

SCHOOL COMMITTEE POLICY MANUAL
WATERTOWN PUBLIC SCHOOLS
WATERTOWN, MASSACHUSETTS 02472

This manual contains the official policies of the Watertown School Committee (reproduced on white paper); the major regulations intended to implement policy (yellow paper); and certain reference or "exhibit" documents that relate to policies and/or regulations (green paper).

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the committee employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations, and exhibits are distributed by the central office.

How to Use this Manual:

The school department operates according to policies established by the School Committee. The committee then appraises the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the committee makes this manual available to all who are affected by its policies.

Please Note: All copies of this manual are the property of the Watertown Public Schools.

How the Manual is Organized

The manual is organized in accordance with the classification system developed by the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies and other documents. There are 12 major classifications each assigned an alphabetical code:

A	FOUNDATIONS AND BASIC COMMITMENTS
B	GOVERNANCE AND OPERATIONS
C	GENERAL SCHOOL ADMINISTRATION
D	FISCAL MANAGEMENT
E	SUPPORT SERVICES
F	FACILITIES DEVELOPMENT
G	PERSONNEL
H	NEGOTIATIONS
I	INSTRUCTIONAL PROGRAM
J	STUDENTS
K	SCHOOL-COMMUNITY RELATIONS
L	EDUCATION AGENCY RELATIONS

Sub classification under each heading is based on logical sequence and alphabetical sub coding. For an example of the sub coding system, examine the white pages immediately following the tab for Section A: Foundations and Basic Commitments.

The white pages that follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

How to Find a Policy

There are two ways to find a policy or regulation in this policy manual.

1. Consider where the policy statement or regulation would be filed among the 12 major classifications. Turn to the Table of Contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the policy you need. The pages are arranged in alphabetical order by code within the section. All pages are coded in their upper right hand corner.
2. Turn to the Code Finder Index at the end of the manual. The code finder is an alphabetical index of all terms used in education. Look up your topic as in any index, find the code, and use the code to locate the correct page in the manual.

What if you can't find the term you are seeking? The code Finder Index lists more than 1,800 Terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or a more general or specific term appropriate to the topic.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in that particular area. All terms used in the classification system appear in the sectional tables of contents and Code Finder Index to accommodate the coding, insertion, and finding of policies or regulations that may be issued later. But there is one other possibility. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy, which covers the area generally. This "superior" policy will be coded under a more general term. To find it, read up the classification system. For example, a policy statement, which relates to all meetings of the school committee, might be filed under "School Board Meetings" (BD) rather than "Regular Board Meetings" (BDA). (Please note: In the classification system and Code Finder Index, read "School Committee" for "School Board".)

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Also: Certain policies bear two codes in the upper right hand corner. The second is in parentheses and is preceded by

'Also'. This means that the identical policy (or regulation) is filed under both codes.

-R This symbol following a code indicates that the statement is a regulation, not a committee policy. The statement appears on a yellow, rather than a white, sheet.

-E Exhibit. This symbol following a code indicates that the statement is a reference document such as a calendar, application form, etc., rather than a policy. Such statements are printed on green paper.

DATES:

Where possible, the original date of adoption/issuance appears immediately following each policy or regulation. In other instances, an approximate adoption or re-approval date is used.

LEGAL REFERENCE:

Pertinent legal references are given to inform the reader where in state law s/he may find the statutes that relate to a specific policy. Unless otherwise noted, all references direct the reader to the General Laws of the Commonwealth of Massachusetts (cited as M.G.L., Chapter and section).

CONTRACT REFERENCE:

Agreements reached through negotiations with recognized staff organizations have the full force of committee policy. References to negotiated agreements are provided, as appropriate, to direct the reader to statements in these agreements.

CROSS REFERENCE:

Certain policies and regulations relate to others. Cross-references are provided following many statements to help the reader find all of the related information needed.

About Policies and Regulations

Generally, the role of a School Committee is to set policy and the role of the administration is to implement it through regulations. Written policies are the chief means by which a School Committee governs the schools, and regulations are one of the means by which the committee's policies are implemented. The following definitions provide a distinction between these two types of statements:

POLICIES are principles adopted by the School Committee to chart a course of action. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems while being narrow enough to give the administration clear guidance.

REGULATIONS are detailed directions usually developed by the administration to put policy into practice.

These definitions are serviceable some of the time. They reflect sound theory of governance and administration. But policies and regulations are obviously closely related. They can and do merge, making it difficult to ascertain where one begins and the other ends. For example:

- State and federal governments require school committees to make or officially approve detailed regulations, and procedures in certain areas.
- A School Committee signs contracts and agreements that may contain and interweave policies, regulations, and procedural detail.
- The public, staff or school committee members may demand that the School Committee itself, not the Administration, establish specific regulations and procedures in certain sensitive areas.

It is the intermingling of policy and regulation in law, in contracts, and in adopted statements of the School Committee that can cause confusion. Sometimes they are not easily separated. Therefore, the separation of policies and regulations in this manual follows several "rules of thumb" in addition to basic theory:

1. When the school system's practice in a particular area is established by law, any informational statement covering the practice is presented as "policy" and is printed on a white page. (A law may, of course, be quoted or referred to in a regulation.)
2. When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy".
3. Where the School Committee has interwoven regulations with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.
4. Where the School Committee has adopted rules and by-laws concerning its own organizational and operating procedures, these statements appear as policy. As long as the administration operates within the guidelines of policy adopted by the committee, it may issue regulations without prior committee approval, unless law requires committee action, or unless the committee has specifically asked that certain types of regulations be submitted for committee approval. The School Committee is to be informed of all school system regulations issued by the administration. All such regulations are subject to committee review.

Is the Manual Complete?

No. The manual contains all of the current written policies of the school committee to date. But, the need for putting additional policies in writing, for adopting new or revising existing ones, becomes apparent.

Additionally, state laws; and regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process. From time to time, new policies, regulations, and reference documents will be developed, coded under the classification system, and issued for insertion in the manual.

Should the need arise, supplemental sub codes may be added to the classification system to accommodate topics not covered by existing codes. For example, IGA is the code for BASIC INSTRUCTIONAL PROGRAM. The Code Finder Index lists various programs from IGAA, CITIZENSHIP EDUCATION to IGAJ, DRIVER EDUCATION.

Order of Precedence

School committee policies and regulations, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Massachusetts General Laws and State regulations. Wherever inconsistencies of interpretation arise, the law and state regulations prevail. A conflict between a local policy or regulation and a negotiated agreement must be interpreted in line with the contract for members of the particular bargaining unit.

Terminology

The masculine, feminine and neuter genders as used in this manual import one another, and the singular shall include the plural whenever applicable.

It is the hope of the Watertown School Committee is that this collection of policies and regulations will make greater harmony and efficiency possible in all areas of school operations. This will enable the committee to devote more time to its primary duty--the development of long-range policies and planning for the future of the school system.

Watertown Public Schools

Adoption Date: September 10, 2007

SECTION A

FOUNDATIONS AND BASIC COMMITMENTS

AB	THE PEOPLE AND THEIR SCHOOL DISTRICT
AC	NONDISCRIMINATION
ACA	NONDISCRIMINATION ON THE BASIS OF SEX
ACAA	HARASSMENT
ACAB	SEXUAL HARASSMENT
ACE	NONDISCRIMINATION ON THE BASIS OF DISABILITY
AD	EDUCATIONAL PHILOSOPHY OF THE WATERTOWN PUBLIC SCHOOLS
ADA-E	DISTRICT GOALS
ADC	SMOKING ON SCHOOL PREMISES
ADDA	C.O.R.I. REQUIREMENTS
ADDA-R	C.O.R.I. REQUIREMENTS
ADF	WELLNESS POLICY
AE	COMMITMENT TO ACCOMPLISHMENT

THE PEOPLE AND THEIR SCHOOL DISTRICT

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 communication 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.

NONDISCRIMINATION

The Watertown Public Schools do not discriminate in educational and employment practices on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability as required by state and federal law.

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 or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability.

If someone has a complaint or feels that they have been discriminated against because of their race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
 Executive Order 11246, as amended by E.O. 11375
 Equal Pay Act, as amended by the Education Amendments of 1972
 Title IX, Education Amendments of 1972
 Rehabilitation Act of 1973
 Education for All Handicapped Children Act of 1975
 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
 M.G.L. 76:5; Amended 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 26:00
 Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

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

REVISED: October 5, 1998
 June 15, 2015

NONDISCRIMINATION ON THE BASIS OF SEX

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

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

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

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

CROSS REF.: AC, Nondiscrimination

HARASSMENT

The Watertown Public School System is committed to maintaining a learning and working environment free of harassment. Harassment includes any unwanted physical or verbal action toward another which has the purpose or effect of creating an intimidating, hostile or offensive environment.

Federal and state laws proscribe harassment. Sexual harassment in the workplace, in buildings and grounds controlled by the Watertown Public School System and during events sponsored by the Watertown Public School System is unlawful.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature where:

1. submission to such conduct is made an implied or explicit term or condition of success in school or of employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for student grading/participation decisions or employment decisions affecting such individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive learning or working environment.

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

1. unwelcome sexual advances - whether they involve physical touching or not;
2. sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding an individual's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, and prowess;
3. displaying sexually suggestive objects, pictures and/or cartoons;
4. unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
5. inquiries into one's sexual experiences; and,
6. discussion of one's sexual activities.

Grievance Officer: Director of Human Resources, 30 Common Street, Watertown, MA.

Harassment Reporting and Investigation Protocol:

Any student subjected to harassment is strongly encouraged to contact a teacher, guidance counselor, nurse, any administrator in his/her building, or any central office administrator. Harassment complaints are to be promptly investigated in as confidential a manner as is consistent with the problem.

Any student found to have engaged in harassment is subject to discipline including but not limited to suspension, expulsion, and/or may be required to undergo counseling.

Any employee or other person subjected to harassment is strongly encouraged to contact his/her supervisor, any administrator in his/her building or any central office administrator. Harassment complaints are to be promptly investigated in as confidential a manner as is consistent with the nature of the complaint.

Any employee found to have engaged in harassment is subject to discipline up to and including discharge administrated in a manner consistent with laws and any collective bargaining agreement, if any, covering that employee.

Any attempt by an employee or a student to retaliate against a person who makes, or provides information regarding a claim of harassment is strictly prohibited and subject to disciplinary action as outlined above.

A protocol on this policy shall indicate when and under what circumstances a matter covered herein shall be brought to the immediate attention of the Superintendent of Schools.

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, you should inform a principal or other administrator immediately. If you do not wish to discuss the issue with your principal, or if he/she does not address the problem, you should inform the Assistant Superintendent of Schools. The Assistant Superintendent may be reached at 926-7700, 30 Common Street, Watertown, MA 02472—3492.

The Watertown Public School System will promptly investigate every complaint of harassment of which notice is given consistent with this protocol. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions.

If the investigator determines that harassment has occurred, he/she will take action to end the harassment and ensure that it is not repeated. Steps which may be taken may include, among other, warnings, transfers, suspension, probation and discharge of the individual responsible for the harassment.

Any individual who is dissatisfied with the results of progress of an investigation may discuss his/her dissatisfaction directly with the Superintendent of Schools.

The Watertown Public Schools urges all students and employees to bring any concerns or complaints of harassment to its attention so that the issue can be resolved.

The state agency responsible for enforcing the laws prohibiting harassment is:

The Massachusetts Commission (MCAD) Against Discrimination

Boston Office:	Springfield Office:
One Ashburton Place, Room 601	424 Dwight Street, Rm. 220
Boston, MA 02108-1518	Springfield, MA 01103
(617) 727-3990	(423) 739-2145

The federal agency responsible for enforcing federal laws prohibiting harassment is:

The United States Equal Employment Opportunity Commission

1 Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

Each of these agencies has a short time period for filing a charge of discrimination claim:

EEOC - 180 days
MCAD - 6 months

ADOPTED: January 11, 1993
REVISED: June 14, 1993
REVISED: July 14, 1997
REVISED: October 5, 1998

NONDISCRIMINATION ON THE BASIS OF DISABILITY

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

Definition:

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

Reasonable Modification:

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

Communications:

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

Auxiliary Aids and Services:

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

Limits of Required Modification:

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

EDUCATIONAL PHILOSOPHY OF THE WATERTOWN PUBLIC SCHOOLS

The collective vision of Watertown's educational community is the continual development of our schools as places where successful learning and respect for all are the priorities and valued above all else.

I. STUDENT LEARNING/CURRICULUM AND INSTRUCTION

Successful student learning is the priority of the Watertown Public Schools. To that end, we will provide a curriculum that is rich and challenging and will employ diverse instructional practices that engage students as active participants in the learning process.

II. PROFESSIONAL AND RESPECTFUL LEARNING ENVIRONMENTS

Successful student learning can best be achieved in an environment of mutual respect and professionalism. The Watertown Public School System will provide programs that foster respect for differences, instill positive motivation for learning, encourage collaborative decision-making, and provide for the continual learning of all members of the educational community.

III. PARTNERSHIPS: FACULTY/PARENTS/COMMUNITY

Successful student learning is the responsibility of the entire community. The Watertown Public School System will support the development of partnerships within the community that encourage student development and success.

IV. PLANNING AND SUPPORT SYSTEMS

In order to assist with the development of successful student learning as the priority of the Watertown Public Schools, a strong infrastructure must be in place. Therefore, the school system will develop and employ effective planning, support, and evaluation systems, including the provision of safe, well-maintained, and properly equipped facilities for learning.

ADOPTED: October 8, 1974

REVISED: March 1, 1999

DISTRICT GOALS

- Goal 1:** To raise expectations, challenge, and support all students so that they reach high levels of achievement as measured by multiple assessments.
- Goal 2:** To implement a consistent and coherent K-12 curriculum that teaches essential skills and key concepts as well as creative and critical thinking.
- Goal 3:** To implement instructional practices that address the diverse characteristics and needs of our student population.
- Goal 4:** To strengthen and expand home-school-community partnerships so that student learning is supported and improved.

SMOKING ON SCHOOL PREMISES

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 at all school buildings informing the general public of the District policy and requirements of state law.

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

C.O.R.I. REQUIREMENTS

It shall be the policy of the Watertown Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, “Direct and unmonitored contact with children’ means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I. checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the C.O.R.I. check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's C.O.R.I. 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 C.O.R.I. record.

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

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

C.O.R.I. REQUIREMENTS

Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History Systems Board's (CHSB) *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, the Superintendent will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Superintendent may contact the CHSB and request a detailed search consistent with CHSB policy.

If the Superintendent reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in district 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

The Superintendent will notify the applicant of the decision and the basis of the decision in a timely manner.

CROSS REF.: ADDA, C.O.R.I. Requirements

WELLNESS POLICY

The School Committee, Physical Education and Health Department, and Administration of the Watertown Public Schools recognize the relationship between student well-being and student achievement as well as the importance of a comprehensive district Wellness Program.

Therefore, the school district will provide developmentally appropriate and sequential nutrition education, physical education as well as opportunities for physical activity. *Health Education and Physical Education* will be implemented in a multidisciplinary fashion and will be evidence based. It is the goal of the Watertown Public Schools, to enhance the wellbeing of each child through the support and promotion of a sound nutrition, health, and physical education program.

Wellness Committee:

The school district will establish a Wellness Committee that consists of at least one of each of the following: parent, student, nurse, school food service representative, physical educational health teacher, school administrator and member of the public. The Committee may include other community members and school district staff as appropriate. The Superintendent shall designate members of the Wellness Committee, and the Superintendent shall appoint one or more individuals of the Committee to serve as Wellness Program Coordinator(s). Wellness coordinators, in consultation with the Wellness Committee, will be in charge of implementation and evaluation of the school district's Wellness Program and ensuring communication to parents on the work and activities of the Committee. The Wellness Committee will meet at least twice a year.

Purpose of Wellness Policy:

The Wellness Policy is in compliance with NASPE Standards and MA DESE Curriculum Frameworks; this policy assures that Watertown Public Schools will provide all students with quality nutrition, health, physical education and activity programs in order to promote healthy habits, and *social and emotional wellbeing* that will lead to healthier lifestyles. In addition, such programs will add to a healthier learning environment.

Physical Education and Activity:

The WPS District Physical Education curriculum is aligned with NASPE (National Standards) and DESE Frameworks. A common curriculum map and scope and sequence assures that physical educators and health educators are held to the same high standard throughout the district and that all students will demonstrate progress toward meeting learning objectives in the field of physical education and health. Physical Activity is offered to all students through appropriate and feasible before and after school programming through school-based and community collaboration.

Health:

Health Education is offered to all students and taught by certified health teachers and physical educators (Pk-5). Health is a required subject for secondary level (6-9). Evidenced based curriculum is used in the teaching of Health.

Nutrition:

All meals served in Watertown Public Schools meet the nutrition requirements established by local, state and federal statutes and regulations. It is a goal to maximize the number of families who apply for free and reduced school lunch through the promotion of the application process.

Monitoring and Reporting to the School Committee:

The Superintendent and the Wellness Committee will establish guidelines that direct the implementation of this policy. These guidelines will be reviewed and revised annually if necessary.

The Superintendent and the Wellness Committee are responsible to ensure compliance with this policy and shall report on at least an annual basis to the School Committee on the implementation status of the policy.

KJ, Public Solicitations/Advertising in District Facilities

LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2004, Section 2004, P.L. 108-265
 The Richard B. Russell National School Lunch Act, 42 U.S.C. **1751-1769h WIC
 Reauthorization Act of 2004, Section 204, P.L. 108-265

CROSS REFS.: EFC, Free and Reduced-Cost Food Services IHAMA, Teaching About Alcohol, Tobacco and
 Drugs

ADOPTED: October 16, 2006

REVISED: May 6, 2013

WELLNESS POLICY GUIDELINES:

Physical Education:

In order to develop healthy habits to sustain active life style for all students, the physical education program will consist of the following:

- All staff will adhere to MA Certification requirements
- Teachers will provide to students, curriculum that has been approved by WPS and aligned with State and National Standards
- Physical Education classes will provide students of all abilities, developmentally appropriate motor skills, social skills, and emotional skills
- Physical Education classes will provide time for students to learn and practice skills as ongoing assessments will monitor student progress *toward meeting grade level outcome*
- Adequate professional development will be provided to teachers in order to sustain a quality physical education program and assess program effectiveness
- Teachers will work collaboratively to provide consistency in teaching common learning objectives
- Physical Education will strive to sustain an appropriate student teacher ratio
- Physical Education shall not be taken away from students as a form of punishment
- Infrequent exemptions from physical education courses shall be permitted on an individual basis, as determined by the principal and department head, due to extenuating circumstances

Physical Activity is offered to all students at the secondary level through after school programming and through school-based and community collaboration with community based organizations.

- Elementary Schools provide before school activity that is structured and skill-based. Recess in each elementary school is structured so that the expectation is moderate to vigorous activity and play areas are supervised.
- Recess shall not be taken away as a form of punishment or privilege reduction.
- Bike racks are available at all school encouraging students to bike to school. School wide activity initiatives are encouraged i.e. Walk to School Day;" Take a Break and Walk the Block"; Jump Rope for Heart, etc.
- Collaboration with local Recreation Dept. and Boy's and Girl's Club also provide information of community road races and other activity-based events welcome to students and WPS staff.

