts and Solicitations

Adopted: February 12, 2001

CARVER PUBLIC SCHOOLS

STUDENT FEES, FINES, AND CHARGES

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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:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

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 withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Adopted: February 12, 2001



CARVER PUBLIC SCHOOLS

**STUDENT RECORDS**

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In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, 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 school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

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  
Board of Education Student Record Regulations adopted 2/10/77  
And June 1995  
603 CMR: Dept. of Education 23:00 through 23:12 also  
Mass. Dept. of Education publication Student Records; Questions,  
Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public Right to Know

Adopted: February 12, 2001

Revision - First Reading - March 12, 2007  
Second Reading - April 9, 2007  
Action: April 9, 2007

**CARVER PUBLIC SCHOOLS**

**STUDENT RECORDS**

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603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71 & 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 & 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 are 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. 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, & 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:

- (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 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.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th 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 9th 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. The term as used in 603 CMR 23.00 shall include a divorced or separated parent, subject to any written agreement between parents or court order governing the rights of such a parents that is brought to the attention of the school Principal.

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 term 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.

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  
                      Board of Education Student Record Regulations adopted 2/10/77  
                      and June 1995

Adopted: February 12, 2001

## CARVER PUBLIC SCHOOLS

### STUDENT PHOTOGRAPHS

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Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

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 the cumulative file or 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.

Adopted: February 12, 2001

## SECTION K

As of: JANUARY 2017

### **COMMUNITY RELATIONS**

KA	SCHOOL/COMMUNITY RELATIONS GOALS
KA-1	SCHOOL/COMMUNITY RELATIONS GOALS
KBA	SCHOOL/PARENT RELATIONS GOALS
KBE	RELATIONS WITH PARENT ORGANIZATIONS
KCB	COMMUNITY INVOLVEMENT IN DECISION-MAKING
KCD	PUBLIC GIFTS TO THE SCHOOLS
KDB	PUBLIC'S RIGHT TO KNOW
KDD	NEWS MEDIA RELATIONS/NEWS RELEASES
KDD-E	NEWS MEDIA CONTACT FLOW CHART
KE	PUBLIC COMPLAINTS
KEB	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
KEB-F	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
KEB-R	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
KEC	PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS
KG	COMMUNITY USE OF SCHOOL FACILITIES
KG-R	COMMUNITY USE OF SCHOOL FACILITIES
KHA	PUBLIC SOLICITATIONS IN THE SCHOOLS
KHB	ADVERTISING IN THE SCHOOLS

<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>KLK</b>	<b>RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES</b>

**CARVER PUBLIC SCHOOLS**

**SCHOOL-COMMUNITY RELATIONS GOALS**

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The School Committee believes that the public schools belong to the people who created them by consent and support them by taxation. The support of the community must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the committee declares its intent:

1. To keep local citizens regularly and thoroughly informed through all available channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts, those of the Superintendent, and such information officers as may be appointed.
2. To solicit the studied counsel of the community through building level school councils.

Adopted: April 9, 2001



CARVER PUBLIC SCHOOLS

**SCHOOL/COMMUNITY RELATIONS GOALS**

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The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

(Goals to be established annually)

Adopted: April 9, 2001

CARVER PUBLIC SCHOOLS

SCHOOL/PARENT RELATIONS GOALS

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It is the general goal of the District to foster relationships with parents which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of child care for students during the time when they are within the supervision of school personnel.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### RELATIONS WITH PARENT ORGANIZATIONS

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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.

Adopted: April 9, 2001

CARVER PUBLIC SCHOOLS

COMMUNITY INVOLVEMENT IN DECISION-MAKING

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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 exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or about the schools to the school administration, to any appointed advisory bodies, and to the committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to assume an active role in school affairs.

The committee and the staff will give appropriate weight 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.

Adopted: April 9, 2001

**CARVER PUBLIC SCHOOLS**

**PUBLIC GIFTS TO THE SCHOOLS**

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The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools unless approved by the school committee.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the committee, as provided by law.

The committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

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

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### PUBLIC'S RIGHT TO KNOW

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The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes  
GBJ, Personnel Records  
JRA, Student Records

Adopted: April 9, 2001

CARVER PUBLIC SCHOOLS

NEWS MEDIA RELATIONS/NEWS RELEASES

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Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chairman will be the official spokesman for the committee, except as this duty is delegated to the Superintendent.
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, or to an organization of 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 and Superintendent.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### PUBLIC COMPLAINTS

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

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

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REF.: 603 CMR 26:09 and 26.10

Adopted: April 9, 2001



CARVER PUBLIC SCHOOLS

PUBLIC COMPLAINTS

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When a staff member receives a complaint, the School Committee expects the staff member to do so courteously and to make an appropriate reply.

The School Committee believes that complaints and concerns are best addressed and resolved as close to their origin as appropriate to the circumstances. Thus, the Committee encourages individuals to present and discuss any complaints they may have with the staff member against whom the complaint is directed whenever appropriate. If the individual is not comfortable addressing the matter with the staff member, or if the matter remains unresolved after doing so, the individual may address the complaint to the Building Principal or to the Superintendent of Schools.

Whenever a complaint is made directly to the School Committee as a whole or to a School Committee member as an individual, it will be referred to the school administration for study and possible solution, provided that the School Committee may directly address complaints regarding the conduct or performance of the Superintendent where appropriate.

Should dissatisfaction remain after the above steps have been taken, the complainant may contact the School Committee Chair, who shall arrange for the School Committee to address the matter if the Chair deems appropriate.

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REF.: BEC, Executive Sessions

Adopted: April 9, 2001

Revised April 2014

Approved by School Committee 4-7-14

## CARVER PUBLIC SCHOOLS

### PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

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

1. If a complaint comes first to the person against whom it is directed, he will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him to the building Principal or other immediate supervisor to have his views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his supervisor of the complaint.
2. If a complaint comes first to the Principal or other supervisor of the person criticized, he should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
3. No further action on the complaint should be taken unless the complainant submits the complaint in writing.

4. When a written complaint form is received, the Principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervision or the person criticized feels could contribute resolution of the problem.
5. If the complainant is not satisfied with the results of the conference above, he should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he may see fit.
6. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled committee meeting. The decision of the committee will be communicated in writing to all interested persons.

LEGAL REF.: 603 CMR 26.09 and 26.10

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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

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

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

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

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REFS.: IJ, Instructional Materials / IJJ, Selection and Adoption of Textbooks

Adopted: April 9, 2001

CARVER PUBLIC SCHOOLS  
**POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES**  
(INCLUDES FEE SCHEDULE)

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It is the Carver School Committee's desire that the use of school property be enjoyed by the townspeople. It is the committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and facilities by organizations/individuals will be permitted only when a worthy educational, civic or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. Building use by the community may be suspended at any time by the school committee because of budgetary reasons.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent of Schools and approved by the school committee.

A Building Use Coordinator will be appointed yearly in each school. The Director of Facilities shall serve as the district Building Use Coordinator.

Application for use of school facilities must be made through the Carver Schools website: [www.carver.org](http://www.carver.org). The application is located on the homepage under Facilities Use. After review by the Building Use Coordinator in each building, the applicant will be notified. The notification will include an invoice for fees as applicable.

Eligibility: School facilities will be available for the following:

1. Public school and school committee activities;
2. Parent/teacher activities;
3. Official town public events;
4. Recreation committee activities;
5. Local non-profit and non-commercial organization activities;
6. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the Town of Carver;
7. The activities of other organizations when approved by the Building Use Coordinator.

Priority use of school facilities will be as follows:

1. School activities;
2. Town meetings and elections over other community activities;
3. Recreation committee activities
4. Scouts that have been regularly scheduled for the use of school facilities during the school year, subject to review by Building Use Coordinator.

