



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

**Policy of the School Committee**

**IA**

**INSTRUCTIONAL GOALS**

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

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

- Operating Function
- Coordinating and Developing Function
- Evaluating Function

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

LEGAL REFS:        603 CMR 26:00

Adopted: 2/7/73  
Revised: 9/2/09  
Reviewed: 4/1/15  
Next Review: September 2020



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

**Policy of the School Committee**

**IB**

**A**

**ACADEMIC FREEDOM**

Academic freedom is the right of a teacher to be free from unreasonable restraints in research, publication, and classroom discussion. The student has the right to learn and to have access to all points of view; but these rights are not without limitation.

Both the teacher and student have a responsibility to abide by the Masconomet Regional School Committee policies, administrative regulations and to comply with the requirements of the law.

It is recognized that the application of the principle of academic freedom may result in controversial issues. Such situations occur in matters of interest in which there is no agreement approaching unanimity among students, teachers and community.

In the presentation of controversial issues, the teacher has the following responsibilities:

1. To provide a learning atmosphere which presents divergent points of view;
2. To be objective and impartial;
3. To present materials which are relevant to the subject area;
4. To discuss issues which are appropriate to the students' level of ability and maturity;  
and
5. To ensure that opinions expressed do not promote hurtful actions against other individuals or groups in the community.

LEGAL REFS: Constitution of the Commonwealth of Massachusetts

*Adopted: 2/7/73*

*Revised: 9/2/09*

*Reviewed: 4/1/15*

*Proposed reconsideration: April 2020*



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

**Policy of the School Committee**

**IC**

**SCHOOL YEAR/SCHOOL CALENDAR**

The minimum number of days during which the schools in the Masconomet Regional School District are in session shall be in accordance with the regulations established by the Department of Elementary and Secondary Education of the Commonwealth of Massachusetts. The date of graduation from high school may precede the originally approved regular closing date of school by not more than twelve school days. A school calendar shall be proposed by the Superintendent and approved by the Masconomet Regional School Committee at a regularly scheduled meeting at least three months prior to the beginning of the school year in question.

Any subsequent changes to the school year calendar must be approved by the School Committee.

**LEGAL REFS:**

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

*Adoption: 2/7/73*

*Revised: 9/2/09, 4/1/15*

*Reviewed: 12/15/04, 8/5/09, 3/5/15*

*Next Review April 2020*



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

**Policy of the School Committee**

**ID**

**SCHOOL DAY**

The length of the school day, as well as the specific opening and closing times of the schools, will be recommended by the Superintendent and then set by the Masconomet Regional School Committee.

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

Parents and guardians will be informed of the opening and closing times set by the Committee.

LEGAL REFS: M.G.L. 69:1G; 71:1; 71:59  
Board of Education Regulations for School Year and Day

*Original Adoption: 6/21/06*  
*Revised: 9/2/09*  
*Reviewed: 3/5/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IE**

**ORGANIZATION OF INSTRUCTION**

The Masconomet Regional School District offers a diversified educational program compatible with the needs of the students, and reflective of the best instructional practices and state standards.

The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential. The organizational plan meets the standards of accreditation as required by the Massachusetts Department of Elementary and Secondary Education and to serve the needs of all students.

*Original Adoption: 6/21/06*

*Revised: 9/2/09, 4/1/15*

*Reviewed: 8/5/09, 3/5/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IGA**

**CURRICULUM DEVELOPMENT**

It shall be the responsibility of the Superintendent to recommend curriculum changes to the School Committee that fall within its jurisdiction according to the Education Reform Act of 1993. Consistent with provisions of Policy AD, Vision and Goals, and DBD, Budget Planning and Budget Preparation, the School Committee will approve only the courses for which the resources necessary to support the programs are available.

The Superintendent shall make *these* recommendations concerning additions or deletions to the Program of Studies required under the Education Reform Act of 1993. In making those recommendations, consideration shall be given to continuity of curriculum, availability of staff, and curricular priorities for the allocation of available staff as well as such other factors which in his/her judgment should be considered.