Health:

- At the elementary level, health education is offered through activity-based instruction within the physical education structure.
- Healthy eating habits, exercise, heart health and nutrition are key components of activity based instructional health curriculum.
- At the secondary level (grades 6-9) "Life Skill Curriculum" and life skills approach to teaching is implemented and sequential.
- Topics of Decision Making, Drug and Alcohol Awareness and Prevention, Sex Education and Bullying are key components of curriculum.
- Provide teen depression screening and suicide prevention education (secondary health classes)
- Regular review of data relating to Risky Behaviors such as YRBS (grades 612) and other student surveys reflect curriculum change where needed to provide the most current health curriculum that will reduce risky behaviors and improved health education.

Nutrition:

- All meals served in Watertown Public Schools meet the nutrition requirements established by local, state and federal statutes and regulations. Breakfast and Lunch meals are served through the National School Lunch and Breakfast Programs. Included meal offerings are: a variety of fresh fruit and vegetables daily; Low Fat (1%) fat free milk, juice that is 100% fruit or vegetable with no added sugar; Portion size is no more than a 4 ounce serving and Grains served are at least 50% whole grain.
- All schools encourage all students to participate in school meal program. The food service program shall aim to be financially self-supporting, however the program is essentially educational, supports activity and budget neutrality or profit generation must not take precedence over the nutritional needs of students.

It is the goal of the Wellness Policy Nutrition guidelines to:

- Increase the number of students who apply for free and reduced lunch by educating them about food service offerings and other nutrition educational strategies
- Teach, encourage and support healthy eating by students through nutrition education and cross curriculum areas
- Educate preschool and elementary age students by visiting school cafeteria to learn about nutrition and nutritious food offerings from their cafeteria; provide regular food/nutrition awareness events to increase nutrition awareness and promote WPS foods program
- Provide healthy choices as prescribed by the MA School Nutrition Standards for Competitive Foods & Beverages
- Food Service will make nutritional information available on the Food Service Website and include monthly menus
- Foods and Beverages sold individually (Le. food sold outside of reimbursable school meals, such as cafeteria a la carte line) -all food and beverages will follow the MA School Nutrition Standards for Competitive Foods & Beverages.

www.lawlib.state.ma.us/source/mass/cmr!cmrtextl105CMR225.pdf

- WPS encourages all of the Watertown Community to follow the above regulations to promote healthy options for our students. This includes fundraisers (bake sales, school stores, dances, etc.). *Bake sales will take place 30 minutes before or after school hours as described in the DESE Wellness Policy regulations*
- Make nutritional information available for all non-packaged competitive foods or beverages
- Make fresh fruits and vegetables available at all school lunches

Revised Nutrition Standards: WPS Wellness Policy follows these standards:

<http://www.fns.usda.gov/cnd/governance/legislation/nutritionstandards.htm>

January 2011 proposed rule sought to improve lunches and breakfasts by requiring schools to:

- Offer fruits and vegetables as two separate meal components;
- Offer fruit daily at breakfast and lunch;
- Offer vegetables daily at lunch, including specific vegetable subgroups weekly (dark green, orange, legumes, and other as defined in the 2005 Dietary Guidelines) and a limited quantity of starchy vegetables throughout the week;
- Offer whole grains: half of the grains would be whole grain-rich upon implementation of the rule and all grains would be whole-grain rich two years post implementation;
- Offer a daily meat/meat alternate at breakfast;
- Offer fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored only);
- Offer meals that meet specific calorie ranges for each age/grade group;
- Reduce the sodium content of meals gradually over a 10-year period through two intermediate sodium targets at two and four years post implementation;
- Prepare meals using food products or ingredients that contain zero grams of *trans* fat per serving;
- Require students to select a fruit or a vegetable as part of the reimbursable meal;
- Use a single food-based menu planning approach; and Use narrower age/grade groups for menu planning.

COMMITMENT TO ACCOMPLISHMENT

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.
- 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.
- 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.

SECTION B

BOARD GOVERNANCE AND OPERATIONS

BBA	SCHOOL COMMITTEE POWERS AND DUTIES
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BBB	NUMBER OF MEMBERS AND TERMS OF OFFICE
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BEA	REGULAR SCHOOL COMMITTEE MEETINGS
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BEDA	NOTIFICATION OF SCHOOL COMMITTEE MEETINGS
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BEDD	CONDUCT OF MEETINGS
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BEDI	PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS
BEDH	NEWSPAPERS AND OTHER NEWS MEDIA
BEDL	ADJOURNMENT TIME FOR MEETINGS
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BGB	POLICY ADOPTION
BGC	POLICY REVISION AND REVIEW
BGD	SCHOOL COMMITTEE REVIEW OF REGULATIONS
BGE	POLICY DISSEMINATION
BGF	SUSPENSION OF POLICIES
BHE	USE OF ELECTONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS
BIA	NEW SCHOOL COMMITTEE MEMBER ORIENTATION
BID	SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee shall have all powers which are conferred on School Committees by general laws and such additional powers and duties as may be provided by the charter, by ordinance, or otherwise. Its powers and duties shall include, but are not intended to be limited to the following:

1. To elect a Superintendent of the schools who shall be charged with the day-to-day administration of the school system, subject to policy directives adopted by the School Committee;
2. To fix the salaries of all other officers and employees employed by the school department and adopt appropriate personnel policies; and
3. To make all reasonable rules and regulations for the management of the public school system and for conducting the business of the School Committee as may be deemed necessary or desirable.
4. The School Committee shall furnish all school buildings with proper fixtures, furniture and equipment and shall provide ordinary maintenance of all school buildings and grounds within appropriation; provided, however, the town council may, by ordinance, provide for the establishment of a central municipal maintenance department which may include maintenance of school buildings and grounds.

The major responsibilities of the School Committee are:

1. To translate the educational requirements of the Watertown community into efficient, economical and effective school policy consistent with the General Laws; and to appraise and evaluate the implementation of that policy.
2. To build community support for the schools by clarifying for the community the needs and accomplishments of the system while being receptive to community criticisms and aspirations.
3. To employ the Superintendent of Schools and to approve personnel policies for the employment of all other staff.
4. To organize policy and procedures in a framework that gives clear, positive direction and guidance to the staff of the school system.
5. To budget from the town, state, the federal government and other appropriate sources the resources necessary for the most effective implementation of the school programs.
6. To plan for the changing needs of the school system.
7. To observe and to provide for compliance with all applicable provisions of the General Laws of the Commonwealth.
8. To fulfill all additional or altered duties and responsibilities that may be required by changes in the laws of the nation, or Commonwealth, or by laws of the town, or policy, rules and regulations of the Watertown School Committee.

ADOPTED: October 8, 1974

REVISED: April 6, 1998

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

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

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

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

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and 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/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

POWER TO HIRE ADMINISTRATORS

The School Committee and the School Committee alone has the power to elect and contract with Central Office administrators e.g., Superintendent, Assistant Superintendent and Director of Business Services.

- a. The Superintendent submits one recommendation for Central Office Administrators, e.g. the Assistant Superintendent, Administrator of Special Education, Director of Business Services to the School Committee.
- b. A majority vote of the School Committee is necessary to elect an applicant.
- c. If there is a negative vote of the School Committee on any name submitted by him/her, the Superintendent shall submit a new recommendation, which recommendation may be the same as that previously submitted; provided, however, that after a third negative vote the new recommendation shall not be the same as that previously submitted; and provided, further that after the fifth negative vote the new recommendation may be the same as that originally submitted.

LEGAL REF.: M.G.L. 71B:3A

ADOPTED: October 8, 1974
REVISED: November 15, 1989

REVISED: October 5, 1998

File: BBB

NUMBER OF MEMBERS AND TERMS OF OFFICE

Composition:

There shall be a School Committee of seven members, six of whom shall be nominated and elected by and from the voters at-large, and the seventh member shall be the person elected as the council president and School Committee member as provided in Section 2-2(b) of the Watertown Town Charter.

Terms of Office:

At each biennial election, three School Committee members shall be elected at-large and shall serve for a four-year term. The terms of School Committee members shall begin on the first secular day of January following their election, and shall continue until their successors are qualified.

Eligibility:

Any voter shall be eligible to hold the office of School Committee member.

LEGAL REF.: Watertown Town Charter

ADOPTED: October 8, 1974

REVISED: November 15, 1989

REVISED: April 6, 1998

File: BBBA

QUALIFICATIONS FOR SCHOOL COMMITTEE MEMBERSHIP

A School Committee member must be a registered voter and a resident of Watertown.

Should a School Committee member move out of town, he/she shall be deemed to have vacated this office.

No member of the School Committee shall be eligible to the position of teacher or Superintendent in the Watertown Public Schools

LEGAL REFS.: M.G.L. 41:1; 41:109; 71:52

ADOPTED: October 8, 1974

REVISED: April 6, 1998

SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the appropriate certifying authority terminates school committee duties at the time of such resignation unless a later time is stated in the resignation.

Established by law.

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

HOLDING TOWN OFFICE AFTER SERVING ON SCHOOL COMMITTEE

No School Committee member shall hold any compensated appointed town office or employment until six months following the date of which his/her service as a member of the School Committee has terminated, but this shall not prevent a town officer or town employee who has taken a leave of absence from such office or employment from resuming the same office or employment following service as a member of the School Committee.

UNEXPIRED TERM FULFILLMENT

If a vacancy occurs on the School Committee during the first thirty-eight months of the term for which members are elected, the vacancy shall be filled by special election held within sixty days following the date on which the vacancy occurs. The election commission shall certify the successful candidate to the office of School Committee to serve for the balance of the unexpired term.

If a vacancy occurs and there is no available candidate eligible and willing to serve, the vacancy shall be filled by a majority of the remaining members of the School Committee and the council president from among the voters. A person elected to fill the vacancy under this section shall serve only until the date of the next regular town election. The person elected to the office of School Committee member at the said town election, not then serving as a member of the School Committee, shall forthwith be sworn and shall serve for the last two months of the calendar year in addition to the term for which he/she was elected.

LEGAL REF.: Watertown Town Charter, 4-1(f)

CODE OF ETHICS: SCHOOL COMMITTEE MEMBERS

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.

1. A School Committee member in his/her relations with his/her community should:
 - a. Realize that his/her primary responsibility is to the children.
 - b. Recognize that his/her basic function is to policy-making and not to administration.
 - c. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
 - d. Be well informed concerning the duties of a Committee member on both a local and state level.
 - e. Remember that he/she represents the entire community at all times.
 - f. Accept the office as a Committee member as a means of unselfish service with no intent to “play politics,” in any sense of the word, or to benefit personally from his/her Committee activities.
2. A School Committee member in his/her relations with his/her school administration should:
 - a. Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Act only on the recommendations of the Superintendent in matters of employment of legally designated school personnel. (Ex. Assistant Superintendent, Director of Business Services)
 - d. Give the Superintendent full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
 - e. Refer all complaints to the administrative staff for solution and only discuss them at Committee meeting if such solutions fail.
3. A School Committee member in his/her relations to fellow Committee members should:
 - a. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
 - b. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
 - c. Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
 - d. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own Committee or from members of other Committees who may be seeking help and information on school problems.
 - e. Make decisions only after all reasonable available facts on a question have been presented and discussed.

Adopted at the annual meeting of the Massachusetts Association of School Committees, May 22, 1964.

ADOPTED: October 8, 1974

REVISED: April 6, 1998

CONFLICT OF INTEREST

Unless such service may otherwise be authorized by law, no member of the School Committee, including the council president, shall hold any other office or position under the School Committee for which a salary or other emolument is payable from the town treasury. Provided, however, that if the council president shall hold such an office or position, the town council shall, by vote, designate the vice-president or some other member of the town council not so ineligible to serve as School Committee in his/her place, and all references in this section to the powers of the council president serving as School Committee member shall apply to such person.

LEGAL REF.: Watertown Town Charter, 4-1(e)

ANNUAL MEETING FOR ORGANIZATION

The Committee organizes at its January meeting. The meeting is called by the senior member of the Committee for the purpose of electing officers from among the members of the Committee.

1. The Committee may also at its meeting for organization (or at any subsequent meeting) make a change in the day of the week and/or starting time of its regular meetings.
2. The Committee may also at its meeting for organization (or at any subsequent meeting) appoint members to subcommittees.

Inasmuch as the annual meeting for organization is a regular meeting, the Committee may take up all other items on its prepared agenda. (see Policy BEDB.)

CROSS REF.: BEDB, Agenda for Regular Meetings

ADOPTED: October 8, 1974
REVISED: June 13, 1977
REVISED: November 9, 1981
Effective: January, 1983

ELECTION AND DUTIES OF OFFICERS

Chairman:

1. Election:
The chairman is elected by vote at the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. Duties:
The chairman presides at all meetings of the Committee, represents the Committee as the need arises, and assigns all special responsibilities to individual members after discussion with the entire Committee.
3. School Warrants:
The chairman or his/her designee is authorized to sign on behalf of the School Committee the school warrants for payment of school goods and services. In addition, all contracts resulting from an open bid process must be signed by at least one School Committee member.

Secretary:

1. Election:
The secretary is elected by vote at the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. Duties:
The secretary is responsible for keeping a written record of the proceedings of the Committee, sending notice of meetings, and performing other duties as required by the Committee. The records of School Committee meetings are open for public inspection.

Vice-Chairman:

1. Election:
The vice-chairman is elected by vote of the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. The vice-chairman presides in absence of the chairman.

ADOPTED: October 8, 1974
REVISED: February 14, 1983
REVISED: November 15, 1989
REVISED: April 6, 1998

SCHOOL COMMITTEE – SUPERINTENDENT RELATIONSHIP

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.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee may appoint its members to subcommittees to be responsible either for one specific problem or for a general area of School Committee concern. Members may be appointed to subcommittees at the meeting for organization or at any time it becomes desirable to do so during the year. When formed, subcommittees should be designated as either “continuing” (or “permanent”) or “ad hoc” in nature.

1. The function of a subcommittee is to investigate, to become informed, and then to report back to the School Committee.
2. A subcommittee may make recommendations to the School Committee, but it has no power to make decisions which bind the School Committee as a whole.

REPRESENTATION ON EXTERNAL COMMITTEES

The School Committee may appoint its members to represent it on committees and for functions and activities of other organizations and groups. Members may be appointed to external committees or functions at the meeting for organization or at any time during the year it becomes desirable to do so.

1. An appointee should express the interests of the School Committee and be an information source for the School Committee.
2. On the basis of his/her experience as a representative to an external group, the member may propose recommendations to the School Committee, but he/she may not take any action which binds the School Committee.

ADVISORY COMMITTEES

On occasion, the School Committee may appoint citizens to committees to study specific school problems.

1. The School Committee may support the work of a citizens' advisory committee by authorizing the use of school system personnel, permitting the use of outside paid consultants, and underwriting other expenses.
2. A citizens' advisory committee should be given its charge in writing. The charge should include the date on which the Committee makes its final report to the School Committee.
3. A citizens' advisory committee has only two responsibilities: to study the problem and to make recommendations to the School Committee. In that the recommendations of a citizens' advisory committee are "advisory" in nature they are not binding on the School Committee.

SCHOOL COUNCILS

This policy is designed to implement the provisions of Chapter 71 of the Acts of 1993, Section 53, which require the establishment of school councils in all of the public schools in the Commonwealth of Massachusetts.

The purposes of the school councils are to:

1. Advise the Principal in the identification of the educational needs of the students;
2. Advise the Principal in the review of the annual school budget; and
3. Advise the Principal in the formulation of a school improvement plan/educational goals.

Each school council is composed of:

- the school Principal who will serve as co-chair;
- from two to five teachers, elected by the professional staff of the school;
- parents (to number one more than the teacher representatives), elected from among volunteers by the parents of the respective schools, election conducted by the PTO or PTSO Executive Board in consultation with the Principal;
- no more than two non-school community persons, selected by the Principal from interested citizens;
- at the secondary school, two to four students elected by their peers or chosen by the Headmaster.

Administration/faculty of the Watertown Public Schools may serve as faculty representatives of the council of a Watertown school but not as a parent or community representative.

Parents who have children in more than one of the schools at the same time may only serve on one school council.

Members of the councils will serve three (3) year terms which will be staggered to provide continuity, except for the student members at the secondary school who will serve a one year term and are eligible for re-election. To initiate the councils in 1993, one teacher will be elected for one year, one teacher for two years, one teacher for three years, one parent for one year, one parent for two years (who will have a child in the school for two years), two parents for three years (who will have children in the school for three years), one or two non-parents for one year, and one or two non-parents for two years. For the 1994-95 school year and thereafter all new members will serve three year terms. (The term of office guideline will be reviewed after one year of experience with council operations.)

The first meeting of the councils must take place no later than forty (40) days after the opening day of each school year.

Councils will meet at least once each quarter.

Meetings will be held at the school in an area designated by the Principal; dates and times to be determined by individual councils.

At the first meeting of the council, a member will be designated to serve as co-chair with the Principal.

The meetings are to be conducted in accordance with the requirements of the open meeting law.

- In addition to the requirements of the open meeting law, an agenda for each meeting, prepared by the co-chairs, will be provided to the council members, posted in the faculty room and in the main lobby, and sent to the Superintendent four (4) days prior to the meeting date.
- The Superintendent, any member of the staff, any parent, any student, or any member of the council wishing to have an item included on the agenda may request its inclusion to the Principal no later than one week prior to the meeting.
- All meetings will be conducted in accordance with the prepared agenda; additional items may be added at the discretion of the Principal.
- Minutes of each meeting will be prepared by a member of the council designated by the co-chairs and distributed within five (5) school days of the meeting to the same distribution detailed above for the meeting agendas.
- Every effort will be made to communicate regarding council meetings in the primary language of student homes.

The proper channel for formal communication about School Council issues is through the Principal.

The School improvement plan which establishes the school's educational goals must include the student performance standards adopted by the Massachusetts Board of Education and must be consistent with the educational standards and goals established by the Superintendent and the School Committee.

The plan shall include:

- an assessment of the impact of class size on student performance, and shall consider student to teacher ratios, and may include a scheduled plan for reducing class size;
- the plan shall address professional development for the school's professional staff; the allocation of any professional development funds in the school budget;
- the enhancement of parental involvement in the life of the school;
- safety and discipline;
- the establishment of a welcoming school environment characterized by tolerance and respect for all groups;
- extracurricular activities
- the development of means for meeting the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs, within the regular education programs at the school; and
- such further subjects as the Principal, in consultation with the school council, shall consider appropriate.

ADOPTED: November 8, 1993

REVISED: May 4, 1998

REVISED: November 4, 2002

CONDUCT OF SCHOOL COUNCIL BUSINESS

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which 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 upon request.

SERVICES OF LEGAL COUNSEL

Subject to acceptance of the provisions of the law by the town, the School Committee may employ legal counsel for the general purposes of the committee from funds appropriated for school purposes) The following are among the general duties of legal counsel with reference to educational matters:

1. To advise and furnish the School Committee legal opinions, verbally and in writing, as directed, on all matters and questions of law, including interpretations of old and new statutes.
2. To attend all meetings at the request of the School Committee.
3. To prepare legal instruments and contracts, including resolutions, advertising of bids, and all other legal papers as directed by the School Committee.
4. When needed, to commence and prosecute all legal action brought by the School Committee.
5. To represent and defend School Committee members and school district employees in any legal action against them which has arisen from the carrying out of regular responsibilities and the performance of regular duties.