**FEE SCHEDULE**

<p><u>Carver Based Groups or Individuals</u>  <b>Building Use Fees Waived</b>  <b>Other Charges May Apply Based on Use:</b>                  Official town events and forums, school-sponsored groups, clubs, parent organizations, fund-raising directly related to Carver students and charities, recreation committee, non-profit community service organizations, non-profit independent adult supervised student recreation programs.</p>	<p><u>Carver Based Groups or Individuals Personnel Fees:</u>                   As required by the nature, type and length of activity; charges for such will be current contract schedules for:                   custodians, security, kitchen employees, matrons and police.</p>
<p><u>Non-Carver Based Groups or Individuals</u>                  Building Use Fees to be Determined                  Based on Use:                  Official town events and forums, school-sponsored groups, clubs, parent organizations, fund-raising not directly related to Carver students and charities, recreation committee, non-profit community service organizations, non-profit independent adult supervised student recreation programs.</p>	<p><u>Non-Carver Based Groups or Individuals</u>  <b>Personnel Fees:</b>                   As required by the nature, type and length of activity, charges for such will be current contract schedules for:                   custodians, security, kitchen employees, matrons and police.</p>
<p><b><u>Groups Using the Building for Commercial Purposes:</u></b>   <b><u>Building Use Fees to be Determined Based on Use:</u></b>                   Auditorium: \$60 per hour                  Classroom: \$35 per hour                  Cafeteria: \$60 per hour                  Kitchen : \$60 per hour                  Foyer: \$25 per hour                  Library: \$35 per hour                  Planetarium \$50 per hour                  Gym: \$60 per hour/per gym                  Athletic Fields: \$50 per hour/per field                  Tennis Courts: \$15 per hour/per court</p>	<p><b><u>Groups Using the Building for Commercial Purposes:</u></b>   <b><u>Personnel Fees:</u></b>                   As required by the nature, type and length of activity, charges for such will be current contract schedules for:                   custodians, security, kitchen employees, matrons and police.   <b>Two (2) hour minimum</b></p>

Adopted: April 9, 2001      Corrected 11/6/01      First reading for revisions: 2/22/2010 Second reading for revisions: 4/12/2010      Revisions Adopted: April 12, 2010

**CARVER PUBLIC SCHOOLS  
COMMUNITY USE OF SCHOOL FACILITIES**

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Users of school buildings, grounds, equipment and facilities will conform with the following regulations set forth by the Carver School Committee:

1. Requests for the use of school facilities will be made via the Carver website ([www.carver.org](http://www.carver.org)) at least 14 days prior to the date of use. Notice of cancellation must be made immediately to the Building Use Coordinator. In the event school is closed due to weather conditions, all outside activities are automatically cancelled.
2. School-related groups will be permitted reasonable use of school facilities.
3. All activities must be conducted with competent adult supervision. In addition, an approved security person/school employee will be present at every event as determined by the Building Use Coordinator.
4. A Certificate of Insurance may be required from some groups.
5. Any use of kitchen facilities requires the presence of an appropriate number of food service personnel.
6. All organizations/individuals using the facilities will be responsible for any damage to the building and/or equipment. Facilities must be left in reasonable condition or the group will be financially responsible.
7. All organizations/individuals using the facilities and grounds are responsible at all times for the observance of fire and safety requirements that are posted in the building. No vehicles shall be allowed to park in any designated fire lane. Also, no vehicles should park on any grassed areas.
8. All organizations/individuals using the school facilities will be subject to MA. General Laws, Chapter 269, as amended, an act prohibiting the practice of hazing.
9. All organizations are restricted to the dates and hours approved, and to the building area/facility specified. Any changes must be pre-approved.
10. The use of tobacco products within school buildings, school facilities or school grounds is totally prohibited. No alcoholic beverages or illegal substances are permitted in school facilities or grounds. Food and beverages may not be consumed in gymnasiums or the auditorium.

11. The school committee will approve and periodically review a fee schedule for the use of school facilities.
12. In situations where there is no cost factor to the school system or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent of Schools. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
13. Violation of building use regulations may result in cancellation or termination of approved use of facilities. The Superintendent of Schools reserves the right to cancel any permission granted.