When a pattern of course selection results in a course being taught in groups of less than 14, the Superintendent shall seek a vote of the School Committee concerning continuation of the course.

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

*Adopted: 1/19/72*  
*Revised: 9/15/82; 4/8/87; 1/18/95; 12/17/97; 1/2/02; 9/2/09*  
*Reviewed: 4/1/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IGC**

**NON-CURRICULUM INITIATIVES**

New non-curriculum initiatives proposed by students or staff must be submitted to the Superintendent, or designee for review. If approved, the initiative will be submitted to the District's Attorney and Auditors for their professional review (if necessary). Once this review is complete, the proposal will be submitted to the School Committee for review and recommendation. The following information should be provided for any new initiatives at Masconomet.

**Proposal Requirements:**

- I. Name/Title of the initiative.
- II. Building and/or District goal(s) the initiative supports.
- III. Statement of Purpose and brief description.
- IV. Research and/or data that supports the implementation of the initiative. V.  
Means by which the initiative will be evaluated.
- VI. Resources (supervision/oversight, personnel, accounting, equipment, space, etc.) needed to startup and support this initiative.
- VII. Specific services and/or products to be offered.
- VIII. Population (e.g., MS English students, Topsfield parents, all custodians, etc.) to benefit from this initiative and anticipated participation rate.
- IX. Location and hours of operation.
- X. Any legal or liability issues to be considered.
- XI. Names, titles and FTE of the staff required to implement the initiative.
- XII. Implementation issues to be addressed.
- XIII. Estimated costs for:
  - a. Start-up/initial implementation
  - b. Full implementation
  - c. On-going maintenance of effort
- XIV. Funding Source(s)

XV. Marketing plan with associated costs.

XVI. Time-line with benchmarks for this initiative from planning through full implementation.

*Adopted: 6/21/06*

*Revised: 9/2/09, 4/1/15*

*Reviewed: 6/7/06, 8/5/09, 3/15/15*

*Next Review: April 2020*

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

**Policy of the School Committee**

**IGD**

**CURRICULUM ADOPTION**

The Masconomet Regional School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will forward the educational goals and curriculum guidelines of the Masconomet Regional School District.

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 and curriculum guidelines.

The Committee shall be informed of all new courses and substantive revisions in curriculum. The Masconomet Regional School Committee will receive a list of programs of studies annually.

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

*Adopted: 6/21/06*

*Revised: 9/2/09, 4/1/15*

*Reviewed: 8/5/09, 3/5/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHA**

**BASIC INSTRUCTIONAL PROGRAM**

Massachusetts General Law Chapter 71, Section 1 requires that schools:

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

The law further states (M.G.L. Ch. 71:2): In all public elementary and high schools American history and civics, including the Constitution of the United States, the Declaration of Independence, and the Bill of Rights, and in all public high schools the Constitution of the Commonwealth and local history and government will be taught as required subjects...

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

The Fundamental Skills

The primary responsibility of the Masconomet Regional School District is to equip all students with the skills, tools, and attitudes that will lay the basis for learning now and in the future.

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

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

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed: 8/5/09, 3/5/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHAE**

**PHYSICAL EDUCATION**

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

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

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

*Adopted: 6/21/06*  
*Revised: 9/2/09*  
*Reviewed: 4/1/15*  
*Next Review April 2020*



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

**Policy of the School Committee**

**IHAM-R**

**HEALTH EDUCATION  
(Exemption Procedure)**

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

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

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

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

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

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed: 4/1/15*

*Proposed reconsideration: April 20*



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

**Policy of the School Committee**

**IHAMA**

**TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO**

In accordance with state and federal law, the Masconomet Regional School District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades 7-12.

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

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the Masconomet Regional School District should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

1. To create an awareness of the total drug problem prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels;
2. To relate the use of drugs and alcohol to physical, mental, social and emotional practices;
3. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions;
4. To understand the personal, social and economic problems that may cause the misuse of drugs and alcohol; and
5. To develop an interest in preventing illegal use of drugs in the community.