The School Committee may employ legal counsel in connection with collective bargaining with employee organizations for school employees and may spend up to \$25,000 from funds appropriated for school purposes. However, the School Committee may not spend more than \$25,000 for counsel for collective bargaining without prior approval of the town manager.

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

ADOPTED: October 8, 1974
REVISED: November 15, 1989
REVISED: April 6, 1998

PROFESSIONAL AND CONSULTANT SERVICES

From time to time, on the recommendation of the Superintendent of Schools, the School Committee may appoint, retain, or employ persons for consulting or other professional services to the school system. Consulting services may be either on a per diem or contractual basis. Consultants shall have no administrative authority over any facet of the district's schools, but shall act solely as advisors to the School Committee and its officers and employees. Such services may be provided from professions other than education as well as from the educational profession.

The following conditions must be fulfilled before a contract is granted for consultant services:

1. A statement or resume of qualifications of the contractor illustrating that the person or firm is qualified to complete the contract in a proper manner.
2. Any contract which provides for services as the type referenced above to be awarded by the School Committee shall abide by the provisions of MGL, Sec. 268A.

ADOPTED: October 8, 1974
REVISED: November 15, 1989

REGULAR SCHOOL COMMITTEE MEETINGS

Committee Meeting Time and Place:

The Committee meets regularly at least once a month in a public place. Notice of every Committee meeting must be given by the secretary or his/her agent to the town clerk, members of the Committee and the Superintendent of Schools at least 48 hours before the stated meeting time.

Open Meetings:

All Committee business is discussed and all Committee decisions are made at advertised, open public meetings of the Committee unless the Committee votes to go into executive session.

Adjourned Meetings:

An adjourned meeting may be called when the Committee is adjourned before completing the business on its agenda. At such meeting the only business on which the Committee may act is the remainder of the agenda from the regular meeting.

Notice of Meetings:

Notice of meetings is given as required by staff retained for that purpose.

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

CROSS REFS.: BEC, Executive Sessions

BEDA, Notification of School Committee Meetings

ADOPTED: October 8, 1974

REVISED: December 14, 1981

REVISED: April 6, 1998

SPECIAL AND EMERGENCY MEETINGS

A special meeting of the School Committee may be called by the chairman of the School Committee acting alone or by the chairman upon written request from two members of the School Committee.

The Superintendent will notify School Committee members by phone or by mail at least one day in advance of the time and place of the special meeting.

The agenda for special meetings is restricted to only such business that appears in the call of that meeting, unless words such as the following are included in the call: “and such other business as may properly come before it.”

Special meetings may be called by the chairman to deal with emergencies. “Emergency” is defined as a situation where immediate, un-delayed action is deemed by the Committee to be imperative. At the written request of any two members of the Committee such a meeting must be called. Notice of an emergency meeting includes an agenda and only emergency items are in order at the meeting. The 24-hour meeting notice and the 48-hour circulated agenda rules may be set aside for emergency meetings.

REF.: Robert’s Rules of Order. Newly Revised, page 78

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

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

ADOPTED: October 8, 1974
REVISED: November 15, 1989
REVISED: April 6, 1998

EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
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. To consider and interview applicants for employment (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

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

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

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, Subcommittees of the School Committee
BE, School Committee Meetings
KEB, Public Complaints about School Personnel

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

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

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. 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

AGENDA FOR REGULAR MEETINGS

Regular meetings are held to consider items on an agenda prepared by the Superintendent after consultation with the chairman of the School Committee.

1. School Committee members having items to be included on the agenda should submit these items to the Chairman of the School Committee and the Superintendent's office by 5:00 P.M. *five* school days prior to the meeting.
2. Any person or group wishing to address the School Committee shall file a written request with the Chairman of the School Committee and the Superintendent to be placed on the agenda at least *ten* school days prior to the meeting. The request should contain; the name and address of the person or group; the nature of the matter; copies of background material (if there are any); and the specific questions to be asked or the specific action required of the Committee.

The agenda is presented to members of the School Committee and the public at least *three* days before the scheduled meeting. Relevant information Pertaining to agenda items is made available in an organized fashion before and during School Committee meetings.

Discussion of items not on the agenda is entertained at the discretion of the chairman or under the "new business" heading in the Order of Business. The Committee may not act on an item not included in its prepared agenda unless a majority of members of the whole Committee agree to add the item to the agenda.

The School Committee agenda will be forwarded to the press concurrent with the agenda being sent to the members of the School Committee.

ADOPTED: October 8, 1974
REVISED: November 9, 1981
REVISED: November 15, 1989

QUORUM

The quorum for calling a meeting to order and for the transaction of business shall be a majority of the Committee, but a number less than the majority may adjourn a meeting.

CONDUCT OF MEETINGS

School Committee meetings are conducted in accordance with the laws of the Commonwealth, the rules of parliamentary procedure as laid down in Robert's Rules of Order Newly Revised, and the by-laws adopted by the School Committee, outlined herein.

School Committee meetings, except for executive sessions, are open to the public. Parents, students, members of the staff and members of the community are encouraged to discuss relevant issues with the Committee at public meetings. Such discussions may be invited by the chairman, included in the regular agenda, or introduced under "new business" in the Order of Business. Advance notice from delegations and individuals is requested but not required.

Matters regarding discipline, school management, or instruction shall come before the School Committee only when reported by the Superintendent of Schools or on appeal of a pupil, parent, teacher, or other person from a decision of the Superintendent, which shall be addressed to the chairman of the Committee.

No person shall address a meeting of the School Committee without leave of the chairman of the School Committee. All persons shall, at the request of the chairman, be silent. If, after warning from the chairman a person persists in disorderly behavior, the chairman may order him/her to withdraw from the meeting. If he/she does not withdraw, the chairman may order a law enforcement officer to remove him/her.

REF.: Robert's Rules of Order Newly Revised. Scott, Foresman and Company, Glenview, Illinois, 1970, 594 pages

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

ADOPTED: October 8, 1974

REVISED: November 15, 1989

REVISED: April 6, 1998

VOTING METHOD

A majority vote of those present (defined as those voting in the affirmative, negative, or present) will decide all issues except for those issues where a different vote is required by *Robert's Rules of Order Newly Revised* or through School Committee policy. All questions shall be decided by a formal vote of the Committee. The vote shall be by voice or roll call vote and no secret or written ballot shall be used.

Votes by show of hands shall be counted as affirmative, negative, present, or abstaining and shall be so recorded, it shall be the privilege of any member to have his/her votes on any motion recorded by name.

Policies may be added, changed, or deleted by a majority vote of the Committee provided that the proposed action has been referred to the Subcommittee on Policy for consideration and the recommendation of the Subcommittee on Policy for consideration and the recommendation of the Subcommittee has been placed on the agenda for a meeting according to Policy BEDB.

The chairman of the School Committee always has the right to vote, but he/she may (to preserve the neutrality of the chair) choose to vote only when his/her vote will affect the result. Examples:

1. On a 3-3 tie vote, the chairman may choose to vote affirmatively so that a motion will pass. He/she need not vote at all if he/she is negatively included in that a tie vote does not carry.
2. On a 2-3 vote, the chairman may choose to cast a negative vote in order to create a 3-3 tie and thus block action.

Council president:

The council president shall have the same power to vote on every matter coming before the School Committee as any other member.

ADOPTED: October 8, 1974
REVISED: April 4, 1994
REVISED: April 6, 1998

MINUTES

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

Minutes will include:

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

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

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

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

CROSS REF.: KDB, Public's Right to Know

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

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

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

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

1. At the start and end (prior to the Chairperson's report) of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment. Speakers may present only once, either at the beginning or at the end of the meeting.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. 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.
4. All remarks will be addressed through the Chairperson of the meeting.
5. 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.
6. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
7. Responses to public forum comments will be at the discretion of the Chairperson.

REVISED: August 10, 2015

NEWSPAPERS AND OTHER NEWS MEDIA

The School Committee encourages and supports the publication of periodic newsletters by the school district to inform the public.

1. Representatives of the press and other news media are welcome to attend all meetings of the School Committee except the meetings held in executive session.
2. All School Committee records and minutes (with the exception of items noted in the general laws) are matters of public record and may, by appointment, be examined.
3. A statement of the official School Committee position on a given issue (as determined by vote of the School Committee) will be given only by the chairman of the School Committee or his/her designee.
4. News releases pertaining to system-wide events are made by the Superintendent's office.
5. Administrators in individual schools and directors of academic departments may submit news items of interest to the media directly. Copies of these news items or news releases will be sent to the Superintendent's office.

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

ADOPTED: October 8, 1974
REVISED: December 3, 1982
REVISED: April 6, 1998

ADJOURNMENT TIME FOR MEETINGS

The School Committee seeks to adjourn each meeting no later than 11:00 p.m.

Business which is “unfinished” at that time may be placed on the agenda of the next regular or special meeting of the School Committee.

This statement of desired adjournment time in no way affects the validity of formal action taken after 11:00 P.M. should the School Committee be unaware of or choose to ignore the passage of time.

ADOPTED: October 8, 1974

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

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

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

The Chairperson of the Committee will preside at the hearing.

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

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

FUNCTIONING AS A POLICY-MAKING BODY

A School Committee is given extensive powers under the laws of the Commonwealth of Massachusetts with regard to the governance and control of education within the school district. The School Committee exercises these powers most effectively when it functions as a policy-making body, establishing basic guidelines for discretionary action on the part of the Superintendent of Schools and his/her staff.

1. The School Committee will function as a policy-making body with regard to the educational affairs of the school district.
2. Policies (or changes in policies) presented to the School Committee for consideration will be *codified* according to the established format of the Official Policy Manual.
3. Once adopted, the policy will be inserted in each copy of the Official Policy Manual.
4. A policy can be abrogated by the School Committee. Once abrogated, the policy will be removed from all copies of the Official Policy Manual except for the copy officially designated as the “legal-historical copy.”
5. The Superintendent will function under the policy set by the School Committee. He/she has the authority to issue procedures and regulations in order to carry out his/her responsibilities. The procedures and regulations of the Superintendent will be included in the Official Policy Manual, but will be made available to the School Committee as necessary and whenever requested.

ADOPTED: October 8, 1974

REVISED: April 6, 1998

POLICY ADOPTION

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

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: second reading, discussion, adoption or rejection.

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

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

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

SCHOOL COMMITTEE REVIEW OF REGULATIONS

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

POLICY DISSEMINATION

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

Each Committee member shall have a copy of the policy book. Additional copies shall be made available at the offices of the Superintendent and Principal for review by any interested party. All policies and regulations pertaining to staff or student conduct shall be available in publications provided as the law requires and shall be filed with the Commissioner of Education.

All policy manuals distributed to anyone shall remain the property of the Committee and shall be considered on loan to anyone, or any organization, in whose possession they might be. They are subject to recall at any time.

The Committee's policy manual shall be considered a public record and shall be open for inspection at the School Committee office.

SUSPENSION OF POLICIES

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

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

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

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

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

Under the Public Records Law, electronic messages between public officials may be considered public records.

LEGAL REFS.: M.G.L. 4:7; 39:23A, 23B; 66:10

ADOPTED: December 2, 2002

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

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

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

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify policy:

1. arranging visits to schools or administrative offices
2. requesting information regarding school district operations
3. responding to community requests/complaints concerning staff or programs
4. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

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

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

Members of the School Committee receive compensation for their time and expenses as a School Committee member in the form of a monthly taxable stipend.

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

Watertown Town Charter, Section 21, section d, 4

SECTION C

GENERAL SCHOOL ADMINISTRATION

CB	SUPERINTENDENT OF SCHOOLS
CBA	QUALIFICATION OF SUPERINTENDENT
CBB	RECRUITMENT AND SELECTION OF SUPERINTENDENT
CBC	POWER AND AUTHORITY OF SUPERINTENDENT
CBD	SUPERINTENDENT'S CONTRACT
CBDA	ASSISTANT SUPERINTENDENT'S CONTRACT
CBI	EVALUATION OF SUPERINTENDENT
CBK	PROVISION FOR ACTING SUPERINTENDENT
CC	ADMINISTRATIVE ORGANIZATION
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CFAB	POLICY STATEMENT FOR EMPLOYMENT OF SCHOOL PRINCIPALS
CH	POLICY IMPLEMENTATION (MASC)
CHA	DEVELOPMENT OF REGULATIONS
CHB	SCHOOL COMMITTEE REVIEW OF REGULATIONS
CHC	REGULATIONS DISSEMINATION
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD	ADMINISTRATION IN POLICY ABSENCE (MASC)

SUPERINTENDENT OF SCHOOLS

Primary purpose of position:

The Superintendent of Schools is the chief executive officer of the School Committee and the chief administrative officer of the school system. In his/her role as executive officer of the Committee, the Superintendent advises and assists the Committee in all aspects of its work. In his/her administrative capacity, he/she has complete authority and responsibility for the operation of the school system within the limits established by the legal requirements of the commonwealth and by the procedural and policy requirements of the School Committee.

ADOPTED: October 8, 1974
REVISED: May 4, 1998

QUALIFICATIONS OF SUPERINTENDENT

- A.** Have qualifications for licensure as Superintendent by Commonwealth of Massachusetts.
- B.** The School Committee is at liberty to add qualifications above and beyond those required by the state for licensure.

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

RECRUITMENT AND SELECTION OF SUPERINTENDENT

In accordance with State law, the School Committee has sole authority and responsibility in the hiring of the Superintendent of Schools. In the event of a vacancy in the office of the Superintendent, the School Committee will develop a process for filling the vacancy.

ADOPTED: October 8, 1974
REVISED: May 4, 1998

POWER AND AUTHORITY OF SUPERINTENDENT

The power of the School Committee is established by law: “The School Committee., shall employ a Superintendent and fix his/her compensation.” His/her role and major responsibilities are also specified by law: “The Superintendent shall be the executive officer of the School Committee and under its direction:

1. Shall have the care and supervision of the public schools.
2. Shall assist it in keeping its records and accounts.
3. Shall assist it in making such reports as are required by law.”

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

SUPERINTENDENT'S CONTRACT

The School Committee shall enter into a contract with the Superintendent.

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

ADOPTED: July 17, 1978
REVISED: December 14, 1981
REVISED: November 15, 1989
REVISED: May 4 1998

ASSISTANT SUPERINTENDENT'S CONTRACT

The School Committee shall enter into a contract with the Assistant Superintendent.

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

ADOPTED: July 17, 1978

EVALUATION OF SUPERINTENDENT

In accordance with the provisions of the contract with the Superintendent, the School Committee and the Superintendent shall cooperatively develop a plan whereby the School Committee annually evaluates the work of the Superintendent.

ADOPTED: October 8, 1974
REVISED: January 10, 1983
REVISED: May 4, 1998

PROVISION FOR ACTING SUPERINTENDENT

In the event the position becomes vacant, the School Committee shall appoint an acting Superintendent whose duties and responsibilities will terminate with the appointment of a new Superintendent.

ADOPTED: October 8, 1974
REVISED: November 15, 1989
REVISED: May 4, 1998

ADMINISTRATIVE ORGANIZATION

The Superintendent shall maintain a table of organization that reflects the current structure of the administrative staff.

ADOPTED: September 9, 1975
REVISED: November 13, 1978
REVISED: November 9, 1981
REVISED: December 13, 1982
REVISED: November 15, 1989
REVISED: May 4, 1998

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and 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 School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, 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.

POLICY STATEMENT FOR EMPLOYMENT OF SCHOOL PRINCIPALS

Principals shall be employed by the Watertown Public Schools under individual contracts of employment. Said contracts shall be negotiated by the Superintendent of Schools and signed by the School Committee Chairman in compliance with School Committee policy/guidelines on compensation/benefits.

Contracts to principals may be issued and/or renewed for not more than three (3) years in length. As a condition of employment, each principal must maintain current licensure, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually submit with the School Council the educational goals and school improvement plan for the school building(s) under his/her direction.

ADOPTED: May 9, 1994
REVISED: May 4, 1998

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out 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.

DEVELOPMENT OF REGULATIONS

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

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

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

SCHOOL COMMITTEE REVIEW OF REGULATIONS

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

REGULATIONS DISSEMINATION

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

APPROVAL OF HANDBOOKS AND DIRECTIVES

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

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the 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

ADMINISTRATION IN POLICY ABSENCE

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 decisions, however, will be subject to review by the Committee.

SECTION D

FISCAL MANAGEMENT

DB	ANNUAL BUDGET
DBC	SCHOOL BUDGET CALENDAR
DBJ	BUDGET TRANSFER AUTHORITY
DD	FUNDING PROPOSALS AND APPLICATIONS
DF	CONTROL OVER INTERNAL FUNDS – ON HOLD
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ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department.

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

SCHOOL BUDGET CALENDAR

Each year the school budget will be prepared by the administration and submitted to the School Committee within an agreed upon time frame appropriate to the budget cycle.

Workshops will be scheduled for internal review by the School Committee, followed by public hearings. Final approval of the budget by the School Committee must occur at such time which may be determined in order to meet submission requirements by the Town.

ADOPTED: October 8, 1974
REVISED: December 3, 1990

BUDGET TRANSFER AUTHORITY

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

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

CONTROL OVER INTERNAL FUNDS

Some receipts and expenditures within the school district are not included in the regular school budget. However, all funds collected from whatever source are public monies and their receipt and expenditure are under the control of the policies of the School Committee. Internal funds are student monies collected for a specific purpose. Examples of internal funds are: ticket sales to school events, money collected by student drives, membership fees in classes and clubs, and money collected for school field trips. The following provisions will be followed with reference to the receipts and expenditures of internal funds.

1. The School Department through the Town will insure that all staff supervising funds must be appropriately bonded.
2. The principal is responsible for the control of internal funds within a school.
3. Appropriate bank accounts for handling internal funds will be maintained in the Business Office.
4. Numbered receipts (or numbered tickets) will be given for all monies received. Cash will be deposited through the Business Office each day. No funds are to be left in the school unless locked in a safe overnight. A record of monies collected must be submitted to the Business Office with each deposit.
5. Disbursement out of internal funds will be through Town purchasing procedures with all appropriate documentation to support payments.
6. The Director of Business Services will establish a process to audit all internal funds once a year. A report of this annual audit will be given to the School Committee.

ADOPTED: October 8, 1974
REVISED: February 11, 1985
REVISED: December 3, 1990
REVISED: August 10, 1999

EXTRA CURRICULAR FEES

In order to provide a wide range of extracurricular activities, a user fee for certain activities sponsored by Watertown Public Schools may be charged.

The School Committee recognizes the need for student user fees to help fund certain school activities. It also recognizes that some students may not be able to pay these fees. In cases of financial hardship, accommodations may be made.

A school may exact a user fee only upon School Committee approval. All student fees will be listed and described annually in each school's student handbook or in some other written form and distributed to each student prior to the beginning of the activity. The notice will advise students of the fees that are to be paid and of the penalties for failure to pay them. A permissible penalty may include denial of participation in the extra activity.