Adopted: April 9, 2001

First reading for revisions: February 22, 2010

Second reading for revisions: April 12, 2010

Revisions Adopted: April 12, 2010



## CARVER PUBLIC SCHOOLS

### PUBLIC SOLICITATIONS IN THE SCHOOLS

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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 School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO 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

CROSS REFS.: GBEB, Staff Gifts and Solicitations  
JJE, Student Fund-Raising Activities  
JP, Student Gifts and Solicitations  
KHB, Advertising in the Schools

Adopted: April 9, 2001

**CARVER PUBLIC SCHOOLS**

**ADVERTISING IN THE SCHOOLS**

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No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties. Publication 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 Principal and/or Superintendent.

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

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

VISITORS TO THE SCHOOLS

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The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

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 strongly discouraged. The school committee supports the assignment of a student as the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests 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 Principal's 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. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. 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.

Adopted: April 9, 2001

**CARVER PUBLIC SCHOOLS**

**RELATIONS WITH BOOSTER ORGANIZATIONS**

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The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the school Principal or the Superintendent.

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### RELATIONS WITH POLICE AUTHORITIES

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Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District 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.

Adopted: April 9, 2001

CARVER PUBLIC SCHOOLS

**RELATIONS WITH PLANNING AUTHORITIES**

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The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District 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.

Adopted: April 9, 2001

**CARVER PUBLIC SCHOOLS**

**RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES**

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The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

Adopted: April 9, 2001

## SECTION L

As of: JANUARY 2017

### **EDUCATION AGENCY RELATIONS**

- LA EDUCATION AGENCY RELATIONS GOALS
- LB RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS
- LBC RELATIONS WITH HOME SCHOOLS
- LBC-R RELATIONS WITH HOME SCHOOLS
- LDA STUDENT TEACHING AND INTERNSHIPS



CARVER PUBLIC SCHOOLS

EDUCATION AGENCY RELATIONS GOALS

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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 school system 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.

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

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The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of 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 programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our 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 when appropriate.

#### **Private Schools**

In accordance with state law, the school committee will approve a private school within the community 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 this cooperation is not expressly prohibited by law.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Adopted: April 9, 2001

**CARVER PUBLIC SCHOOLS**  
**RELATIONS WITH HOME SCHOOLS**

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Several procedures that must be followed prior to the Superintendent approving a home study plan.

1. All of the requirements recommended by the Massachusetts Department of Education must be met.
2. Parent or guardian must provide information indicating his/ her competency to teach.
3. Approval of the program must be obtained in advance prior to the removal of the children from school and to the commencement of the home schooling program.
4. Parent or guardian must be provided, by the Superintendent or the School Committee, with an opportunity to explain this proposed plan and present witnesses on their behalf.
5. Parents must demonstrate that the home school proposal fulfills the requirements of M.G.L. 71:1, in that the instruction will equal in thoroughness and efficiency and in the progress made therein of that in the school district.
6. Parent or guardian must provide a curriculum outline indicating the length of the proposed home school year, a list of subjects to be taught and the hours of instruction in each subject.
7. The Superintendent or School Committee must have access to the textbooks, workbooks and other instructional aids to be used by the children and to the lesson plans and teaching manuals to be used by the parents. The Superintendent or School Committee will not use this access to dictate the manner in which the subjects will be taught.
8. Periodic standardized testing of the children will be required in order to ensure educational progress and attainment of minimum standards. Other means of evaluating the progress of the children may be substituted for the formal testing process.
9. If the student is to continue in the program for more than one school year, the study plan must be approved annually.
10. All requirements of the Department of Public Health regarding immunization have been completed.

Parents have the right to a hearing before the school authorities to allow them an opportunity to explain their plan and answer questions about it. They may be represented by counsel and will be provided reasonable notice of the time and place of such a hearing.

If a plan is approved, there will be a periodic evaluation and monitoring of the child's progress under guidelines and standards set by the School Committee to assess whether adequate educational progress has been made.

LEGAL REFS.:       M.G.L. 71:1; 71:2; 71:3; 71:4; 76:1; 76:2; 76:3; 119  
603 Code Mass. Regulations Section 27.01 (1980)  
S.J.C. Care and Protection of Charles, 399 Mass. 324 (1987)

Adopted: April 9, 2001

## CARVER PUBLIC SCHOOLS

### RELATIONS WITH NON-PUBLIC SCHOOLS

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#### PROCEDURES FOR APPROVAL OF PRIVATE SCHOOLS WITHIN TOWN BOUNDARIES

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This policy affirms that the School Committee has responsibility for approval of private schools within the Town's boundaries. Such approval allows students to attend said schools without violating the Massachusetts Compulsory Attendance Law, M.G.L. Chapter 76, Section 1.