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

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHAMB**

**PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION**

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

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual 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 curriculum 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. 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.
2. 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; and

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

LEGAL REF: M.G.L. 71:32A

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed: 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHAM**

**HEALTH EDUCATION**

The Statement of Purpose and the Supporting Educational Philosophy adopted by the Masconomet School Committee recognizes that development of responsible citizens and the full development of student potential are major objectives; these objectives will not be achieved if students are unaware of how they may develop and maintain good physical and mental health. Therefore, Health Education, including an understanding of Human Sexuality, will be part of the curriculum.

The following sections provide criteria to govern the development and administration of the Health Education program:

1. The current Middle School Health Education program shall be structured to include the biological, psychological, emotional, and interpersonal aspects of human sexuality.
2. Information on abortion shall be provided at the Middle School level only in response to direct student inquiries, and only to the extent that it is appropriate for the maturity level and needs of the student involved as determined by the staff member.
3. All presentations on the topic of human sexuality shall be conducted in a manner that is:
  - a. Consistent with accepted medical practice;
  - b. Consistent with the maturity level and needs of the students involved
  - and c. Sensitive to the feelings of the students involved.
4. Responsible decision making shall be stressed as an integral part of all units on human sexuality.
5. Health Education shall be a requirement for High School graduation. This requirement shall be fulfilled through any of those courses designated in the Health Education curriculum.
6. The program in Grades 9-12 shall be coordinated to insure that all students shall have access to the information present in the seventh and eighth grade curriculum as well as current information on birth control, parenting, adoption and abortion.
7. All students shall be made aware of the informational and counseling services available to them at any time through the student services department.

8. Any student may be excused from attendance at instructional sessions dealing with the topic of human sexuality if he/she or, in the case of a student being less than 18 years of age, his/her parent submits the request in writing to the principal.
9. All materials and teaching strategies used for instruction relative to human sexuality shall be consistent with this policy and open for review by any parent.
10. The Guidance Department Head shall have the responsibility for the review of materials and strategies to determine their appropriateness for inclusion in the Health Education Curriculum. In situations where grant funding is involved, application procedures will be followed.
11. With permission of the Principal, students may be exempt from Health Education related activities. Principals will make alternative arrangements if necessary.

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

*Adoption: 11/1/76*

*Revised: 5/27/81; 4/29/87; 4/29/92; 2/1/95; 1/12/98; 1/2/02; 6/11/03, 9/2/09, 4/1/15*

*Next Review: April 2020*





## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

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

**IHBA**

#### **SPECIAL EDUCATIONAL PROGRAMS AND ACCOMMODATIONS FOR CHILDREN WITH SPECIAL NEEDS**

The goals of the Masconomet Regional School District's special education program are to allow each child to grow and achieve at his/her own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws (known as Chapter 766 of the Acts of 1972) and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

The Masconomet Regional School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations, and the support they need. These children should also be given the opportunity to participate in the Masconomet Regional School District's nonacademic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

**LEGAL REFS:** The Individuals with Disabilities Ed. Act (PL 94-142 adopted 1/1/91)  
Rehabilitation Act of 1973  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 7/1/81 also 603 CMR 28:00 inclusive

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHBE**

**ENGLISH LANGUAGE EDUCATION**

As required by law, the Masconomet Regional School Committee shall annually, not earlier than the first day of April, ascertain the number of English Language Learners within the Masconomet Regional School District and shall classify them according to grade level, the language in which they possess a primary speaking ability, and the English Language Learner program type in which they are enrolled.

All children in the Masconomet Regional School District shall be taught in English. Children who are English Language Learners shall be educated through sheltered English immersion during a temporary transition period not normally intended to exceed one school year. English Language Learners shall be placed in classrooms in accordance with M.G.L. 71A:4, unless the requirements are waived in accordance with M.G. L. 71A:5.