ADOPTED: September 10, 1984

REVISED: December 10, 1990

REVISED: August 30, 1999

REVISED: July 28, 2009

TECHNOLOGY TRUST

On February 12, 2001, the Watertown School Committee by unanimous consent voted the establishment of the Watertown Technology Trust. The following criteria will govern the spending from the trust:

The spending parameters relative to interest earned are as follows:

1. Until such time as the balance in the Trust reaches \$200,000, interest not to exceed the amount of \$5,000 may be expended annually, provided that the expenditure is used exclusively for fundraising efforts.
2. After the balance in the Trust has exceeded \$200,000, 50% of the interest earned by be expended on an annual basis.
3. After the balance in the Trust has exceeded \$500,000, 75% of the interest earned may be expended on an annual basis.
4. After the balance in the Trust has exceeded \$1,000,000, 100% of the interest earned, less an amount needed to maintain the balance year over year in "real dollars" may be expended on an annual basis. "Real Dollars" is defined as dollars relative to inflation. If by example the rate of inflation in a given year is 3%, then 3% of the total principal must not be expended. In this way, the real value of the Trust will not diminish over the years as inflation occurs.

The spending parameters relative to the intended use of the monies is as follows:

1. The amount of interest, as determined by the above guidelines, transferred to a corresponding Expendable Trust Account will be made available to the School Committee on an annual basis.
2. The funds will be used exclusively for the purchase of technology and technology related items. This includes, but is not limited to, computers, servers, printers, monitors, digital cameras, networking equipment, keyboards, software and any other equipment of a "technological" nature. Workstations and related furniture may be purchased, but purchases of such must be limited to no more than 20% of any annual expenditure. Also, the entire expenditure must be made on equipment that will impact the actual classroom environment. No expenditure may be spent on equipment deemed for administrative use. In addition, in any given year, a sum not to exceed \$5,000 may be spent on fundraising and other business expenses.
3. At the end of each calendar year, pre-approval for a specific amount of annual technology purchases will be given to the School Administration, based on the parameters detailed above. This pre-approval amount will be determined first by the Subcommittee on Budget and Finance, and then by a vote of the entire School Committee. The School Committee will provide to the Town Auditor a detailed accounting of all purchases. The format of the Accounting will be determined by agreement between the Town Auditor and the School Committee, but must include the following:
 - An invoice for all purchases
 - A summary of monies expended for equipment by type (i.e., PC, printer, software, etc.), as well as monies expended for fundraising and business expenses.
4. The Annual Accounting Report will be ratified by a vote of the School Committee in Open Session prior to its delivery to the Town Auditor.

ADOPTED: May 6, 2002

AUTHORIZED SIGNATURES

The Chairman of the School Committee and the Superintendent or their designees will sign payrolls presented for approval.

Two School Committee members and the Superintendent or his/her designee will sign consultant services contracts up to \$25,000 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: April 30, 2007
REVISED: February 1, 2010

BONDED EMPLOYEES AND OFFICERS

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

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

FISCAL ACCOUNTING AND REPORTING

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

The accounting system used will conform with state requirements and to 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

INVENTORY OF SCHOOL PROPERTY

Inventories are taken for a number of reasons: to make sure that school property is being used for the purposes for which it was purchased; to protect school property from theft and damage; to assess the operational condition and efficiency of school equipment; to establish a maintenance and repair schedule; to determine the specific amounts of supplies which need to be purchased for the near future; and to create (for insurance purposes) a current record of the value of school property in the case of fire loss, other damage, or theft.

There shall be an annual inventory of all major equipment, furniture, and supplies which are under the responsibility and jurisdiction of the School Committee.

The inventory shall be taken under the general supervision of the Superintendent and shall be under the direct supervision of the director of business services with other professional and non-instructional employees cooperating as directed.

The procedures for taking and valuing the inventory shall be established in consultation with insurers.

ADOPTED: October 8, 1974

REVISED: December 10, 1990

AUDITS OF SCHOOL FUNDS

Any audits of school funds, local, state, or federal, must be forwarded to the Director of Business Services, who will prepare them for transmittal to the members of the School Committee.

ADOPTED: July 22, 1977
REVISED: December 3, 1990

PURCHASING

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

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

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

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

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

PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent or designee 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

PETTY CASH ACCOUNT/CENTRAL OFFICE

1. A Petty Cash Account is established to fund tolls for field trips, Freight C.O.D.'s, postage due and minor expense items.
2. A Petty Cash Account in the central office not to exceed \$150.00 is authorized.
3. All documentation and accounting for expenses will be maintained in the Business Office.

ADOPTED: October 8, 1974
REVISED: December 3, 1990
REVISED: August 30, 1999
REVISED: February 1, 2010

BIDDING REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$25,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$25,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

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

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

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

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

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

CROSS REF.: DJA, Purchasing Authority

VENDOR RELATIONS

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.

PAYMENT PROCEDURES

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 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 city auditor for processing and subsequent payment by the city 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 school building administrators will be responsible for observing budget allocations in their respective schools.

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

EXPENSE REIMBURSEMENTS

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 a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Internal Revenue Service. However, a monthly travel stipend, in an amount established by the Committee, may 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

SECTION E

SUPPORT SERVICES

EB	SAFETY PROGRAM
EBAB	PEST MANAGEMENT POLICY
EBB	FIRST AID
EBC	EMERGENCY PLANS
EBCD	EMERGENCY CLOSINGS
EC	BUILDINGS AND GROUNDS MANAGEMENT
ECA	BUILDINGS AND GROUNDS SECURITY
ECAC	VANDALISM
ECAF	SECURITY CAMERAS
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS
EEA	STUDENT TRANSPORTATION SERVICES
EEAA	POLICY FOR THE ENROLLMENT OF STUDENTS IN THE TRANSPORTATION PROGRAM
EEAE	SCHOOL BUS SAFETY PROGRAM
EEAEC	STUDENT CONDUCT ON SCHOOL BUSES
EFC	FREE AND REDUCED PRICE FOOD SERVICES

SAFETY PROGRAM

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.: EEAE, School Bus Safety Program
GBGB, Staff Personal Security and Safety
IHAM, Health Education
JLI, Student Safety

PEST MANAGEMENT POLICY

The 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.

I. OVERVIEW AND GOALS

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

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

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

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. 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."

FIRST AID

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him.
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 and, if the Superintendent deems appropriate, to the School Committee.

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

CROSS REF.: JLC, Student Health Services and Requirements

EMERGENCY PLANS

The Superintendent or designee will develop and institute 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 drills and lockdowns 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

EMERGENCY CLOSINGS

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

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

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

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

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

CROSS REF.: EBC, Emergency Plans

BUILDINGS AND GROUNDS MANAGEMENT

The supervision over the care and safekeeping 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 safekeeping 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

BUILDINGS AND GROUNDS SECURITY

Security includes maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of chemicals and 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 with the approval of the School Committee when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

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/her and, if known, the names of those responsible.

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

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

CROSS REFS.: All Student Handbook Codes of Conduct

SECURITY CAMERAS

The Watertown School Committee is committed to providing a safe and secure environment for all students, staff, and community members.

This policy addresses the use of exterior and interior security cameras for non-emergency situations at school buildings. Non-emergency situations may include persistent thefts, graffiti, or vandalism, or more general concerns, such as access to the buildings.

The establishment of a safe and secure environment at school buildings may include installation of exterior-facing security cameras to monitor entranceways.

Security cameras inside school buildings may be located in areas such as corridors, stairwells and other common gathering areas, but not located in areas such as bathrooms, locker rooms or classrooms where there is a greater expectation of privacy.

Whenever initiating use of security cameras a building principal shall set forth in writing:

1. the exact nature of the problem;
2. the logical connection between the problem and the use of security cameras including other measures that have been taken; and
3. the scope and duration of use requested to address the immediate problem at issue.

The use (but not necessarily the location of) the cameras may be implemented only after it is approved by the Superintendent, and shall be disclosed to the school community. A copy of the approved request shall be provided to the School Committee.

Records of use and access to security cameras shall be maintained, and limited to necessary school and law enforcement personnel.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Permission to use school equipment may be granted by the Superintendent or designee upon request by responsible parties or organizations.

Staff members may use school equipment when the use is related to their school employment. Students may use school equipment 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.

STUDENT TRANSPORTATION SERVICES

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

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

The Superintendent or designee, working with the bus and taxi contractors and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

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

CROSS REF.: EEAA, Walkers and Riders

POLICY FOR THE ENROLLMENT OF STUDENTS IN THE TRANSPORTATION PROGRAM

Regular transportation services will be provided to students attending school within the district and those students attending Minuteman Regional Vocational Technical School in accordance with the provisions of, the General Laws of the Commonwealth of Massachusetts.

Eligibility

Students in grades k-5 who live in the Hosmer School district and who are enrolled in the Hosmer School are eligible for transportation services. Those eligible students who live 1.5 miles or more from the Hosmer School will receive free transportation services. Those eligible students who live less than 1.5 miles but more than 0.75 miles from the Hosmer School will be transported at a fee on a space available basis.

Students in grade 6 who attend the Middle School are eligible for transportation services. Those eligible students who live 2.0 miles or more from the Middle School will receive free transportation services. Those eligible students who live less than 2.0 miles but more than 0.75 miles will be transported at a fee on a space available basis.

In addition to students in grades Kindergarten through 6 who must be transported in accordance with Chapter 71 of the General Laws of the Commonwealth of Massachusetts, students in grades 7 and 8 who attend Watertown Middle School may be eligible for transportation services. Following enrollment of all eligible students in grades K-6 attending the Hosmer and Middle Schools, students in grades 7 and 8 will be registered in the order of receipt of a registration form and payment of the applicable fee. Further, all students residing in Watertown who are registered and attending Minuteman Regional Vocational Technical School shall be entitled to transportation without cost in accordance with Massachusetts General Laws.

Transportation Fee

The Watertown School Committee will, by a majority vote to the Committee, establish a fee for transportation services for those students who do not live beyond the distance limit established by the School Committee.

For the purpose of applying the fee for transportation services, mileage will be determined according to Department of Education standards by measuring the walking distance from the student's home to the nearest entrance to the school over a commonly traveled route.

Waivers and Reduced Fees

The School Department administration may, at the request of a family, waive or reduce a fee for any student in grades K-6 who would otherwise be subject to the fee if the administration determines that the request has merit. Determination will be based on the household income of the family and other information which the family may produce to support the request. The administration may require evidence of income in the form of tax returns, unemployment verification, government assistance documentation, or similar evidence and may require authorization for payroll verification.

Seating Capacity for In-District Transportation

In addition to students eligible for free transportation the School Department administration will register students for fee-based transportation services on a first-come, first-serve basis until such time as 90% of the capacity of the bus for each established route has been reached. The excess capacity will be reserved primarily for the purpose of accommodating registrations of new students moving into the school district who are eligible for free transportation. This is to ensure there will be no standees, a practice prohibited by this policy. The 90% capacity may be exceeded only if an agreement is signed by the student's parent or guardian indicating the understanding that the student could be "bumped" if another student eligible for free transportation moves into the district. Any fee paid would be refunded on a pro-rated basis.

Bus Routes and Schedules

The School Department administration will establish the bus routes, stops and schedules annually based on final student registrations. Bus stops will be established with primary consideration for the safety of the students boarding and being discharged from the bus. The administration will work with public safety officers and others as necessary.

Student Identification

Students registered for transportation services will be issued an identification card which will allow them to board their assigned bus. In addition, the identification card will assist drivers in delivering students safely to their destinations in the event that a student misses his/her bus stop.

Bus Conduct

All students are expected to conduct themselves appropriately according to student conduct guidelines issued by the School Department administration. The administration has the authority to suspend or permanently remove a student from the transportation program if the student violates the conduct guidelines and/or vandalizes the school bus.

ADOPTED: July 19, 1994

REVISED: October 17, 1994

SCHOOL BUS SAFETY PROGRAM

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.

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

CROSS REF.: EB, Safety Program

STUDENT CONDUCT ON SCHOOL BUSES

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

To ensure the safety of all students who ride in buses, it may 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.

SECTION F

FACILITIES DEVELOPMENT

FA	PROVISION OF SCHOOL BUILDINGS
FA – E	FACILITIES DEVELOPMENT GOALS
FB	FACILITIES PLANNING
FCB	RETIREMENT OF FACILITIES
FF	NAMING OF SCHOOL BUILDINGS

PROVISION OF SCHOOL BUILDINGS

The responsibility to provide suitable buildings for the school program is shared by the School Committee, the school building committee and the town council.

1. The School Committee when it deems it necessary initiates requests for renovations and additions to existing buildings or for new buildings.
2. The town school building committee is entrusted with investigating the School Committee's requests, making recommendations, and when deemed necessary, requesting appropriations from the Town Council, as needed, for preliminary studies, architectural plans and buildings and overseeing subsequent construction. This committee is created by a majority vote of the town council and its members are appointed by the town manager.
3. The Town Council alone has the power to appropriate school building funds. Funds appropriated from the general fund require a majority vote; funds appropriated from bond issue proceeds require a two-thirds vote.

ADOPTED: October 8, 1974
REVISED: January 10, 1983
REVISED: December 10, 1990
REVISED: August 30, 1999

FACILITIES DEVELOPMENT GOALS

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, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, disability or national origin of any such student.
2. The goal of each school shall be to provide males and females with equal facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. 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

FACILITIES PLANNING

Town School Building Committee:

The Town Manager authorizes a 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

Board of Education 603 CMR 38:00 and 603 CMR 26:07

RETIREMENT OF FACILITIES

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

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

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

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

NAMING OF SCHOOL BUILDINGS

In the naming of school buildings, portions of school buildings, and school grounds, the Watertown School Committee recognizes that dedications are a very serious, sometimes emotional, subject and should be decided with great care and objectivity. It is the goal of the Committee to make dedications to worthy and deserving candidates.

Therefore, the School Committee recommends the following guidelines for its consideration should a building or parts thereof be named for a person:

1. The person, whose name is suggested for dedication of a school building, portion of a school building, or school grounds, should be one who by work or service has contributed significantly to the Town.
2. Said person should be one who is retired, deceased, or has provided service to the community in excess of 25 years. A request may not be submitted sooner than one (1) year following the death or retirement of the individual proposed to be so honored. This requirement may be waived by a unanimous vote of the School Committee.
3. Said person should be one who merits the esteem and gratitude of the Town for his/her extraordinary and selfless display of commitment and citizenship.
4. Citizens of the Town, as in the past, should be considered for names of schools.
5. Citizens of the Town, as well as those who are not citizens of the Town, should be considered for names of portions of school buildings and school grounds.
6. Insofar as possible the area dedicated should have a logical relationship to the service of the individual to be recognized.

The School Committee recommends the following procedure for presenting a name to the School Committee for dedicatory consideration:

1. Those persons wishing to name a building, portion of a building or grounds should submit their request, in writing, to the School Committee. Such request must include at least 150 signatures of Town citizens (18 years or older) in support of the request. The School Committee will refer the request to an ad hoc committee, which will include at least two School Committee members.
2. At the time of the request, sufficient background information and rationale for the dedication should be submitted.
3. The recommendation of the ad hoc committee will go to a public hearing of the School Committee.
4. After the public hearing the School Committee in order to take sufficient time for study, deliberation and debate of the potential dedication will take the recommendation under advisement.

ADOPTED: April 4, 1994
REVISED: August 30, 1999
REVISED: May 1, 2000

SECTION G

PERSONNEL

GBA	EQUAL EMPLOYMENT OPPORTUNITY
GBD	SCHOOL COMMITTEE – STAFF COMMUNICATIONS
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GBEBB	RESPONSIBILITY FOR SUPERVISION OF CLASSES
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GBEBE	CARE OF SCHOOL PROPERTY
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GCBA	PROFESSIONAL STAFF SALARY SCHEDULES
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GCG	PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
GCI	PROFESSIONAL DEVELOPMENT FOR TEACHERS
GCJ	PROFESSIONAL TEACHERS STATUS

GCO	EVALUATION OF PROFESSIONAL STAFF
GCQF	SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
GCRD	PRIVATE TUTORING FOR PAY
GDO	EVALUATION OF SUPPORT STAFF

EQUAL EMPLOYMENT OPPORTUNITY

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

LEGAL REF.: 603 CMR 26:08

CROSS REF.: AC, Nondiscrimination

SCHOOL COMMITTEE – STAFF COMMUNICATIONS

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

Staff Communications to the School Committee:

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee 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 firsthand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff:

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

Visits to Schools:

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

STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the 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 responsible for the supervision and/or evaluation of an employee be directly related to him.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

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

STAFF CONDUCT

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

RESPONSIBILITY FOR SUPERVISION OF CLASSES

The teacher is responsible for the health, safety, and security of students assigned to the teacher during the regularly scheduled instruction, homeroom periods, supervised study halls and assigned administrative duties.

Should it be necessary for the teacher to be absent from a class, the teacher shall make specific arrangements with another person (teacher, substitute, supervisor, or administrator) to take responsibility for the class in his/her absence.

It is recognized that, after proper preparation, a student teacher or intern needs the experience of teaching a class without the supervising teacher being present. However, the supervising teacher retains responsibility for the class during such circumstances and shall remain in close proximity in event the student teacher or intern needs assistance.

ADOPTED: October 8, 1974
REVISED: November 15, 1989
REVISED: October 5, 1998

RESPONSIBILITY FOR WORK OF SUBSTITUTES

A teacher who is unable to be present on account of sickness or other reason shall notify the superintendent or whomever he/she designates as soon as possible so that a substitute may be obtained. The teacher is responsible for making it possible for the substitute to function effectively.

1. Lesson plans for the day and a description of classroom procedures shall be made available to the substitute.
2. A folder which contains the class roster, all slips and forms which are used on a daily basis, and any other pertinent information about classrooms and school operation shall always be kept available in the teacher's desk.

ADOPTED: October 8, 1974
REVISED: October 5, 1998

CARE OF SCHOOL PROPERTY

1. Teachers are responsible for the appearance and care of their rooms while used by classes assigned to the teachers.
2. The need for maintenance, repair, or replacement of furniture, fixtures, or equipment should be reported promptly to the Principal.
3. Teachers have responsibility for insuring that students properly use textbooks and other learning materials, instructional equipment and aids, furniture, and the classroom itself.
4. Any abuse by students in the care and use of school property shall be handled appropriately by the teacher and Principal.

ADOPTED: July 17, 1978
REVISED: October 5, 1998

DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

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

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

CROSS REFS.: JICH, Drug and Alcohol Use by Students

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS

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

Staff members who violate this policy will be referred to their immediate supervisor.

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

STAFF PERSONAL SECURITY AND SAFETY

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

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, Safety Program
GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

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, holding an elective or appointive office, participating in a campaign for elective or appointive office, and campaigning for or against a ballot question.

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

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

PERSONNEL RECORDS

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's Right to Know

STAFF COMPLAINTS AND GRIEVANCES

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

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

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Committee, **except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.**
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

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

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

CONTRACT REFS.: All Contract Agreements

RECOGNITION OF EMPLOYEES/PROCEDURES

It is the intention of the Watertown School Committee in adopting this policy to establish a procedure for the recognition and honoring of teachers, administrators and other employees of the Watertown School Department for dedicated service to the educational program in Watertown.

The Watertown School Committee shall authorize the Chair of the School Committee, in consultation with the Superintendent of Schools and/or the Assistant Superintendent of Schools, to invite to a meeting of the School Committee any individual or group of individuals to be honored or recognized by the School Committee for special service.

