



# **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

## **Policy of the School Committee**

**AA**

### **SCHOOL DISTRICT LEGAL STATUS**

The Masconomet Regional School District was organized, pursuant to Chapter 71 of the General Laws of the Commonwealth of Massachusetts, under an Agreement signed among the Towns of Boxford, Middleton and Topsfield and subsequently approved and amended by voters of these member towns.

The School District shall act in accordance with this agreement and those amendments which may be made to it.

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

#### Historical note:

Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

*Original adoption: 9/15/71*

*Amended:6/21/00*

*Reviewed:11/17/04*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*



# **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

## **Policy of the School Committee**

**AB**

### **THE PEOPLE AND THEIR SCHOOL DISTRICT**

The Masconomet Regional School Committee is responsible for implementing statutory requirements pertaining to public education. It is also responsible for determining and responding to Masconomet Regional School District residents' expectations for the education of their youth.

At the same time, when citizens elect delegates to represent them in the conduct of public education, those representatives retain the authority and responsibility to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out their responsibilities.

The Masconomet Regional School Committee therefore affirms and declares its intent to:

- Maintain two-way communications with the citizens of Boxford, Middleton and Topsfield. The public will be kept informed of the progress and problems of the school system, and citizens will be urged to bring their hopes for and expectations of their public schools to the attention of this body, which they have chosen to represent them in the management of public education.
- 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 delivering the best possible education to the children enrolled in our schools.
- Act as a truly representative body for members of the community in matters involving public education. The Masconomet Regional School 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 Masconomet Regional School Committee retains and exercises this authority, because it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

*Original Adoption: 9/21/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**AC**

#### **NONDISCRIMINATION**

Public schools have the responsibility, wherever possible, to overcome barriers that prevent children from achieving their potential. The Masconomet Regional School District is committed to this goal, including a specific commitment to combat discrimination. This commitment is affirmed in the following statements of Masconomet Regional School Committee intent:

- To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
- To encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics, and who come from various socioeconomic, racial, religious, and ethnic groups.
- To work toward a more integrated society, and to enlist the support of individuals, groups, and agencies, both private and governmental, in such an effort.
- To use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- To carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
- To initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

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

The Coordinator for Title IX of the Education Amendments of 1972 and the Coordinators for Section 504 of the Rehabilitation Act of 1973 and Chapter 622 of the Acts of 1971 can be reached at Masconomet Regional School District, 20 Endicott Road, Topsfield, MA 01983, (978) 887-2323 ext.6111.

Inquiries regarding the application of the Masconomet Regional Schools' nondiscrimination policy may be referred to the Superintendent, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491

LEGAL REF: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education For All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 1993  
M.G.L.76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78  
Board of Education 603 CMR 2600  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

*Original Adoption 9/7/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption:12/3/08*

*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**ACAA  
Also: GBAA**

### **HARASSMENT**

The Masconomet Regional School District is committed to maintaining a school environment free of harassment. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Masconomet Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

#### DEFINITION OF HARASSMENT

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others.

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

Sexual Harassment While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

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

#### RETALIATION PROHIBITED

Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Masconomet Regional School District.

#### INVESTIGATION

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment should inform the appropriate building Principal as soon as possible. If the individual does not wish to discuss

the issue with him/her, or if he/she does not address the problem in an effective manner, the individual should inform the Superintendent or the Title IX Coordinator who can be reached at 20 Endicott Road, Topsfield, (978) 887-2323 ext.6111.

The Masconomet Regional School District will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under state law. The Masconomet Regional School District will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

### DISCIPLINARY CONSEQUENCES

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

### CLOSURE OF A COMPLAINT

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

The Masconomet Regional School District urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The state agency responsible for enforcing laws prohibiting harassment is the Office of Civil Rights which is located at Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at the John F. Kennedy Building, 4<sup>th</sup> Floor, Room 475, Government Center, Boston, MA 02203, 800 669-4000. The agency responsible for enforcing the federal law prohibiting harassment on the basis of sex is the Office for Civil Rights within the United States Department of Education, which is located at 33 Arch Street, Suite 900, Boston, MA 02110-1491

### ADMINISTRATIVE PROCEDURES

The Superintendent is directed to develop administrative procedures that implement this policy. These procedures are available in the Superintendent's office.