LEGAL REF: M.G.L. 71A  
603CMR 14:00

*Adoption: 6/21/06*  
*Revised: 9/2/09, 4/1/15*  
*Reviewed: 8/5/09, 3/5/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IHBF**

**HOMEBOUND INSTRUCTION**

Upon receipt of a physician's written order verifying that any student enrolled in the Masconomet Regional School District, or placed by the district in a private setting, must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen (14) school days in any school year, the Principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The Principal shall coordinate such services with the Director of Pupil Services for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

LEGAL REF: 603 CMR 28.03(3)(c)

*Original Adoption: 6/21/06*  
*Reviewed: 3/15/15*  
*Next Review: March 2020*



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

**Policy of the School Committee**

**IHBG-E**

**APPLICATION FOR HOME SCHOOLING**

- Please read the Masconomet Regional School Committee policy on Home Schooling.
- Complete this form; attach any supportive documents; and forward it to the Superintendent of Schools at least 14 days prior to the planned start of a home-based education program.

1. Parent name(s) and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

2. Name(s) of student(s) who will be taught at above designated home and current comparable public school grade level(s):

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

3. Period of time for which approval is sought:

\_\_\_\_\_ through \_\_\_\_\_  
month/year                      month/year

4. Teachers: Attach a statement providing information about any persons who will serve as teachers in this program.

5. Subjects to be taught: Attach a description of each subject to be taught including the scope, major goals, and objectives for the child, the major materials and methods to be used in each area.

6. Scheduling of instruction: Attach a description of the schedule planned

*Application for Home Instruction (continued)*

for instruction during the period for which approval is requested. Include the number of hours and days planned.

7. Materials and Methods: Attach a listing and description of the texts, materials, methods, and programs to be used. A sample of these materials would be extremely helpful and will be returned to you, upon your request.
8. Evaluation: Attach a statement describing the tests or measurements that will be used to evaluate your child's educational growth during this period. If this home-based education plan is approved, the Masconomet Regional School District will expect to implement a periodic evaluation of the child's progress similar to school-attending students and may set guidelines and standards for this purpose to ensure the evaluation of reasonable educational progress.
9. Response by Superintendent of Schools: Ordinarily, you will receive a response to your proposed plan within twenty (20) days from receipt of your application.
10. Hearing: If this home education plan is not approved, you have the right to a hearing before the Superintendent of Schools to allow you an opportunity to explain your plan further and answer questions about it. You may be represented by counsel.

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Date of Application

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Signature of Person Completing Application

*Adopted: 6/21/06  
Revised: 3/5/15  
Next Review: April 2020*



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

**Policy of the School Committee**

**IHBG**

**HOME SCHOOLING**

The Massachusetts General Law requires the Masconomet Regional School Committee to determine that a Home Schooling program meets the minimum standards established for public schools in the Commonwealth prior to approving such a program.

According to the Massachusetts General Laws, every person in control of a child between the minimum and maximum age required for school attendance by the State Board of Education must ensure that he/she attends school. 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 to engage in a recognized home-based program:

1. The parent/guardian must submit written notification of establishment of the home-based program to the Superintendent at least fourteen (14) school 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.
2. The parent/guardian must certify in writing, on a form provided by the Masconomet Regional School District, the name, age, place of residence, and number of hours of attendance of each child in the program.
3. Factors to be considered by the Superintendent in deciding whether or not to approve a home-based education proposal may be:
  - a. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
  - b. The competency of the parents to teach the children;
  - c. 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; and
  - d. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

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.

A student being educated in a recognized home-based program within the Masconomet Regional School District may have access to public school activities of either a curricular or extra-curricular nature, excluding core subjects, upon approval of the Superintendent. Participation in athletic activities is subject to the requirements in policy JJAC. Home-school students are not eligible to receive a Masconomet High School diploma.

Applications for Home Schooling are available in the Superintendent's office. LEGAL REFS:

M.G.L. 69:1D; 76:1, 76:2, Care and Protection of Charles  
Care and Protections of Charles - MASS. Supreme Judicial Court  
399 Mass. 324 (1987)

Adopted: 6/21/06  
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Next Review: April 2020



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

**Policy of the School Committee**

**IHBG-R**

**HOME SCHOOLING REGULATIONS**

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

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

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

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

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

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

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

The court concluded that this grant of authority to the Superintendent or School Committee to approve an alternative manner of instruction for a child (specifically, home instruction) is not unconstitutionally vague, because the school officials may draw approval criteria from three sources. First, the legislatures established a general framework for public education, by mandating the subjects that must be taught in public schools and qualifications public school teachers must meet.