In furtherance of this policy, the Chair of the School Committee or his/her designee shall represent the School Committee at any function to which the Committee is invited at which retirees or other employees of the Watertown School Department are to be recognized and/or honored.

The Chair of the School Committee shall cause to have placed in the personnel records of appropriate individuals indication that he or she has been honored by a graduating class of Watertown Senior High School by selection as Teacher of the Year, or as one of the other teachers selected by the class for recognition at graduation.

ADOPTED: July 10, 1995

REVISED: October 5, 1998

ESTABLISHMENT OF POSITIONS

1. The Superintendent will recommend to the School Committee the establishment or abolition of all regular full-time and part-time positions in the school district - administrative, teaching, and non-instructional.
2. Positions are established or abolished by action of the School Committee. The Superintendent will have available at the School Committee's request the current list of established positions.
3. Within budgetary provisions, the Superintendent has authority to hire and dismiss temporarily employed personnel without these positions having to be officially established or abolished.
4. The Superintendent or his/her designee is responsible for developing position descriptions for all administrative positions, specialists, directors, special teachers, and key non-instructional supervisory personnel.
5. Position descriptions, except for the Superintendent's, will not be included in the policy manual, but will be available to the School Committee on request.
6. Position descriptions will be written in accordance with the form provided by the Superintendent's office.

ADOPTED: October 8, 1974
REVISED: October 5, 1998

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers:

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit.

Employees Not Subject To Collective Bargaining:

The school committee shall set parameters for the salary of employees, to be administered by the superintendent, based on an employee's performance and requirements of the position.

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

CONTRACT REF.: Teachers' Agreement

REVISED: August 10, 2015

SUBSTITUTE TEACHER SALARY RATES

The Substitute Teacher Salary Rates will be established by the School Committee for the following.

Daily Substitutes

- Long-term known assignment (or after 30 consecutive days same assignment) + Bachelor – step 1 - of teachers' scale.
- Permanent Floating Substitutes.

ADOPTED: October 8, 1974
REVISED: January 12, 1989
REVISED: September 24, 1984
REVISED: September 9, 1985
REVISED: February 12, 1990
REVISED: October 5, 1998

EMPLOYMENT OF PRINCIPALS

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

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

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before April 1 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

COMPENSATION OF ACTING ADMINISTRATORS

The rate of compensation for all acting administrators will be determined by placement of the acting administrator at the starting point of the salary schedule for that position established by collective bargaining for Unit B or C or established by the School Committee for principals or central office positions. This policy shall apply to all personnel who either

- a. have performed the duties of the position for twenty consecutive days in the absence of the duly appointed administrator. In such a case placement on the appropriate salary level will be retroactive to the first day of performance of the duties of the position; or
- b. have been appointed acting administrators in the position in anticipation of the long-term absence of the duly appointed administrator.

The Superintendent, with the approval of the School Committee, may continue payment at the acting administrator compensation level for a transition period until he/she deems the duly appointed administrator capable of fully performing his/her duties.

ADOPTED: October 8, 1974

REVISED: October 5, 1998

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he/she or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

STAFF FAMILY AND MEDICAL LEAVE

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

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

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

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

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

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

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

NOTE: School Committees may determine the size and composition of the screening committee.

APPOINTMENT AND EVALUATION OF COACHES

1. The selection process for coaches is as follows:
 - a. All vacancies will be posted within and without the system.
 - b. A list of all candidates will be developed.
 - c. The Athletic Director will review applications and recommend candidates to be interviewed to the High School Headmaster or Middle School Principal. Head coaches will be appointed first and will participate in the interviews for the assistant coaches. The final candidate will be recommended to the Superintendent by the Headmaster or Principal.
2. Quality control of the program requires that:
 - a. Coaches be appointed for one year only.
 - b. Upon the completion of the season, the Athletic Director will evaluate Head Coaches; the Head Coaches will evaluate their assistants. The Athletic Director will review all evaluations of coaches with the Headmaster or Principal and will ultimately forward the material to the Personnel Office.
 - c. An assessment of each athletic program will be made at the conclusion of each season. The assessment will be presented to the Superintendent and the Subcommittee on Athletics by the High School Headmaster and the Athletic Director. The report will contain such items as season records and highlights, participation levels, and the coaches' relationship to feeder programs. The presentation will be made no later than 30 days after the conclusion of each athletic season.
 - d. The Headmaster in consultation with the Athletic Director will determine whether to reappoint a coach or open the position.
3. The position of Athletic Business/Equipment Manager and Trainer will be filled and evaluated in the manner prescribed for coaches.

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

ADOPTED: August 9, 1982
ADOPTED: November 15, 1989
REVISED: March 11, 1991
REVISED: October 5, 1995
REVISED: August 30, 1999
REVISED: October 1, 2001

SELECTION PROCEDURES FOR PERMANENT INSTRUCTIONAL / ADMINISTRATOR POSITIONS

Permanent Administrative Positions:

The procedures adopted apply to candidates from outside as well as candidates from within the system aspiring to permanent administrative positions (other than the position of Superintendent, Assistant Superintendent, Business Manager, and Director of Student Services).

I. GENERAL PROVISIONS

- A. A plan is hereby established for the filling of permanent administrative positions in the Watertown School System to be utilized when a vacancy occurs in an existing position or when a new position is created by action of the School Committee.
- B. When a vacancy occurs, the Superintendent shall notify all members of the professional staff. The Superintendent shall also make generally known the availability of the position through notification to placement agencies and other means deemed suitable.
- C. All applicants shall meet the required specifications set forth for each position.
- D. All academic degrees specified must be earned from an accredited institution which was accredited at the time the degree was granted.
- E. The School Committee may waive specific requirements for a given position at the request of the Superintendent.
- F. If a waiver is granted, then the position shall be reopened under the procedure set forth in item (B). Special notice to reapply shall be given to applicants disqualified under the original requirements.
- G. Candidates must meet all requirements for licensure and/or for holding the position as determined by the Massachusetts Department of Education.
- H. The Assistant Superintendent or designee will initially screen all applications and submit all those meeting the qualifications to the advisory screening committee who will then reduce the applications to a reasonable number. The Superintendent maintains the right to add to the list of candidates to be interviewed (provided candidate or candidates meet minimum qualifications).

An advisory screening committee, as defined below, will interview these applicants and recommend semi-finalists, in alphabetical order, to the Superintendent. Close personal relationships with candidates or their families should preclude participation on an Advisory Screening Committee.

The Superintendent maintains the right to add candidates to the list of finalists. If possible, all final candidates shall be interviewed at the school of their employment by the Superintendent or his/her designee.

- I. An Advisory Screening Committee will be established for the positions of headmaster, principal, housemasters, assistant principal and athletic director. The qualified applicants will meet with an advisory screening committee whose membership includes:
 1. Two parents (who have children at different grade levels in the school), elected by the parent-teacher group from the school involved.
 2. Three teachers (representing different grade levels, disciplines or specialists in the school) elected by the faculty from the school involved.
 3. One Principal, elected by the principals.
 4. One director/coordinator, elected by the directors/coordinators.

5. Two parent representatives will be selected by the Personnel Director based on recommendations from the School Site Councils from schools other than the one involved.
 6. The Assistant Superintendent.
 7. The Director of Student Services may be included when appropriate.
 8. In the case of high school appointments, these additional members:
 - a. Two junior or senior students, elected by their peers.
 - b. One citizen-at-large selected by the League of Women Voters.
 9. In the case of housemasters and Assistant Principal, the immediate superior of the person to be appointed should be included in the membership of the advisory screening committee.
 10. A current member of the School Committee as may be designated by the Chairman of the School Committee.
- J. Advisory Screening Committee for the position of Curriculum Administrator.
1. Two parents will be selected by the Personnel Director based on recommendations from the appropriate School Site Councils.
 2. Two teachers (representing different buildings in the school system) elected by the department.
 3. One principal, elected by the principals.
 4. One director/coordinator, elected by the directors/coordinators.
 5. Two junior or senior students, elected by their peers.
 6. The Assistant Superintendent.
 7. The Director of Student Services
 8. A current member of the School Committee as may be designated by the Chairman of the School Committee

ADOPTED: February 5, 1974
REVISED: January 5, 1976
REVISED: November 9, 1981
REVISED: December 13, 1982
REVISED: October 17, 1983
REVISED: November 15, 1989
REVISED: December 10, 1990
REVISED: April 26, 1993
REVISED: October 13, 1993
REVISED: May 9, 1994
REVISED: March 3, 1997
REVISED: May 4, 1998
REVISED: December 3, 2001

SELECTION PROCEDURES FOR ACTING ADMINISTRATIVE POSITIONS

The procedures adopted apply to candidates from outside as well as from within the system aspiring to acting administrative positions (other than the position of Superintendent).

- I. A plan is hereby established for the temporary filling of administrative positions (hereafter, "acting administrative positions") in the Watertown School system by the Superintendent. The procedures set forth herein are to be utilized when a vacancy occurs in an existing position and the Superintendent determines that the efficient administration of the Watertown Schools requires that an individual be selected to fill said vacancy in an expedited manner provided that the Superintendent shall advise the School Committee in writing of such determination stating the reason therefor.
- II. Acting administrative positions are hereby defined as appointments to administrative positions having an anticipated duration of not more than one year.

ADOPTED: May 9, 1994

REVISED: May 4, 1998

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers:

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers:

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

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

PROFESSIONAL DEVELOPMENT FOR TEACHERS

The School Committee believes that continued professional development is necessary to generate and maintain excellent educational services for the children of Watertown. Staff members are encouraged to continue their formal and informal education by utilizing academic and professional resources available within the Watertown Public Schools and surrounding areas. They are also urged to read professional and other appropriate journals, meet with consultants, and participate in workshops, conferences, and in-service training programs. Specific purposes of the professional development program of the school district are:

- a. Help teachers secure the knowledge, skills, and competencies needed because of the discovery of new knowledge and insights in the areas of learning.
- b. Help teachers extend their competencies in locating and using aids, resources, and technology to ensure student learning is more effective.
- c. Help teachers gain insight into the many options available to enliven and enrich the instructional program.
- d. Assist teachers in adding specific competencies which will result in a better balance of competencies within a school or team of teachers.
- e. Help teachers grow in their leadership and human relations skills.
- f. Enable each teacher to achieve an increased measure of personal satisfaction in the performance of his/her professional assignment.
- g. Help teachers meet state re-licensure requirements.

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the School District for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

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

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

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

Established by law and Committee policy

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

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be approved by the School Committee. Regular reports will be made by the Superintendent to the School Committee concerning the evaluation program.

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
 603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

PRIVATE TUTORING FOR PAY

Definition: "Tutoring" means giving private remedial instruction or help to an individual or group for which the teacher receives remuneration as an employee of the School District.

Teachers or staff may not privately tutor students currently enrolled in their class or program including if the student has been referred for tutoring by the Watertown school department.

Tutoring for pay is not to be done in the school building except in exceptional circumstances with written approval from the Superintendent or designee.

All tutoring for pay of District students by Watertown Public School employees must comply with the State's Conflict of Interest Law.

SOURCE: MGL ch. 268A

ADOPTED: February 10, 2011

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

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

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

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

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

EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable workloads, and establish wage and salary policies that encourage employees to put forth their best efforts.

CONTRACT REFS.: All support staff agreements

SECTION H

NEGOTIATIONS

HB	NEGOTIATIONS LEGAL STATUS
HE	NEGOTIATED AGREEMENTS AND SCHOOL COMMITTEE POWERS
HF	SCHOOL COMMITTEE NEGOTIATING AGENTS

NEGOTIATIONS LEGAL STATUS

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

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

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

Established by law

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

NEGOTIATED AGREEMENTS AND SCHOOL COMMITTEE POWERS

With reference to negotiated agreements, the School Committee retains all the powers conferred upon it by law and as previously exercised (except insofar as said powers may be expressly restricted by the terms of a particular agreement), including the power to determine educational policy, to operate the schools, and to oversee the activities of all employees.

With reference to negotiated agreements, no restrictions are intended on the rights and powers of the School Committee except those specifically and directly set forth in express language in specific provisions of a particular agreement.

With reference to negotiated agreements, the Superintendent as chief executive officer of the School Committee shall continue to act as administrator of School Committee policies and powers. Nothing in any agreement shall be interpreted to limit or restrict the discretion and authority inherent in the office of the superintendent (except insofar as said powers may be expressly restricted by the terms of a particular agreement).

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

ADOPTED: October 8, 1974

REVISED: October 5, 1998

SCHOOL COMMITTEE NEGOTIATING AGENTS

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

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

The duties of the negotiator may include:

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

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

SECTION I

INSTRUCTION

IC/ID	SCHOOL YEAR AND SCHOOL DAY
IDB	RELIGIOUS HOLIDAYS
IEA	SYSTEM-WIDE SCHOOL REFORM / RESTRUCTURING INITIATIVES
IGA	CURRICULUM DEVELOPMENT AND ADOPTION
IHAM	HEALTH EDUCATION
IHAM-1	PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION
IHAM-R	HEALTH EDUCATION – EXEMPTION PROCEDURE
IHAMA	TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO
IHAMAB	SCREENING, BRIEF INTERVENTION, REFERRAL TO TREATMENT
IHBD	COMPENSATORY EDUCATION – TITLE 1
IHBEA	ENGLISH LANGUAGE LEARNERS
IHBF	HOMEBOUND INSTRUCTION
IHBG	HOME SCHOOLING
IHBH	ALTERNATIVE SCHOOL PROGRAMS
IHBIAA	ALL-DAY KINDERGARTEN
IHBIB	PRE-KINDERGARTEN PROGRAM
IHCA	SUMMER SCHOOLS
IHD	ADULT AND EVENING PROGRAMS
IJJ	TEXTBOOK SELECTION AND ADOPTION
IJJA	STUDENT PURCHASE OF TEXTBOOKS AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS
IJLA	LIBRARY RESOURCES
IJNBD	ACCEPTABLE USE POLICY – TECHNOLOGY
IJNDC	SCHOOL AND DISTRICT WEB PAGES
IJOA	FIELD TRIPS
IKAB	PROGRESS REPORT TO PARENTS
IKF	CREDIT FOR GRADUATION / PROMOTION
IL	EVALUATION OF INSTRUCTIONAL PROGRAMS
IMB	ACADEMIC FREEDOM AND THE STUDY OF CONTROVERSIAL ISSUES
IMD	SCHOOL AND CLASSROOM CELEBRATIONS

SCHOOL YEAR AND SCHOOL DAY

For each school year, the School Committee establishes an official calendar including no less than the number of days\of instruction required by the Massachusetts Board of Education.

The School Committee establishes opening and closing times for the school day for various levels of students.

- a. The length of school day (or total hours of instruction) shall not be less than what is required by the Massachusetts Board of Education.
- b. Changes in the length of the school day may be made by the School Committee on the recommendations of the Superintendent of Schools.

RELIGIOUS HOLIDAYS

When major religious holidays fall on school days attention should be paid by the District to avoid scheduling major tests or events. Principals should remind teachers of this policy.

ADOPTED: March 1, 1999

SYSTEM-WIDE SCHOOL REFORM / RESTRUCTURING INITIATIVES

Any new system-wide, comprehensive, school reform/restructuring-initiative proposed by the Superintendent and the administrative staff which includes the following components, must be presented to the School Committee for review and approval prior to implementation in the district:

- Reform/restructuring that affects the majority of teachers, students and administrators
- Reform/restructuring that affects virtually all grade levels
- Reform/restructuring that includes major changes in classroom environments

CURRICULUM ADOPTION

The Committee expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice and changes in curriculum content as well as the addition or deletion of courses to the instructional program

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. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

The School Committee is the final legal authority for education in the town and establishes basic educational policy of the school system.

The Superintendent of Schools is assigned responsibility by the School Committee for instructional and curriculum development. He/she may delegate authority and responsibility to appropriate personnel.

LEGAL REF.: M.G.L. 69:1E; 71:1
 603 CMR 26:05

HEALTH EDUCATION

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

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

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

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

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

All parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual 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 planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

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

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the 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. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

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

REF.: Department of Education

HEALTH EDUCATION – EXEMPTION PROCEDURE

Exemption will be granted from a specific portion of health education curriculum upon the request of the parent or student to the Principal or designee on the grounds that the material taught is contrary to the best interests of the students.

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

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

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

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

The objectives of this program are rooted in the belief that prevention requires the education of each individual to the dangers of using alcohol, tobacco, Vapor-E cigarettes and other drugs. The program objectives include:

To create an awareness of all aspects of using alcohol, tobacco, Vapor-E cigarettes, and other drugs: specifically, prevention, education, treatment, rehabilitation, and law enforcement on the local, state, and national levels.

To prevent, delay, and/or reduce alcohol, tobacco, Vapor-E cigarettes, and other drug use among children and youth.

To relate the use of alcohol, tobacco, Vapor-E cigarettes and other drugs to physical, mental social and emotional wellness.

To develop the student's ability to make health-enhancing choices by teaching students self-management, social, negotiation, and refusal skills to avoid use of alcohol, tobacco, Vapor-E cigarettes, and other drugs.

To understand personal, social, and economic problems causing or stemming from the misuse of alcohol, tobacco, Vapor-E cigarettes and other drugs.

To develop and work with the community interest in preventing the illegal use and decreasing the presence of alcohol, tobacco, Vapor-E cigarettes, and other drugs in the community.

To uphold school and District policies around discipline with regard to prohibited substance use.

To designate a party to review policy annually.

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

REVISED: August 17, 2016
October 25, 2016

SCREENING, BRIEF INTERVENTION, REFERRAL TO TREATMENT (SBIRT)

Watertown Public Schools will conduct student drug screening and education as mandated by the Massachusetts Legislature, which outlines the requirements of public schools in the Commonwealth to engage in substance use prevention and education. The Superintendent shall promulgate procedures, which may be amended from time to time as the Superintendent deems necessary to carry out this mandate.

Current legislation can be found at: <https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter52>

LEGAL REFS.: M.G.L. 52

Additional school based-procedures and resources are found on the District website.

ADOPTED: October 25, 2016

COMPENSATORY EDUCATION – TITLE 1

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for District students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies.

ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

LEGAL REFS.: 20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)
 42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
 603 CMR 14.00

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least four consecutive weeks due to a physical injury, medical situation, suspension, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Pupil Services.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers are assigned to homebound instruction by the Director of Student Services with the approval of the Superintendent.

HOME SCHOOLING

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 extracurricular nature upon approval of the Superintendent.

LEGAL REFS.:

M.G.L. 69:1D; 76:1, Care and Protection of Charles

Care and Protections of Charles - MASS. Supreme Judicial Court 399 Mass. 324 (1987)

ALTERNATIVE SCHOOL PROGRAMS

The School Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

LEGAL REFS.: M.G.L. 71:37I; 71:37J

Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

ALL-DAY KINDERGARTEN

It is the policy of the School Committee to provide an all-day kindergarten.