When an investigation involves minor children, parents will be notified in accordance with administrative procedures.

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

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*Amended: 12/3/08*  
*1<sup>st</sup> Reading: 11/12/08*  
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*Adoption: 12/3/08*  
*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**ACG**

#### **GRIEVANCE PROCEDURE RESOLUTION OF DISCRIMINATION COMPLAINTS**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by any disabled individual or his/her authorized representative who believes that he/she has been discriminated against on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Masconomet Regional School District.

The complaint should be submitted in writing and contain information about the alleged discriminatory incident or action including the place and date on which it occurred, and the name of any employee or representative of the Masconomet Regional School District involved. The complaint should also include the name, address, and phone number of the complainant or their authorized representative. Alternative methods of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request to the ADA Coordinator.

The complainant and/or his/her authorized representative should submit the complaint as soon as possible, but no later than 60 calendar days, after the alleged discriminatory incident to:

Claire Sheff Kohn, ADA Coordinator  
Masconomet Regional School District  
20 Endicott Road  
Topsfield, MA 01983  
Phone (978) 887-2323 x6111  
Fax (987) 887-3573

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Coordinator will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Masconomet Regional School District and offer appropriate options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision (within 15 calendar days after receipt of a response) to the School Committee. Within 15 calendar days after receipt of the appeal, the School Committee, or a representative group thereof, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the school committee or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final determination regarding the complaint.

All written complaints received by the ADA Coordinator, appeals to the School Committee and their responses will be kept by Masconomet for at least 4 years.

CROSS REF: Enhanced School Health Grant 1/01

*Original Adoption: 9/21/05*  
*1<sup>st</sup> Reading: 11/12/08*  
*2<sup>nd</sup> Reading: 12/3/08*  
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*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**AD**

#### **EDUCATIONAL VISION AND GOALS**

##### VISION

Masconomet Regional School District provides a challenging educational environment for all students that:

- Maximizes opportunities for intellectual and personal growth,
- Builds character
- Promotes learning as a life-long pursuit, and
- Encourages students to become contributing community members, locally, nationally, and globally.

##### GOALS

EACH STUDENT WILL BE EXPECTED TO:

1. Demonstrate critical thinking skills necessary for evaluating and analyzing information;
2. Demonstrate competence in the skills of reading, writing, speaking, listening, and computation and apply these skills to daily life and to career development;
3. Develop an understanding and appreciation of the arts and sciences;
4. Acquire an understanding and appreciation of our cultural heritage;
5. Acquire an awareness of and concern for local and national affairs and this country's position in world affairs;
6. Acquire an awareness and concern for global political, economic, and environmental interdependence;
7. Demonstrate behaviors conducive to good health and acquire knowledge regarding disease and disease prevention, mental health, substance abuse, and sexuality;
8. Acquire respect for individual differences and backgrounds of others;
9. Acquire sufficient mastery of the basic disciplines in order to make informed decisions on the critical issues facing society;
10. Demonstrate competence in the use of technology as a tool for problem solving and learning and ;
11. Understand and accept responsibility for his or her education and actions.

TO PROVIDE THE PROPER ENVIRONMENT FOR STUDENT LEARNING, THE MASCONOMET REGIONAL SCHOOL DISTRICT WILL ENDEAVOR TO:

1. Provide appropriate programs to help students achieve their goals;
2. Assist teachers in developing positive self-esteem in students and evaluating the results in classroom situations;
3. Assist teachers in recognizing and appropriately responding to learning style differences in students and evaluating the results in classroom situations;
4. Develop and maintain an appropriate system of discipline;
5. Provide for a cooperative effort among students, staff, and administration in decision making;
6. Recognize and encourage excellence in teaching and promote and support professional growth of the teaching staff;

7. Recognize that the District must continually undergo self-examination and be willing to adapt programs and structures accordingly;
8. Provide the resources, including new technologies, necessary to reach our goals and;
9. Plan and provide for the best appearance, maintenance, and use of buildings and grounds.