(See Massachusetts General Laws Chapter 71, Sections 1, 2, 3 and 38G.) Second, the court stated that proposed home education programs are subject to the same standard of approval as private schools under General Laws Chapter 76, Section 1:

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

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

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

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

- IV. Guidelines for approval of home education plans.

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

A. Procedures.

1. Parents must obtain approval prior to removing the children from the public school and beginning the home education program.
2. The Superintendent or School Committee must provide the parents with an opportunity to explain their proposed plan and present witnesses on their behalf. A hearing during a School Committee meeting is sufficient to meet this requirement.
3. In obtaining approval from the Superintendent or School Committee, the parents must demonstrate that the home education proposal meets the requirements of Massachusetts General Laws Chapter 76, Section 1, in that the instruction will equal "in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town."



4. If the home education plan is rejected, the Superintendent or School Committee must detail the reasons for the decision, and allow the parents to revise their proposal to remedy its inadequacies. If they begin the home education program without the necessary approval, the School Committee may initiate a truancy proceeding or a care and protection petition, in which it would have to show that the instruction in the home does not meet the statutory standard for thoroughness, efficiency and educational progress

B. Approval factors.

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

The proposed curriculum and the number of hours of instruction in each of the proposed subjects;

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

The competency of the parents to teach the children;

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

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

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

Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards;

The Superintendent or School Committee may properly require such testing, and in consultation with the parents may decide where the testing will occur and the type of testing instrument to be used. The court noted that "where practical, a neutral party should administer the test," and that the school authorities and parents may agree to other means of

measuring the children's progress, such as periodic progress reports or dated work samples. In addition, it is suggested that on-site visits by public school representatives may be included, although "with appropriate testing procedures or progress reports, there may be no need for periodic on-site visits or observations of the learning environment by school authority personnel."

V. Conclusion.

The Supreme Judicial Court's decision provides both a legal framework and useful guidance for public school officials and parents with respect to proposals to educate a school-age child at home. We recommend that Superintendents and School Committees review their procedures and approval criteria for home education plans, to assure that they are consistent with the court's decision as long as the school officials making the decision to approve or disapprove a home education program do so reasonably and in good faith, using the standards and procedures discussed above, it is likely that a court will uphold their educational judgments.

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

*Original Adoption: 6/21/06*  
*Revised: 9/2/09*  
*Reviewed 4/1/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IHBH**

**ALTERNATIVE PROGRAMS**

It is the philosophy of the Masconomet Regional School District to provide program choices for its students. Where additional programs and/or environments could facilitate meeting the needs of students and the philosophy and objectives of the Masconomet Regional School District, alternative programs may be established.

Definition

Alternative programs are defined as provisions within the public education system which offer major choices among diverse educational environments based on student needs, talents and interests; occupy a significant proportion of an individual student's time; and meet the District's philosophy and objectives.

Development

Projects shall be developed by and through the administration with the involvement of appropriate constituencies.

Alternative programs shall observe all policies and regulations that govern all of the schools and programs of the Masconomet Regional School District unless specifically waived by the Masconomet Regional School Committee.

Proposals for alternative programs must include a design for evaluation of the effectiveness in achieving the purpose of the program and determining the extent to which it is successful in achieving the philosophy and objectives of the District. Alternative programs will be reviewed and evaluated annually for the first three years with a recommendation to the Committee as to the continuation of the programs.

Approval

The Committee, prior to implementation, shall approve alternative programs.

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed 4/15/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IHC**

**EXTENDED PROGRAMS**

The Masconomet Regional School District may operate, on a tuition basis, both a summer program and/or an evening program. Reports on all programs shall be made to the Masconomet Regional School Committee. The tuition rate shall be established by the School Committee.