ADOPTED: April 2, 1979
REVISED: February 12, 1990

PREKINDERGARTEN PROGRAM

It is the policy of the School Committee to provide an option for pre-kindergarten programs throughout the school system, subject to the following conditions:

- With the exception of children for whom statutes and regulations require services, the pre-kindergarten program shall be offered to as many children as possible on a tuition basis, said program being subject to the availability of space and to the availability or funding from sources other than the operating budget as appropriated by the Town of Watertown.
- A birth certificate, immunization record, and proof of residence (e.g., utility bill, tax bill, etc.) are required before a child may be registered for the pre-kindergarten program.

ADOPTED: February 6, 1996
REVISED: March 1, 1999

SUMMER SCHOOLS

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.

All summer programs will be subject to annual approval by the School Committee.

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

ADULT AND EVENING PROGRAMS

In addition to the regular program of study, the Watertown School Committee provides for an extensive community education program including but not limited to adult education, summer school and before and after school programs.

ADOPTED: October 8, 1974
REVISED: November 9, 1981
REVISED: December 14, 1981
REVISED: July 12, 1982
REVISED: February 12, 1990

REVISED: March 1, 1999

TEXTBOOK SELECTION AND ADOPTION

Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal of each school in consultation with the appropriate administrator. The Principal is encouraged through the School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the District. The review committee should include teachers who will use the texts and other staff members as found desirable.

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; and
- To establish a general framework for the particular course or program.

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

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

STUDENT PURCHASE OF TEXTBOOKS AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS

It is the policy of the Watertown Public Schools, established by the School Committee, that any student may purchase textbooks, workbooks and/or other instructional materials provided that the same textbooks, workbooks and/or other instructional materials shall be available to all students at no cost, in sufficient numbers to meet the needs of all such students, as shall from time to time be determined by the head of the appropriate department.

It shall also be the policy of the Watertown Public Schools that any such textbooks, workbooks and/or other instructional material purchased by any student shall become the personal property of such student; and, that full and accurate written records shall be maintained -- such records to include, but not be limited to the name of the purchasing student, his or her address, the title and cost of any such item and receipt for purchase -- and all funds received under this policy shall be forwarded within five (5) days of receipt thereof to the Central Office for processing of and accounting therefore in accordance with a procedure established by the Central Office therefore.

It shall also be the policy of the Watertown Public Schools that the Superintendent or his/her designee shall be authorized and encouraged to consult with the Auditor of the Town of Watertown to establish a revolving account for receipt of such funds and for the purchase of replacement materials .

LEGAL REFS.: M.G.L. 71:49

ADOPTED: November 13, 1995

LIBRARY RESOURCES

RESPONSIBILITY FOR SELECTION

The purchase of libraries and instructional technology materials is legally vested in the School Committee. The Committee delegates to the Superintendent the responsibility to develop final recommendations for purchases. The actual selection of materials is the responsibility of professional trained personnel of the libraries and instructional technology staff who know the courses of study, the methods of teaching, and the individual differences of the pupils. In this task, the library media specialist will be aided by purchase suggestions from administration, faculty, students, and parents. The widest participation is encouraged by acquainting the faculty with materials through book examination and preview services. The K-12 Educational Technology and Library Coordinator will oversee this selection and coordinate its purchase.

OBJECTIVES FOR MATERIALS SELECTION

The primary objective of each school's library media program is to make available, through the library media collection, a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers.

It is the ongoing aim of the library media program to place principle above personal opinion and reason above prejudice in selecting materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media centers. Print and digital materials shall be chosen for values of interest and enlightenment of all students of the community. Materials shall not be excluded because of the gender identity, nationality, the political or religious views, or race of the creator.

It is the policy of the Watertown Public Schools to establish procedures in the selection and approval of print and digital materials that will:

- Support and enrich all subjects of the curriculum, taking into consideration the varied interests, individual needs, abilities, socio-economic backgrounds, maturity levels, and languages represented in the student population served.
- Presents diversity, including but not limited to, cultural, ethnic, gender identities, racial and religious and portrays the role of their contribution in national as well as global development.
- Give an extensive background of information and factual knowledge which will enable students to make intelligent judgements in their daily lives.
- Support and be consistent with the objectives and goals of specific courses of study approved by the School Committee.
- Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- Provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media.

- Offer the student an opportunity to develop an awareness of a social order which values freedom and allows for the fullest development of the individual.
- Develop a life-long habit of reading for information and pleasure, thereby fostering freedom in the exchange of ideas, a basic principle in the operation of democracy.

CONFIDENTIALITY OF RECORDS

The circulation records of the Watertown Public Schools' library media centers are kept confidential by library staff, regardless of the source of inquiry.

- For Elementary students: Such records shall be made available to the student, student's parents/guardians, and student's teachers and service providers.
- For Middle School: Such records shall be made available to the student and student's parents/guardians.
- For High School: Such records shall be made available to the student only.

At all levels, exceptions will be made only under court or other form of due process, which has been reviewed and approved by the School Department's legal counsel.

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

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

REVISED: January 5, 2016

ACCEPTABLE USE AND INTERNET SAFETY POLICY – TECHNOLOGY

Purpose:

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

Availability:

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Watertown Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Watertown Public Schools.

Acceptable Use:

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Watertown Public Schools as well as with law and policy governing copyright.

Monitored Use:

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Education of Students and Staff:

The Watertown Public Schools recognizes its obligation to provide education for students and staff regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

The Watertown Public Schools has developed guidelines to be followed in accordance with the requirements of Federal and state statutes. These guidelines will be maintained and updated regularly.

Liability:

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

LEGAL REFS.:

CIPA Public Law 110-385

M.G.L. c. 71, § 370

M.G.L. c. 66, § 10; G.L. c. 4, § 7(26))

REF.:
School

Massachusetts Association of School Committees, Massachusetts Association of
Superintendents

REVISED: June 11, 2012

FIELD TRIPS

Field trips are a valuable part of the school's educational program.

1. Field trips should be planned as an educational experience. They should be preceded by an orientation session and followed by a discussion and evaluation of the experience.
2. The "Field Trip Form" is to be used to secure permission of the Principal and appropriate director two weeks prior to any field trip.
3. Common carriers or school-owned transportation should be used for field trips. Generally most transportation expenses will be borne by the school district.
4. Parental permission slips must be secured for any field trip involving taking students off school grounds.
5. All field trips must be adequately supervised by the classroom teacher and parent or other adult assistants according to procedures.
6. Students on field trips represent their school and should understand that they remain under school supervision during the entire field trip. They should be aware of the standards of personal conduct expected on the field trip.
7. Overnight field trips are subject to approval of the School Committee.
8. For field trips, all adults must undergo a CORI check and any medical test/s currently required of school personnel as required by law.

CROSS REFS.: JLCD, Administration of Medicines to Students

ADOPTED: October 8, 1974

REVISED: March 1, 1999

REVISED: 12/3/01

PROGRESS REPORTS TO PARENTS

1. Reports on the progress of pupils will be provided to parents periodically during the school year. In addition, mid-term progress reports will be issued as needed.
2. Progress reports should communicate the following kinds of information to parents:
 - a. Progress in relation to ability.
 - b. Progress in relation to standards.
 - c. Need for improvement.
 - d. Effort and attitude.
 - e. Conduct and citizenship.
 - f. Need for a conference between the teacher and the parent.
3. Each level will use progress report forms designed for that particular age group and curriculum level.

ADOPTED: October 8, 1974

CREDIT FOR GRADUATION / PROMOTION

In order to participate in the graduation ceremony, students must comply with the graduation requirements as listed in the Student Handbook.

Exceptions to the above policies may be made on an individual basis when, in the opinion of the headmaster, application of such policy would prove educationally unproductive.

Adopted: October 8, 1974
REVISED: August 21, 1978
REVISED: November 9, 1981
 Effective with the class of 1985
REVISED: February 12, 1990

EVALUATION OF INSTRUCTIONAL PROGRAMS

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

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

Elements of this evaluation process may include:

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

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

ACADEMIC FREEDOM AND STUDY OF CONTROVERSIAL ISSUES

On all grade levels, the schools of Watertown will provide opportunities for pupils, according to their maturity, to study current and historical social issues, analyze problems, gather and organize pertinent information, discriminate between fact and opinion, and draw intelligent conclusions. Free discussion of controversial issues, freedom of speech and free access to information will be encouraged provided the rights of other people and generally accepted standards of propriety are observed. With regard to controversial issues, a student has our basic rights:

- a. To hear, discuss, and study any matter which for him/her has political, economic, or social significance.
- b. To have free access to all relevant information, including materials that circulate freely in the community.
- c. To hear, discuss, and study problems under the guidance of competent instructors in an atmosphere free from bias and prejudice.
- d. To form and express his own opinions without thereby jeopardizing his/her relations with his/her teacher, fellow students, parents, or the school.

Students are free to study controversial issues in the context of the first amendment of the Constitution, which guarantees freedom of speech. Teachers are free to conduct such study without fear of reprisal so long as they remain professionally impartial. Teachers who conduct study and discussion according to this regulation will be protected by the School Committee from unjust charges and attack by every means at its disposal, including legal counsel.

This regulation applies to the regular curricular program of the schools and to all other activities held under the official auspices of the School Committee. The School Committee reserves its final legal right to give or withhold its consent for a specific activity according to whether in its judgment the proposed activity is beneficial and in the best interest of the public schools, but it delegates authority for the implementation of this policy to the Superintendent and the staff.

ADOPTED: October 8, 1974
REVISED: March 1, 1999

SCHOOL AND CLASSROOM CELEBRATIONS

Holidays and other special events are sometimes celebrated during school hours with a classroom or school activity. The School Committee recognizes that such activities can play an important role in the life of a school community. Often, these activities highlight the cultural, ethnic and religious diversity of students and staff in the school system and they may also recognize the accomplishments of students and others in the school community. In support of such activities, the School Committee establishes the following guidelines to help in determining the appropriateness of scheduling these activities during normal school hours.

1. The Principal or Headmaster of each school is responsible for determining if, how and when holidays and other special events may be observed during normal school hours. *In making that determination, the Principal or Headmaster should apply the following criteria:*
 - a. The event should serve the educational mission of the school and should be consistent with the curriculum established by the school.
 - b. The event should minimize disruption to ongoing instruction in the school.
 - c. If religious in nature, the event should neither promote nor denigrate particular religions or religious practices. Any educational activity pertaining to religious holidays should be presented from an educational perspective and should not have the purpose, or effect, of promoting any particular religious practice. Music programs, pageants, plays, recitals and other literary and dramatic events should not violate the secular nature of the school and should not be used as vehicles for promoting religious beliefs.
 - d. All students should have an equal opportunity to participate in the event.

ADOPTED: July 7, 20016

SECTION J

STUDENTS

JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	STUDENT-TO-STUDENT HARASSMENT / BULLYING
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JCA	ASSIGNMENT OF STUDENTS TO SCHOOL
JCAA	SCHOOL CLOSINGS
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JKKA	PHYSICAL RESTRAINT OF STUDENTS
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JLCC	COMMUNICABLE DISEASES
JLCD	ADMINISTERING MEDICINES TO STUDENTS
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JP	STUDENT GIFTS AND SOLICITATIONS
JQ	STUDENT FEES, FINES, AND CHARGES
JRA	STUDENT RECORDS
JRA-R	STUDENT RECORDS
JRD	STUDENT PHOTOGRAPHS

EQUAL EDUCATIONAL OPPORTUNITIES

The School Committee believes that the aim of the educational program is to provide equal educational opportunity for every student, and that every student, regardless of gender, disability, sexual orientation, racial, religious, ethnic or socio-economic background, has an equal right to participate in educational experiences that will result in growth and learning.

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.

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

STUDENT-TO-STUDENT HARASSMENT/BULLYING

Harassment:

Harassment of students by other students will not be tolerated in the Watertown Public Schools. This policy is in effect while students are on school grounds, School District property or property within the Jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal, written, electronic, or physical nature that is designed to distress, agitate, threaten or endanger, students when:

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

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

- Verbal, physical, written or electronic harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.

Bullying:

Bullying of any type has no place in a school setting. The Watertown Public Schools will work to maintain a learning and working environment free of bullying.

Bullying, pursuant to M.G.L. c. 71, § 37O, means the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or herself or damage to his or her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyberbullying.

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

one or more persons, if the distribution of posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

The district will promptly and reasonably investigate allegations of bullying and harassment. The Principal of each building will be responsible for handling all complaints alleging harassment.

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

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

This policy will be compliant with M.G.L. c.71 § 370 and any subsequent changes or additions to said law.

Massachusetts Department of Elementary and Secondary Education, Proposed Regulations on Notification of Bullying or Retaliation, 603 CMR 49.00

LEGAL REFS.: MGL. 151B:3A
 Title VII, Section 703, Civil Rights Act of 1964 as amended
 Federal Regulations 74676 issued by EEO Commission
 Title IX of the Education Amendments of 1972
 Board of Education 603 CMR 26:00
 The Massachusetts Aggression Reduction Center, webhost.bridgew.edu/marc/index.html

CROSS REFS: AC, Nondiscrimination
 ACAB, Sexual Harassment
 JICFA-E, Hazing

ADOPTED: September 10, 2007

REVISED: September 13, 2010

TRANSGENDER AND GENDER NONCONFORMING STUDENTS

Purpose

This policy should be interpreted consistently with the goals of reducing the stigmatization of and improving the educational integration of transgender and gender nonconforming students, maintaining the privacy of all students and fostering cultural competence and professional development for school staff.

Definitions

These definitions are not provided for the purpose of labelling students but rather to assist in understanding this policy.

Gender Identity: An innate, largely flexible characteristic of each individual's personality that is generally established at a young age

Transgender: A person whose gender identity is different than that which is traditionally associated with an assigned sex at birth

Gender Nonconforming: People who identify outside traditional gender categories or identify as both genders

Scope

This policy pertains to the usage of electronic technology and electronic communication that occurs in the school as well as to the entire school community, including educators, school and district staff, students, parents and volunteers.

General Policy Statement

School administrators shall make every effort to keep transgender and gender nonconforming students at the original school site. Transferring students to another school is not the default solution to a conflict concerning bullying or harassment of transgender and gender nonconforming students. Information about a student's transgender status, legal name, or gender assigned at birth may constitute confidential medical information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). The fact that a student chooses to disclose his or her transgender status to staff or other students does not authorize school staff to disclose other medical information about the student. When contacting the parent or guardian of a transgender student, school staff should use the student's legal name and pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise. To the extent that the school is not legally required to use a student's legal name and gender on other school records and documents, the school shall use the name and gender preferred by the student. It is strongly recommended that teachers privately ask transgender or gender nonconforming students at the beginning of the school year how they want to be addressed in class.

Schools may maintain separate restrooms, locker room or changing facilities for male and female students, provided that they allow students to access them based on their gender identity. The school shall respond to student requests to change their preferred locker room at any time during the school year. Regarding student transitions, educators and faculty shall treat certain situations differently depending on the age of the student. If school staff believes that a gender identity or expression issue is presenting itself and creating difficulty for the child at school, approaching parents about the issue is appropriate at the elementary school level. Together, the family and school can then identify appropriate steps to support the student. In regards to students in middle and high school, notification of a student's parents about his or her gender identity is unnecessary. The parents or guardians may already be aware of the situation and notifying parents or guardians who are unaware of their child's situation may carry risks for the student, such as being kicked out of the home. To the extent that funding is available, the school district shall implement ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying, harassment, and discrimination.

LEGAL REFS.: Massachusetts Department of Elementary and Secondary Education
"Guidance for Massachusetts Public Schools; Creating a Safe and Supportive School Environment; Nondiscrimination on the Basis of Gender Identity"

CROSS REFS:

ADOPTED: April 6, 2015

ATTENDANCE AREAS

Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation 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 Committee will confer with community representatives prior to setting new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school. Exceptions can be made to support class size, special programming and other criteria established by the superintendent.

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

REVISED: August 17, 2016

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

1. If the change involves a hardship case, or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, and for disciplinary and 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/her 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; or unless specific permission is granted by the School Committee.

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 Areas

SCHOOL CLOSINGS

From time to time the School Committee may request the school administrators to make a review of pupil enrollments and the adequacy of school facilities required to educate the pupils enrolled in the Watertown Public Schools.

If enrollments on the preceding October 1 (considered together with specific illustrative estimates of proposed student assignments and staff allocations):

- a. confirm an excess of classroom and school space;
- b. validate the availability of classroom and school space in the identified receiving schools;
- c. verify any estimated costs savings:

then a school or schools may be closed in September of the year indicated for closing that school. Exceptions to this policy may be made by the School Committee, on the recommendation of the Superintendent of Schools.

KINDERGARTEN ENTRANCE REQUIREMENTS

Any child meeting the requirements of the various other policies and agreements of the School Committee concerning the availability of services may enter kindergarten during the academic year in which he/she reaches the age of five (5) before the first (1st) day of September. This policy shall take effect beginning the 2016-2017 academic year.

A birth certificate, record of immunization and proof of residency (e.g. utility bill, tax bill, letter from landlord or real estate agency) are required before a child shall be registered for the kindergarten program.

REVISED: December 7, 2015

PREKINDERGARTEN ENTRANCE REQUIREMENTS

Any child meeting the requirements of the various other policies and agreements of the School Committee concerning the availability of services may enter prekindergarten during the academic year in which he/she reaches the age of four (4) on or before September 7th, subject to conditions set in Policy IHBIB.

MAXIMUM AGE OF ENROLLMENT

Watertown Public Schools may enroll students through age 21 or until they graduate, whichever comes first. Students may not have previously acquired a high school diploma or its equivalent.

ADOPTED: March 7, 2011

SCHOOL ADMISSIONS

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.

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

A birth certificate, record of immunizations, and proof of residency (e.g., utility bill, tax bill, letter from landlord or real estate agency) are required before a child shall be enrolled in the school system.

A statement declaring Watertown as the student's place of residency is also required prior to entering the 6th and 9th grades.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
 603 CMR 26:01; 26:02; 26:03

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

NON-RESIDENT STUDENTS

In general, the Watertown School Committee will not accept students who are not Watertown Residents. The areas for exception are as follows:

- A. Children of professional staff members (individuals covered by Watertown Teachers' Association contract) on a space available basis for in-system programs.
- B. Students assigned to Watertown as part of special education reciprocal exchange agreements.
- C. Any student assigned to residents of the Town of Watertown by public agencies.
- D. Any student whose parent or legal guardian has purchased or leased property in Watertown and will occupy such property before October 30 of the school year, provided a letter is submitted to the Superintendent indicating the date of occupancy and providing the responsibility for transportation of the student is assumed by the parent. (If residency is not assumed by October 30th, the student will be asked to withdraw.)
- E. Any student in the Watertown Public Schools whose legal residence changes during his/her Senior year may complete the year at Watertown High School providing the parent or legal guardian of such student assumes responsibility for the transportation of the student and that the student is approved by the High School Headmaster on the basis of behavior, attendance, and academic commitment.
- F. Any student in the Watertown Public Schools whose legal residence changes after February 1 of a school year may be allowed to remain in the Watertown Public Schools for the remainder of that year provided that the student is approved by the Principal on the basis of behavior, attendance and academic commitment, the parent or legal guardian assumes responsibility for the transportation of the student and is made aware of the conditions for exclusion and the student is approved by the Superintendent.
- G. Any student in the Watertown Public Schools whose legal residence changes before February 1 of a school year may be allowed to remain in the Watertown Public Schools for the remainder of that year provided that a request is filed by the Principal based on a judgment of hardship for the student and the student is approved by the Principal on the basis of behavior, attendance, and academic commitment, the parent or legal guardian assumes responsibility for the transportation of the student and is made aware of the conditions for exclusion and the student is approved by both the Superintendent and the Chairman of the School Committee.