LEGAL REFERENCE: M.G.L. 71B

*Original adoption: 2/7/73*

*Amended:12/3/08*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**ADB**

#### **DRUG-FREE SCHOOLS**

The Masconomet Regional School District is committed to providing a drug and alcohol free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school district. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the workplace, on school premises or as part of any school-sponsored activities are strictly prohibited. These standards of conduct are equally applicable to students and employees.

Details regarding consequences for those students in violation of this policy can be found in student handbooks.

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

*Original Adoption: 9/21/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*

**1 of 1**



# Masconomet Regional School District

*Serving Boxford, Middleton & Topsfield*

## Policy of the School Committee

ADC

### TOBACCO-FREE SCHOOL POLICY

#### **1. Statement of Purpose:**

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

#### **2. Definitions:**

**School:** All school buildings that are a part of the Masconomet Regional School District.

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

**School Personnel:** Persons who perform services for the Masconomet Regional School District, including but not limited to administrators, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

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

**Student:** A person enrolled in the Masconomet Regional School District.

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

**Tobacco paraphernalia:** Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco products, including rolling papers and lighters.

**Tobacco cessation:** An intervention program applied to treat tobacco addiction.

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

**Visitor:** Any person on school grounds who is not a Masconomet student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools (including home-schoolers and foreign exchange students and staff), parents, and outside facility users.

**3. Tobacco Product Use Prohibited:** No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein.

**4. Violations:**

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

**Visitors**

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

**5. Severability:**

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

**6. Conflict with Other Policies, Laws or Regulations:**

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

LEGAL REF: M.G.L. 71:2A  
M.G.L. 71:37H

*Original Adoption 9/21/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**ADD**

#### **SAFE SCHOOLS POLICY**

The Masconomet Regional School District shall maintain a safe and nurturing educational environment where students and patrons can meet and recreate without fear. The Masconomet Regional School District will not tolerate violence or injury to staff or students, nor will weapons (as defined in Weapons in Schools policy JICI) be tolerated at any school activity or on any school district property. The Masconomet Regional School Committee policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of M.G. L. 71:37H & 71:37L, prohibiting firearms on school property shall be strictly enforced.

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

CROSS REF: JICI

*Original Adoption: 9/7/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

### **Policy of the School Committee**

**ADDA**

#### **CRIMINAL OFFENDER RECORD INFORMATION (CORI) REQUIREMENTS**

It shall be the policy of the Masconomet Regional School District 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 district 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 system 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 as well as the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

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."

Records sealed pursuant to law shall not operate to disqualify a person in an examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state

where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REF: M.G..71:38R, 151B, 276}.100A, St2002, C.385  
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb. 17, 2003)

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## Masconomet Regional School District

*Serving Boxford, Middleton & Topsfield*

### Policy of the School Committee

**ADDA-E**

#### C.O.R.I. REQUIREMENTS – SAMPLE QUESTIONS

Employers may ask the following series of questions:

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or No?
4. If the answer to question number 3 above is “yes” please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c 276, } 100A.

It is unlawful for an employer to make an inquiry of an applicant or employee regarding:

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his/her failure to recite or acknowledge such information as he/she has a right to withhold by 804 CMR 3.02.

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*Amended: 11/19/03*

*Reviewed:*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

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**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**ADF**

**WELLNESS PROGRAM**

The School Committee recognizes the relationship between student wellbeing and student achievement, as well as the importance of a comprehensive district wellness program. Therefore, the District will provide developmentally appropriate and sequential nutrition education and physical education, as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary manner and will be evidence based.