Procedures for the approval process are provided by the Carver School Committee. Criteria for approval are identified in a site visit checklist and reflect Massachusetts Department of Education suggested guidelines.

Following a written request for School Committee approval by the private school, the following process will ensue.

1. A site visit to the school will be arranged at a mutually agreed upon date and time. The school will be notified in writing of the agreed upon date and time and provided with a copy of the criteria checklist.
2. The site visit will be conducted by a team that includes one or more members of the School Committee and one or more members of the School Department administrative team.
3. Subsequent to the site visit, the site visit team will meet to review its findings and to develop a descriptive report and a recommended action to the School Committee.
4. The report, together with the attached criteria checklist, and the recommended action will be forwarded to the School Committee for its discussion and action at a regularly scheduled meeting of the School Committee.
5. The private school will be notified of the time and place that the matter will be discussed and an approval/disapproval vote will be taken. Conditional approval may be recommended if certain criteria are not yet met, particularly those related to health and safety or access or compliance with state or local codes.

6. Subsequent to the School Committee action, the private school will be notified of the School Committee action in writing. The private school will be provided with a copy of the checklist and the descriptive report.

First Reading: October 15, 2007

Second Reading: November 5, 2007

Adopted: December 10, 2007

Attachments: Chapter 76, Section 1

Suggested Checklist for Approval of a Private School by a Local School Committee

## CARVER PUBLIC SCHOOLS

RELATIONS WITH HOME SCHOOLS

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1. Requirements for approval of home instruction will include:
  - a. The parent or legal guardian must request permission to hold home instruction on an annual basis.
  - b. A home instruction application form will be provided to the parents or legal guardian. This form must be completed and returned to the Superintendent before approval may be granted.
  - c. The committee delegates the approval of home instruction to the Superintendent. Any approval or rejection of an application by the Superintendent is subject to review by the committee.
2. Children in home instruction may, at the discretion of parents or guardian, attend the public schools on a part-time basis. It may be an advantage for a home-taught child to attend specialized classes in the public school.
3. Parents or a legal guardian in charge of home instruction should make provision for regular testing or use of other indicators of student progress such as standardized achievement tests. As an alternative to home testing and at the request of those in charge of the home instruction, the school district will make provision for inclusion of home-taught children in the annual achievement test battery which are administered annually. The home instruction summary form must include either a summary of home testing results for each required subject for each child or the results of the achievement test that is administered through the school district.
4. Auditing functions of the committee for the home instruction will include:
  - a. The committee may, at any time, request a review by the Superintendent of the attendance rolls, records of test scores or other achievement indicators in each required subject for any child in home instruction.
  - b. The committee may request at any time that the Superintendent review the instructional materials and methods used by the person(s) responsible for the home instruction.
  - c. The Superintendent will prepare for the committee an annual summary of the children included in home instruction. This report will also summarize, in general, the appropriateness or possible deficiencies of home education situations.

5. Within one week of the ending date of the home instruction, as indicated on the home instruction application form, the school district will mail the parents or legal guardian a home instruction summary form. The completed form should be returned to the school district within 30 days. This summary form must be returned to the school district office before annual approval of home instruction can be made for any succeeding years.
6. The committee will act in a responsible, cooperative manner to ensure that all children in the school district receive competent, adequate instruction. This concern includes children in home education. If the committee determines that a home instruction situation is inadequate, a conference between the parents or legal guardian and the Superintendent will be scheduled to find mutually acceptable ways to correct any deficiency.
7. If deficiencies in a home education situation are not corrected or the proper annual application or summary is not completed by the parents or legal guardian, an appropriate referral will be made.

Adopted: April 9, 2001



**CARVER PUBLIC SCHOOLS**

**STUDENT TEACHING AND INTERNSHIPS**

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The committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to approval by the Superintendent.

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 school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will devise procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the committee's policies.

Adopted: April 9, 2001