Conditions for Exclusion:

An out-of-system student may be excluded from the Watertown Public Schools by the Superintendent for behavior, academic, attendance or enrollment reasons.

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The Watertown School Committee in recognition of the benefits of cultural exchange for the school community may accept nonresident foreign exchange high school students for up to one school year, on a space and resource available basis, subject to the following conditions.

Admission of Nonresident Foreign Exchange Students:

Students who are admitted on U.S. State Department-sponsored programs (J-1 visas) generally will not be charged tuition, as long as they are admitted pursuant to a foreign exchange program (“sponsor organization”) listed on the most current Council on Standards for International Educational Travel (“CSIET”) Advisory List (for the current list visit www.csiet.org) and approved by the School Committee.

Unless the student is enrolled pursuant to a foreign exchange program approved by the School Department or agrees to pay tuition, Watertown will not participate in the application process required for a student visa. Watertown reserves the right to deny admission to any student not sponsored by an approved foreign exchange program.

Students admitted on J-1 visas are still expected to pay all normal expenses, including standard course and extra-curricular activity fees, even if they are not required to pay tuition.

The School Department shall develop appropriate procedures that govern the admission and tenure of foreign exchange students necessary for the implementation of this policy.

The School Committee reserves the right of final approval on all student placements.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

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

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

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12.) This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the Watertown School Committee votes to participate, the following local conditions would apply:

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, a public hearing will be held to review participation in the school choice program.
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 when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B

PLACEMENT OF STUDENTS

The placement of students for instructional purposes is the prerogative and responsibility of the school. The sole purpose of careful placement procedures is to place each student in classroom and group settings in which optimal learning will take place.

STUDENT ABSENCES AND EXCUSES

THIS POLICY IS UPDATED YEARLY AS A PART OF THE STUDENT HANDBOOKS.

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have rights and 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 or safety of the child.
4. Observance of 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 schoolwork is an important factor in the shaping of his/her 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

This policy is updated yearly as a part of the Student Handbooks for each school.

Last Update: October, 2016 as follows:

ATTENDANCE PROCEDURES

As you can imagine, attendance is the most important aspect of educating our students. When students are not here, they do not have access to instruction. At Watertown Middle School, we pride ourselves in maintaining a very high attendance rate throughout the year. Understandably, there will be times when our students will need to take time away from school for a variety of excused reasons. The following procedure is in place to ensure good attendance, support our families, and follow state and federal laws.

Students are expected to be present and punctual for all classes. All students must be in homeroom by 7:40 a.m. The school doors open at 7:15 a.m. for students participating in the breakfast program, and at 7:30 a.m. for all others. Students are expected to arrive at school at 7:30 a.m. to be ready for the school day.

Tardiness

A student is considered tardy if he or she is not in homeroom by 7:40 a.m. Students who are tardy must sign in at the front door and report to the office before going to class.

Students who are excessively late to school will meet with a guidance counselor to problem solve and work with parents. Students will also be issued a detention for every five times they are late to school and may receive more consequences if the pattern continues. Additionally, if the pattern continues an administrative meeting will be held with parents, student, guidance and administration. Students will also be given an administrative detention every five times they are late to school.

Absences

In the event that a student is absent, a parent or guardian must call the absence hotline at 617-926-7783 x 2501 before 7:30 a.m. Please state the name, grade and homeroom of the student. In the event that the absence is not reported, the school will call the student's home or the place of employment of the parent or guardian to verify the absence.

Excused Absences may include:

- An illness or injury that prevents the student from attending school (The illness or injury must be verified by a health care provider, school nurse, or parent.)
- A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- Court appearances
School sponsored field trips
- Medical or psychological tests during the school day (The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school)
- Religious holidays
- The Principal may also decide what is excused

A parent's note must accompany the student upon return to school, to be collected by the homeroom teacher. Students who are absent may not participate in any extra-curricular school activities or events on the day of the absence, including games and dances. The note must include the date absent, the reason for the absence, a phone number for the parent or guardian, and the parent or guardian's signature. Students must make up missed work during excused absences.

Unexcused Absences

In some cases, a parent note is not sufficient to excuse an absence. Here are a few examples of unexcused absences—even if the parent sends a note:

- Repetitive and chronic absence due to illness or injury (In these cases, for the absence to be excused, the parent must submit a letter from a physician verifying that the student was too sick or injured to go to school.)
- Student needed to baby-sit
- Cutting class
- Family vacation

Resulting Actions:

- After 3 days of unexcused absences with no contact to the school from the parent, the Assistant Principal will be notified.
- After 5 days of absences (both excused & unexcused) per quarter, a letter of concern will be sent to parents. At ten absences, a support meeting will be scheduled with parents, guidance and administration to create an Attendance Plan which clearly outlines the school, parent and student obligations to improve the problem. If absenteeism continues, further action will be taken, up to and including petitioning the Juvenile Courts with a Child Requiring Assistance, (C.R.A.).
- Truancy first offense/one day = in-school suspension.
- Truancy second and third offense = Further disciplinary action to be discussed in a meeting with family, Assistant Principal, and Guidance.

Attendance Rules and Procedures

Attendance is the most important aspect of educating students. When students are not here, they do not have access to instruction. Understandably, there will be times when students will need to take time away from school for a variety of excused reasons. The following procedure is in place to ensure good attendance, support our families, and follow state and federal law.

Absence Limits

We expect regular and punctual attendance in all classes. Grades reflect attendance, effort, classroom participation, and academic progress. We recognize that occasional absences are unavoidable.

EXCUSED absences are those reported to the attendance office by phone, by letter, or in person by a parent or a guardian. Otherwise, a child is considered truant.

- Death of a student's family member
- Court appearances
- Religious observances and holidays
- College visits (Note: college visits during Mid-Year or Final Exams will **NOT** be excused.)
- Extended Illness (requires a doctor's note)
- School related activities, such as field trips and assemblies
- Illness of less than 3 days as reported by phone or in a note from the child's parent or guardian
- Up to one Leadership, Academic or Athletic College Showcase or Academic Invitational per year, with appropriate documentation and approval of the Principal.

Parent call-ins and/or notes from home are required for an excused absence. All notes to excuse an absence need to be turned in within two school days of a student's return to school. Any questions/concerns should be addressed to the Associate Headmaster or Dean of Students.

Students with more than three excused absences in a quarter may be asked to produce formal documentation to excuse further absences that quarter.

UNEXCUSED absences:

- Cutting class (not being where you are scheduled to be)*
- Family vacation
- Work
- College visits during Mid-Year or Final exams
- Pre-event preparation, such as prom, dances, athletic events, etc.
- Please note: for seniors in the fourth term, no more than three unexcused (3) absences are allowed without penalty.

*Students who are found off campus will also be subject to search and suspension upon return to school.

Parent/Guardian Notification of Absence

Parents are directed to call in their child's absence from school to the attendance office before 8 a.m. of the day of the absence: 617-926-7730. Parents will be notified with an electronic telephone message of their child's absence if they have not yet called in the absence.

Dismissals

There are three acceptable ways to dismiss a student from school.

- 1) A student must submit a signed note from his/her parent or guardian to the Associate Headmaster's office by the start of the school day.
- 2) A parent or guardian can dismiss a student by coming to the Associate Headmaster's office or by phone.
- 3) The Nurse may dismiss a student due to illness or other medical reason.

A student who is dismissed will be marked absent from any missed class. The absence is unexcused until documentation is provided.

Penalties for Tardiness and Absence

Each two tardies to class count as one absence toward the limit of five unexcused absences per term. More than half a class missed (30 minutes) counts as a full absence, **NOT** a tardy.

A student with more than five unexcused absences from a class in a particular term will receive comment code "N" for that term. The "N" indicates that no credit is earned for that class for that term. (See Graduation Credit Requirements)

Students who are at risk of losing credit may attend three hours of Saturday school, at the time and date designated by the Attendance Office (222), in order to compensate for three unexcused absences in a single course. Students' ability to participate in Saturday school will be predicated upon their demonstrated commitment to improvements in attendance. ***Students will not be allowed to repeat Saturday school for the same course in a single semester.*** Students will be required to arrive punctually, attend the full three hours, and bring sufficient academic work.

Classroom Attendance Procedures

After the third unexcused absence, the teacher warns the student verbally or in writing and confirms that warning to the attendance office. After the fifth unexcused absence, the teacher will notify the parent or guardian that the student is in danger of losing credit for the class. Notification will be documented and made in writing, by telephone, e-mail, progress report or at a parent conference. Current attendance can be found through the parent portal of the student data base.

Appeals

Decisions about loss of credit may be appealed to the Associate Headmaster's exemption committee by 8:00 a.m. on the last day of the term, prior to exams. Appeals should be filed only in the event that the application of this procedure results in loss of credit for a class. The decision of the committee is final. **No appeals may be made in a term in which the student has cut a class or study.**

Suspension

Since suspension is a school-mandated absence, work missed during the suspension may be made up for credit. It is the student's responsibility to communicate with his/her teachers before or during the suspension to make arrangements to complete the missed work. Any work missed during a suspension is due within two school days of student's return.

Makeup Requirements for Missing School Work Due to Absences

Any student with an absence from class must submit missing work within four school days upon his/her return to school. Any exceptions must be approved by the Principal. Work missed due to cut classes or skipped school may not be made up for grades/credit, although it is in the student's best interest of future academic success, to complete the missed work.

Makeup Requirements for Mid-year Exams, Final Exams, and Term Tests

Mid-year and final exam periods have potential make-up times. This allows students who have an absence from class and are unable to take the exam at the regularly scheduled time to reschedule. If the exam cannot be rescheduled during the make-up time, the student should arrange another time with the teacher and get administrative approval from the Principal. For term tests when there is no formal make-up schedule, the student must take responsibility for rescheduling the exam. All incomplete grades are expected to be completed two weeks from the close of the term. There will be no early administration of Midyear or Final Exams. Any exception to this timetable will only be considered if requested, in writing, to the Principal. Midyear and Final Exams may not be taken at a later date if the exam is missed due to cutting a class's normal exam period or skipping school the day of the regularly scheduled exam.

Incomplete Marks

Due to excessive absences, a student may receive a grade of incomplete in a term. Upon return to school, students will have no more than two weeks to provide documentation for the absences and to make up any missing work; otherwise, students risk failing or receiving no credit for the course for the term. Any exception to this timetable will only be considered if requested, in writing, to the Principal.

Attendance and Student Activities

A student must be in compliance with attendance requirements in order to participate in athletic and other extra-curricular activities. (See Student Activities)

Religious Holidays

When major religious holidays fall on school days, attention will be paid to avoid scheduling major tests or events.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

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:

1. Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. 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;
3. Having been expelled during the same school year from this District or any district in the Commonwealth;
4. Not being a resident of the District and the District has opted not to participate in the School Choice Law;
5. Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B
 603 CMR 26:00

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the 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

STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee:

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

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

CROSS REF.: BDF, Advisory Committees to the School Committee

STUDENT CONDUCT

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

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

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

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her 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.

In addition to the above, codes of conduct approved by the School Committee are published in the Student Handbooks.

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

STUDENT DRESS CODE

Student dress will be appropriate to the educational environment and will comply with requirements for health and safety.

Student dress codes are published in the Student Handbooks.

CROSS REF.: Student Handbooks

STUDENT CONDUCT ON SCHOOL BUSES

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

To ensure the safety of all students who ride in buses, it may 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.

STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature:

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

Symbols:

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education:

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

Secret Societies:

Fraternalities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Students and employees of the District are obligated by law to report incidents of hazing to the police department. Any student who observes what appears to them to be the activity of hazing another student or person should also report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REF.: M.G.L. 269:17, 18, 19

HAZING

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.

DRUG/ALCOHOL USE BY STUDENTS

A student shall not, regardless of the quantity, use or consume, process, buy or sell, or give away any beverage containing alcohol, any tobacco product, including vapor-E cigarettes, marijuana, or any controlled substance. 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 is under the influence of drugs or alcohol prior to or during a school sponsored activity, will be barred from that activity and subject to disciplinary action.

In situations involving substance abuse and violence prevention, the personnel of the Watertown Public Schools will conduct themselves in a manner that follows the Memorandum of Understanding with the Watertown Police Department.

LEGAL REF.: M.G.L. 272:40A

CROSS REF.: IHAMA, Teaching About Drugs, Alcohol, and Tobacco GBEC, Drug Free Workplace Policy

REVISED: August 17, 2016

POSSESSION OF ILLEGAL WEAPONS

Any student in possession of a dangerous or illegal weapon will be subject to immediate suspension. The student will not be allowed back into the school without a parent/guardian conference and if the school administration feels that the severity of the situation warrants it, disciplinary action, up to and including expulsion, will be taken. The police will be notified for criminal action.

PREGNANT STUDENTS

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

LEGAL REF.: M.G.L. 71:84

Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)

SEARCHES AND INTERROGATIONS

Searches by Staff:

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles while on school property 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.

Every effort will be made to contact the parent or guardian prior to a search of a student unless they are an immediate danger to themselves or others. In all cases of student search, parents or guardians will receive immediate written notification.

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/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

EXTRACURRICULAR ACTIVITIES

Students should be encouraged to form clubs and other groups which will enrich and extend their educational experience according to the following procedures:

1. Before it can be recognized as a school group and given use of school time and facilities, the group must be approved, in accordance with established criteria, by the Principal or some other designated school official.
2. Membership must be open to all students except where the purpose of the club requires special qualifications such as a French Club or Honor Society.
3. Before club activities are permitted, a faculty sponsor or other advisor must be selected according to established procedures.
4. School groups, both permanent and ad hoc, must not use the school name in participating in public demonstrations or other activities outside the school unless prior permission has been granted by the Principal.
5. If a club fails to abide by the terms under which it was approved, or its activities present a clear threat to the health or safety of the members of the school, it may be banned only after the group has had a full hearing before the Principal on its right to continue to exist.
6. The eligibility of a student for participation in extracurricular activities will be determined through the application of Policy JJIC.

STUDENT ORGANIZATIONS

Student organizations in the District shall be encouraged when they met 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. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

LEGAL REF.: 603 CMR 26.06

FUND-RAISING BY STUDENT GROUPS

There are many educational values to be gained by students participating in school-sponsored clubs and activities on a voluntary basis. For many, this provides leadership and group experiences which are not possible within the formal classroom. Ideally, the School Committee should underwrite the expenses for these educational experiences, but limitations of funds seldom allow this to happen. Accordingly, the following guidelines are set forth to govern the fundraising activities of student groups:

1. The faculty sponsor working under the direction of the school Principal is responsible for seeing that a fund-raising drive is planned and carried out in a responsible manner. Adequate provision must be made for the safety and security of students participating. The drive must be conducted in accordance with town legal regulations and should take into account the sensitivities of the adult citizens of the community.
2. Fund-raising drives may be conducted only by duly authorized clubs, teams and groups of the school. Any fundraising by school employees (including coaches) on behalf of students must be approved in advance,, in writing by the Headmaster/Principal of the school even when school is not in session and/or when students are not involved. Student participation is strictly voluntary.
 - a. The planning of fund-raising activities (e.g. raffles, sales, canning, golf tournaments, etc.) shall take place during the meeting time of the student group - not during regular class time.
 - b. Guidelines will be set up by the building Principal to control fund drives within the school (such as cookie and bake sales).
 - c. All monies received shall be deposited in the appropriate internal account and shall be used only to support the legitimate activities of the club or group. Under no circumstances should funds be deposited in personal accounts. All fundraising for student purposes by teachers, coaches and other staff members must follow internal accounts procedures.

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be 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 that districts consider an audit conducted by an outside accounting firm every two to three years.

CONTESTS FOR STUDENTS

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 appropriate administrator.

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 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.

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N

CROSS REFS.: IJOA, Field Trips

STUDENT TRAVEL REGULATIONS

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.saferys.org/>.

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

Trip Scheduling:

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

Fundraising:

Fundraising efforts must comply with the Watertown Policy File JJE.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

Additional Resources:

Federal Motor Carrier Safety Administration (FMCSA)
<http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”)
<http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense’s approved list of motor carriers
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N; 71:38R
603 CMR 27.00

CROSS REFS.: IJOA, Field Trips

STUDENT ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES

It is the policy of the Watertown Public/schools to exceed MIAA requirements for student eligibility.

1. A student at Watertown High School who wishes to participate in any Watertown High School interscholastic athletics or extracurricular activity must be in compliance with Watertown High School eligibility requirements as published annually in the student handbook.
2. A student who feels there has been a misinterpretation or that an inequitable or unjust application of these eligibility requirements has occurred may seek remediation through the application of School Committee policy or student grievance procedures.

ATHLETIC PARTICIPATION

To be eligible to take part in an athletic program, a student's academic standing and care of school-owned equipment must adhere to the following policies of the School Committee.

1. No student who has been declared ineligible under the guidelines of the Massachusetts Interscholastic Athletic Association (MIAA) may participate at any level of athletics including practice or scrimmages.
2. Students must reimburse the school for lost school-owned equipment that was loaned to the students' custody and control. A student will remain ineligible to participate in Athletics until reimbursement is made. The school Principal may waive this policy on cases where:
 - a. The student stored and locked athletic equipment on school-owned or school controlled property (Victory Field) and the student demonstrates to the satisfaction of the Principal that a theft took place; or
 - b. When the Principal determines the student does not have the financial resources to meet the cost of reimbursement.

PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN ACTIVITIES SPONSORED BY THE WATERTOWN PUBLIC SCHOOLS

Only students enrolled in the Watertown Public Schools can participate in activities offered by the school system except at the Principal's discretion. The Principal may allow non-public students to participate in school-sponsored activities if he/she deems such participation to be beneficial to the school. In the event the Principal makes a decision to include or exclude a nonpublic school student from school activities, the Principal will report his/her decision to the School Committee.

CONCUSSIONS

This policy provides for the implementation of MA 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities. Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director, or marching band leader including but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by March 1, 2014 and every two years thereafter upon review or revision of its policies.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy. This Policy will be compliant with MA 105 CMR 201.000 and any subsequent changes or additions to said law.

LEGAL REF: M.G.L. Ch. 111, Sec. 222

ADOPTED: February 6, 2012

CORPORAL PUNISHMENT

State law provides that:

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

The provisions of this section shall not preclude any member of the School Committee or any teacher or any employee or agent of the School Committee from using such reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the Principal shall file a detailed report of such with the School Committee.

Established by law

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

PHYSICAL RESTRAINT OF STUDENTS

In accordance with federal and state laws, specifically the state regulations codified in 603 CMR 46.00, all school districts in Massachusetts are mandated to adopt the state's new physical restraint regulations, which address the use of time-out in schools, and develop a policy containing procedures regarding physical restraint and time-out. Watertown's Physical Restraint and Time-Out Policy and related procedures are contained herein.

In the event that physical restraint is necessary to protect the safety of a student and/or school community members, the Watertown Public Schools has enacted this Policy and its procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. This Policy and the procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students. Nothing set forth in this Policy precludes any teacher, employee or agent of the Watertown Public Schools from reasonably using the minimal amount of force necessary to protect students or others from imminent physical injury or harm.