The District will establish a Wellness Committee that will be comprised of faculty, administration, school nurse(s), food service representative, school committee member, parent(s), student (s), and other members of the community, as appropriate. The Director of Guidance, Health Instruction, and Health Services will serve as the Wellness Program Coordinator, in partnership with the Middle and High School Health Coordinators and the Assistant Principal in charge of physical education, under the direction of the Superintendent. The Wellness Program Coordinator, in consultation with the Wellness Committee and under the direction of the Superintendent, will be in charge of implementation and evaluation of this policy.

It is the policy of the School Committee that foods and beverages made available on campus during the school day are consistent with the School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The District will establish procedures to address what foods are to be made available to students throughout the day in the following areas:

- Guidelines for maximizing nutritional value by reducing fat and added sugars, increasing nutrition density, and moderating portion size;
- Guidelines for foods in the following categories: vending machines, snack bars, school store, concessions stands, fundraising activities, and parties/celebrations/meetings during the school day.

The District will provide nutrition education aligned with standards established by the USDA's National School Lunch Program and the School Breakfast Program at the middle and high school levels. The District will provide physical education training aligned with the standards established by the Department of Education. The Wellness Program Coordinator, in consultation with the Wellness Committee and under the direction of the Superintendent, will develop procedures that address nutrition education and physical education.

With regard to nutrition education, the District will provide instruction that teaches skills to enable students to adopt and maintain healthy eating behaviors. Nutrition educators will collaborate with food service staff to strengthen and extend instruction. Nutrition education will be integrated not only into health education but also core curricula to the degree possible.

With regard to physical education, the District will provide opportunities for physical activity during the school day through physical education classes and the integration of physical activity into the academic curriculum where appropriate. Students will be given

opportunities for physical activity through a range of after-school programs including interscholastic athletics and physical activity clubs.

The District will provide a wellness program for faculty and staff that encourages healthy eating behaviors and physical activity so that they may serve as role models to students of enjoyable, lifelong healthy eating and physical activity. The District also will provide training for health and PE teachers, as well as other faculty and staff, as appropriate. In partnership with the School Health Advisory Council, the Tri-Town School Union, the Umbrella Organizations group, and the Tri-Town Council, programs for parents and guardians on health and wellness will be offered so that they may support the healthy eating habits and physical activity of their children.

The Wellness Program Coordinator, in consultation with the Wellness Committee and under the direction of the Superintendent, will develop procedures, as the need arises, for other school-based activities to promote wellness.

The Wellness Committee will assess educational curricula and materials pertaining to wellness for accuracy, completeness, balance, and consistency with the State and District's educational goals and standards. The Wellness Program Coordinator shall be responsible for implementation and evaluation of the District's wellness policy and is charged with the operational responsibility for ensuring that schools meet the goals of the wellness policy. The Wellness Program Coordinator will report annually to the School Committee.

LEGAL REFS:    The Child Nutrition and WIC Reauthorization Act of 2004,  
                  Section 204, P.L. 108-265  
                  The Richard B. Russell National School Lunch Act,  
                  42 U.S.C. 1751-1769h  
                  The Child Nutrition Act of 1966, 42 U.S.C. 1771-1789

CROSS REFS:    IHAMA, Teaching About Drugs, Alcohol, and Tobacco

*Original Adoption*6/21/06

*1<sup>st</sup> Reading:* 11/12/08

*2<sup>nd</sup> Reading:* 12/3/08

*Adoption:* 12/3/08

*Proposed reconsideration:* December 2013



**Masconomet Regional School District**  
*Serving Boxford, Middleton & Topsfield*

**Policy of the School Committee**

**AE**

**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;
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district;
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met;
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district;
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

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

*Original Adoption 9/21/05*

*1<sup>st</sup> Reading: 11/12/08*

*2<sup>nd</sup> Reading: 12/3/08*

*Adoption: 12/3/08*

*Proposed reconsideration: December 2013*