DEFINITIONS:

Physical Restraint and Time Out as Defined by 603 CMR 46.02

"Physical restraint" is defined by 603 CMR 46.02 as "direct physical contact that prevents or significantly restricts a student's freedom of movement." Physical restraint does not include: "brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort." "Physical escort," which the regulations by definition specifically exclude from physical restraint, is defined by 603 CMR 46.02 as a "temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location."

"Time-out" is defined by 603 CMR 46.02 as "a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming" that must "cease as soon as the student has calmed." A properly conducted time-out is permitted and does not constitute seclusion. Seclusion, however, is prohibited.

Physical Restraint Shall Be an Emergency Procedure of Last Resort

Physical restraint is an emergency procedure of last resort to be used only in instances when other less intrusive alternatives have failed and attempted non-physical interventions have not been effective or would not be effective, and a student's behavior poses a threat of imminent serious physical injury or harm to self and/or others. If used under these parameters, physical restraint must be exercised only with extreme caution.

LEGAL REF.: 603 CMR 46.00
 M.G.L. 71:37G

REVISED: December 7, 2015

SUSPENSION AND EXCLUSION

Suspension is defined as the act of the chief administrator of a school in removing a student from school for a period not to exceed ten consecutive school days. **Exclusion** is defined as an act of the School Committee in removing a student from school permanently or for any period of time exceeding ten consecutive school days.

1. The Superintendent, a Principal/Headmaster, or an Assistant Principal/Housemaster may suspend a student for a period not to exceed ten consecutive school days for disobedience and/or misconduct as related to Policy 711, Paragraph 3 of the Official Policy Manual and the detailed rules supporting these paragraphs as promulgated in the current student manual.
 - a. Prior to suspension, a student must be given oral or written notice of the charge(s) against him or her, an explanation of the basis for the accusation(s) and an opportunity to present his or her version of the facts.
 - b. A student may be suspended prior to notice and hearing if he or she poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process if not removed immediately. In these cases, notice of suspension proceedings must be given within twenty-four hours of the decision to suspend and the hearing must be held within seventy-two hours of removal.
 - c. In a hearing on suspension, the Principal/Headmaster (Superintendent, Assistant Principal/Housemaster) is not required to give the student opportunity to secure counsel, to confront and cross-examine supporting witnesses of the charge(s), or to call his or her own supporting witnesses.
 - d. Suspension may be used as a preliminary step to exclusion from school.
 - e. Whenever possible, the student's parent or guardian will be informed of the suspension prior to the student's departure from school. Within twenty-four hours after the suspension, the student's parent or guardian will be sent a letter by certified mail informing them of the reasons for and the length of the suspension.
2. With the exception of G.L. Ch. 71 §37H and §37H1/2 the School Committee may exclude a student from school permanently or for any period of time exceeding ten consecutive school days for very serious disobedience and/or very serious misconduct as related to policy 711, Paragraph 3 and other appropriate paragraphs in the 500, 600, and 700 sections of the Official Policy Manual and the detailed rules and supporting these paragraphs as promulgated in the current student manual.
 - a. Prior to a vote on exclusion, the student and his or her parent/guardian will be informed in writing of the charge(s) and the basis for the charge (s) and will be advised of their right to a hearing before the School Committee.
 - b. On the request of the student and/or the parent or guardian, the School Committee will hold a hearing on the charge(s) prior to a vote on exclusion.
 - c. The hearing will be held in executive session. The student has the right to secure counsel and have counsel represent him or her at the hearing. The student has the right to confront and to cross-examine witnesses supporting the charge(s) and to call his or her own supporting witnesses.
 - d. To vote to exclude a student from school, a majority of the members present must concur providing a quorum has been established. Votes and records of executive sessions remain secret according to the provisions of the law.

3. In accordance with Ch. 71, Section §37H, of the General Laws, a Principal/Headmaster may exclude or suspend at his/her judgment for the violations of good conduct listed. The student excluded or suspended under this provision may appeal to the Superintendent in accordance with subsection (d) of Ch. 71, Section §37H.
4. In accordance with Ch. 71, Section §37H 1/2, of the General Laws, a Principal/Headmaster may exclude or suspend a student upon the issuance of a complaint charging a student with a felony. The suspension/ expulsion may be appealed to the Superintendent. The Superintendent's decision shall be the final decision on the matter.

(see Policy JKF with regard to the suspension and exclusion of special needs students.)

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

DISCIPLINE POLICY FOR STUDENTS WITH SPECIAL NEEDS

1. The suspension process of a student with special needs will follow all state and federal procedures promulgated by IDEA and Chapter 766 regulations.
2. The staff of the Watertown Public Schools will follow the procedures and use the mandated reporting form(s) of the current policy of the Massachusetts Board of Education with regard to disciplining students with special needs.
3. The Special Education Administrator is responsible for disseminating the current policy of the board of education on disciplining students with special needs to principals, assistant principals, guidance counselors, resource room teachers, classroom teachers, evaluation team chairpersons, and other appropriate personnel.

STUDENT WELFARE

Supervision of Students:

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours, 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:

All courses will emphasize appropriate accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field:

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting:

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School:

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the 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 executive director of education immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury:

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against 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 by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to disabled 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.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. 71:55

ADMINISTERING MEDICATIONS TO STUDENTS

Prescription medication may not be administered to students while at school unless such medication is administered by the school nurse acting under specific written request of the parent or guardian and under the written directive and/or medication order of the student's personal licensed prescriber, as authorized by Ch. 94C. When the school nurse is not present, a student who needs prescription medication during the school day may be called to the office at the scheduled hour and reminded by the designated school employee to take the appropriate medication and dosage. This provision only applies when the nurse, physician and parent and guardian agree in the "Student Care Plan" or medication order that the student can self-administer. The student must be able to recognize the prescription medication that he /she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restrictions, may give any medications to any student.

Over the Counter Medication (nonprescription medication) may be administered only by the school nurse with written parental permission consistent with the standing orders signed by the school physician. Students may carry over the counter medications and self-administer them with the written permission of the school nurse, personal licensed prescriber, and parent.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

The School District may, in conjunction with the School Physician, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals they believe to be experiencing a life threatening opiate overdose in a school setting.

Following consultation with the school nurse, and submission of the "Student Care Plan" students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

LEGAL REF.: M.G.L. 71:54B Department of Public Health Regulations: 105 CMR 210.00

ADOPTED: September 10, 2007

REVISED: July 28, 2009

REVISED: June 11, 2012

REVISED: August 17, 2016

APPROVAL OF SCHOLARSHIPS

An individual, business, or organization desiring to award a scholarship to a graduating senior must secure Headmaster approval before such a scholarship may be presented at the School Awards Night. A statement containing the name of the donor, the purpose of the scholarship, the amount of the scholarship, the manner in which it is to be paid, the application procedure, the criteria and process for selection should be on the basis of criteria such as the following:

1. The scholarship must be offered by a donor acceptable to the Headmaster.
2. The application and selection procedures must be clearly stated and fair to all members of the eligible group of students.
3. The application and selection procedures must not result in unreasonable demands being made on the school staff.
4. The awarding of the scholarship must not result in any hidden cost to the school district.
5. The awarding of the scholarship must not be in conflict with the law or School Committee policy nor should it imply an endorsement of any business product, service or organization by the school or by the recipient.

AWARDS FOR CHAMPIONSHIP ATHLETIC TEAMS OR ATHLETES

The team, which has won a league championship, or qualified for a sanctioned MIAA tournament will receive a picture plaque, upon recommendation of the Coordinator of Athletics.

The team, or individual athlete, who has won a division level championship, will receive an allocation of up to \$50.00 per student for the purchase of awards.

If the team or individual athlete goes on to win a state championship, the allocation will be increased to up to \$100.00 for the purchase of awards.

The team members, team coach, and Coordinator of Athletics will determine what they would like the award to be.

Any cost over and above the allocated amount will be borne by the Booster Club and/or students.

Awards may be presented to the team at a scheduled meeting of the Watertown School Committee.

STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund curricular 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 with financial hardship are exempt from paying fees. However, these 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 and participation in graduation 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: September 10, 2007

REVISED: July 28, 2009

STUDENT RECORDS

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The 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, H
 Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.
 603 CMR: Dept. Of Education 23.00 through 23:12 also
 Mass Dept. Of Education publication Student Records: Questions, Answers and Guidelines,
 Sept. 1995

CROSS REF: KDB, Public's Right to Know

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights:

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

1. These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
4. Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms:

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team that evaluates a student.

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. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- a. Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- b. Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- c. School nurses who inspect the student health record.

Access of Third Parties: Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- a. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

Access Procedures for Non-Custodial Parents As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
 - a. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - b. The parent has been denied visitation or has been ordered to supervised visitation, or
 - c. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school Principal annually. The initial request must include the following:
 - a. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 - b. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.
3. The non-custodial parent must submit a written request for a access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
4. Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
5. The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
6. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

1. The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
2. The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34 A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
 603 CMR: Dept. Of Education 23.00 through 23:12
 Mass Dept. Of Education publication Student Records; Questions, Answers and Guidelines,
 Sept. 1995

CROSS REF: KDB, Public's Right to Know

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. 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.

SECTION K

COMMUNITY RELATIONS

KBBA	NON-CUSTODIAL PARENTS' RIGHTS
KCD	GIFTS AND CONTRIBUTIONS
KD	POLICY CONCERNING RELEASE OF INFORMATION
KDB	PUBLIC'S RIGHT TO KNOW
KDBA	CHARGING FOR REQUESTS FOR PUBLIC RECORDS
KE	PUBLIC COMPLAINTS
KEB	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
KEC	COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS
KF	USE OF SCHOOL FACILITIES
KF-R	FEEES FOR USE OF SCHOOL FACILITIES
KFCA	RESIDENT OFF-STREET PARKING / SCHOOL YARD PARKING
KHA	PUBLIC SOLICITATIONS IN THE SCHOOLS
KHB	ADVERTISING IN THE SCHOOLS
KI	VISITORS TO THE SCHOOLS
KJA	RELATIONS WITH BOOSTER ORGANIZATIONS

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given legal documentation that:
 - a. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - b. The parent has been denied visitation, or
 - c. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - d. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
2. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
3. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.
4. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
5. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
6. Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

GIFTS AND CONTRIBUTIONS

The School Committee may receive gifts and contributions which may be used or expended without resulting in reduction of income from regular sources. All gifts presented to the school district should be accompanied by a letter from the donor so that proper recognition can be made by the School Committee. All gifts, grants, requests, and contributions must be officially accepted by the School Committee and become the property of the school district. To be acceptable, a gift or contribution must satisfy the following criteria:

1. Must be able to be used for a purpose consistent with the purposes of the school district, and should not place any restrictions on school programs.
2. Must be offered by a donor acceptable to the School Committee.
3. Must not result in unreasonable demands being made on the staff.
4. Must not carry an unacceptable condition on the grant or gift.
5. Must not result in any unreasonable additional costs to the school district.
6. Must not be in conflict with the law or School Committee policy nor should the acceptance of a gift imply an endorsement of any business product, organization or services.

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

ADOPTED: October 8, 1974
REVISED: December 10, 1990

POLICY CONCERNING RELEASE OF INFORMATION

PARENTAL PERMISSION:

The Watertown Public Schools may disseminate information concerning its programs and the activities of its students.

The Watertown Public Schools shall make every effort to respect the wishes of parents, guardians, and those with similar legal responsibility for minors enrolled in the Watertown Public Schools who do not want the minor for whom they are responsible to take part in the recording or release of information as set forth in the following sections, and for students over eighteen years of age seeking such exclusion. The Watertown Public Schools shall make forms revoking permission available to these individuals. The Watertown Public Schools shall keep completed forms on file at the student's school. Parental/guardian permission will always be sought in order to release a child's name on the internet or to the press.

The Superintendent, Principals, and their designees shall control the time, place, and manner in which any activity authorized below is carried out.

ADOPTED: August 29, 1994

REVISED: June 7, 1999

PUBLIC'S RIGHT TO KNOW

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).

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

CHARGING FOR REQUESTS FOR PUBLIC RECORDS

With regard to requests for public records, the policy of the Watertown Public Schools is to observe in its entirety the Public Records Law, CH. 66, Sec. 10, of Massachusetts General Laws, as further clarified by the regulations of the Secretary of the Commonwealth, 950 CMR 32.00.

ADOPTED: February 6, 1996

PUBLIC COMPLAINTS

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

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

1. Teacher or appropriate staff member
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 REFS.: MG.L. 39:23B

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

1. If a parent or other citizen is dissatisfied with the action of a teacher, administrator, or other school district employee, it is the intent of the School Committee that all parties to a dispute be treated fairly and impartially and that the dispute be settled according to the merits of the case.
2. Because the School Committee may ultimately have to render decision in a dispute, it is inappropriate for a School Committee member to discuss individual complaints citizens may have against a teacher, administrator, or other school district employee. Upon receiving a complaint, a School Committee member will urge the person making the complaint to follow the steps outlined in paragraph 3 below.
3. The steps a parent or other citizen will take in seeking to resolve a dispute will differ according to the position of the employee. However, the following procedure for resolving a conflict between a parent and a teacher will serve as a guide for how other disputes will be settled:
 - a. The parent is encouraged, first of all, to attempt to resolve the dispute directly with the teacher on an informal basis.
 - b. If the parent is not satisfied with the decision or action of the teacher, the parent may appeal to the teacher's Principal.
 - c. If the parent is not satisfied with the Principal's decision or action, the parent may appeal to the Superintendent. At this point, the parent will be encouraged to put the complaint in writing, specifying the circumstances of the complaint, including such details as the date, time, location of the incident, and the names of all persons involved, and the action desired.
 - d. Should the Superintendent's review and subsequent decision not be satisfactory, the parent may bring the dispute to the attention of the School Committee under the provisions of Policy File BEDB: Agenda for Regular Meetings.

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

CROSS REF.: All Collective Bargaining Agreements

ADOPTED: October 8, 1974

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Parents or other citizens of the community who ~~will~~ want to register a complaint about the school using a particular, book visual aid, or other instructional material should use the following procedures:

1. Criticisms of books and instructional materials should be submitted in writing to the Principal on the "Citizen's Request for Reconsideration of a Book or Instructional Material" form.
2. The School Committee should be informed that a complaint has been made.
3. The complaint submitted will be considered by the Principal and/or his/her designees.
4. The Principal and/or his/her designees should be familiar with the subject matter of the book or material challenged. The challenged book or material will be judged by the Principal and/or his/her designees as to its conformity to the aforementioned criteria.
5. The book or material being questioned will be retained in use pending a decision in writing by the Principal.

Appeals from this decision may be made to the Superintendent and then to the School Committee for final decision.

ADOPTED: October 8, 1974
REVISED: March 1, 1999

USE OF SCHOOL FACILITIES

1. The School Committee may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community.
 - a. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.
 - b. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section.
2. The School Committee will establish rates for various classifications of eligible groups within the school district which use school facilities during non-school hours.
3. Application for the use of all buildings must be made at the school department office at 30 Common Street, between the hours of 8:00 A.M. and 4:00 P.M. The application includes an addendum which requires the user to certify that the user has complied fully and in all respects with the legal obligation pursuant to Massachusetts General Laws (MGL) Chapter 6, §172H with respect to applied, received and evaluated criminal offender record information (CORI) checks on all employees and/or volunteers subject to the above state statute who will be present on town property during activities, events or programs as described in the Application for Licensee for Use of School Building.
4. The use of alcoholic beverages or tobacco products on the school premises (including playing fields and parking lots) is prohibited during all school-sponsored events.
5. The use of school facilities during the summer is prohibited except by specific written permission granted by the Superintendent or designee.

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

ADOPTED: October 8, 1974
REVISED: January 10, 1983
REVISED: December 10, 1990
REVISED: August 30, 1999
REVISED: January 5, 2004

FEES FOR USE OF SCHOOL FACILITIES

Rental of any room, auditorium, cafeteria, or gymnasium shall be at a rate/s approved by the School Committee. The Superintendent, or his/her designee, may waive rental fees.

ADOPTED: October 8, 1974
REVISED: November 9, 1981
REVISED: October 18, 1982
REVISED: December 10, 1990
REVISED: August 30, 1999

RESIDENT OFF-STREET PARKING/SCHOOL YARD PARKING

As a community courtesy during those winter months that are concurrent with the Town of Watertown winter off-street parking regulations, the Watertown Public Schools provides resident parking at designated school yards under the following conditions:

1. All vehicles must be removed from the school yards by 7:00 A.M. daily.
2. Vehicles remaining in school yards after 7:00 A.M. which impede snow removal will be towed at owner's expense on all days, including Saturday, Sunday, or no-school days.
3. Persons using school property for the parking of a vehicle do so at their own risk.
4. Persons using the school property for off-street parking are encouraged to contact the school Principal giving their name, address, telephone number, vehicle description and registration number.
5. The Superintendent of Schools or his/her designee are authorized to request the Watertown Police Department to tow any vehicle from school property at the owner's expense when the Superintendent or his/her designee determines that said vehicle could pose a hazard to students, staff, or school property.
6. Notice of this policy governing school yard parking is posted at each school.
7. Notice of regulations regarding school yard parking is published annually in the local media by the Watertown Police Department.

ADOPTED: September 10, 1984
REVISED: August 30, 1999

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools.

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

CROSS REFS.: GBEBC, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

VISITORS TO THE SCHOOLS

The School Committee encourages parents and guardians 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.

The following guidelines to classroom and school visits should be followed:

1. Requests for classroom visits will be welcomed as long as the educational process is not disrupted. To this end we require 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 admit or deny admission to any visitor, as well as to determine the number, times, and dates of observations by all 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 required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. All visitors must have the permission of the Principal.
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.

REVISED: December 7, 2015

RELATIONS WITH BOOSTER ORGANIZATIONS

The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system. The Superintendent or designee must approve the booster proposed plans, projects and activities.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee may 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.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

PRIVATE SCHOOL APPROVAL: GUIDELINES

The prior approval of the Watertown School Committee is required under General Law Ch. 76, Section 1, before a private school located in Watertown can be operated.

Under the supervision of the Superintendent of Schools, the guidelines checklist provided by the Massachusetts Department of Education will be used in the approval process.

The Superintendent of Schools will present his/her recommendation to the School Committee before the Committee takes action on the application of a person/s seeking approval to operate a private school in compliance with the Compulsory School Attendance Law.

ADOPTED: September 13, 1982

REVISED: March 1, 1999

STUDENT TEACHERS AND INTERNS

The School Committee is open to consideration of proposals from teacher preparation institutions for the placement of and supervision of student teachers and interns. These programs will be evaluated regularly by teachers and principals. The Superintendent will recommend beginning, continuing, or terminating the relationship with a particular college or university on the basis of the following criteria:

1. The qualifications of the student teachers and interns as determined by application, interview, and/or prior visitations.
2. The extent and nature of the preparation given the student teachers or interns as this relates to the subjects and age levels to which they are assigned.
3. The quality and extent of the supervisory and other services provided to the school district by the college or university.
4. The availability of experienced teachers who are willing to accept the responsibilities of being supervisory teachers.

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 Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the 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: October 8, 1974