*Adopted: 1/19/72*  
*Revised: 2/1/95; 1/2/02, 9/2/09*  
*Reviewed: 4/15/15*  
*Next Review: September 2014*



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

**Policy of the School Committee**

**IIB**

**CLASS SIZE**

The Masconomet Regional School Committee, in its effort to provide a quality education for each student, recognizes that the number of students assigned to each teacher can be a factor in the success or failure of student learning, especially in classrooms where there are physical limitations or there is a concern for the safety and welfare of students.

In determining class sizes in individual courses, consideration must be given to:

The nature of the subject material;

The physical features, including restrictions created by the room itself; and

The safety and welfare of students and employees.

Therefore, the School Committee hereby requires the school administration to attempt to schedule students in the classes according to the following guidelines:

1. Regular academic classes -- There should be no fewer than 14 students in a class except through authorization of the School Committee. The administration should strive to place no more than 24 students in a class except in unusual circumstances. The School Committee shall be kept informed by the Superintendent of classes outside these guidelines.
2. Sizes of classes which require special equipment, and/or learning stations, shall be determined on an individual basis.
3. Size of all other classes will be determined on an individual basis.
4. Special education class sizes will be determined by State regulations.

Any teacher who considers the number of students assigned in any given class not to be in the best interest of safety and student welfare should bring the matter to the immediate attention of the Principal.

*Adopted: 8/15/73*

*Revised: 1/17/77; 4/8/87; 2/1/95; 12/17/97; 1/2/02; 9/2/09; 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IJ**

**INSTRUCTIONAL MATERIALS**

The Masconomet Regional School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. The District, subject to budgetary constraints, will supply these.

The task of selecting instructional materials for programs will be delegated to the professional staff of the Masconomet Regional School District. Instructional materials will meet the following criteria:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future;
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values;
3. They must help students develop abilities in critical reading and thinking;
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, gender, gender identity, physical disabilities or sexual preference; and
6. They must allow sufficient flexibility for meeting the individual needs of students and groups of students.

LEGAL REF: M.G.L. 71:48; 71:49; 71:50  
*BESE regulations 603 CMR 26.00*

*Adopted: 6/21/06*  
*Reviewed: 8/5/09, 11/19/12, 3/5/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IJJ**

**TEXTBOOK SELECTION AND LIBRARY MATERIALS SELECTION AND ADOPTION**

Guidelines for Materials Selection

The policy of the Masconomet Regional School District is to establish procedures in the selection and approval of print and non-print materials that will:

1. Support and develop the broad educational objectives of the district, both generally and specifically, as expressed in Policy AD, Vision and Goals; and
2. Support and/or enrich the curriculum.

Responsibility for Selection

The funding of texts, references, and library/media materials is legally vested in the School Committee. The administration and staff are responsible for recommending and selecting of material that advance the objectives of the curriculum.

Procedures for Donations and Gifts for Libraries and Classroom Use

Occasionally, citizens and organizations offer to donate books and materials to the schools. Since the selection of materials is based upon the above criteria, and since such selection is the specific responsibility of the designated, professional staff, a gift of funds is generally more desirable than a gift of pre-selected materials.

If, however, books and/or materials are offered by a donor, they will be accepted with the understanding that the school will control their use. Offers of materials, which are not considered to be useful will not be accepted.

Procedure for Handling Objections

The suitability of particular books or other materials may be questioned by parents or citizens who reside in the Masconomet Regional School District. Persons questioning materials or books must have read the book(s) or material(s) in question and shall first review their concerns informally with the appropriate department head. If the conference does not resolve the concerns, the person may file an objection. All criticism shall be presented in writing on the form, "Request for Reconsideration of Instructional Materials," which may be obtained from the Superintendent's Office. When completed, this form will be presented to the Superintendent. The following Review Committee will be established by the Superintendent to consider the complaint:

- School Principal;
- Three (3) teachers from the school involved; one from the department using the questioned material;
- A department head, not from the Department being questioned; and
- Two (2) lay people interested in school affairs.

The following guidelines will be followed by the Review Committee:

1. The review of questioned material shall be treated objectively and as an important matter. The inquiry shall be limited to the specific objections raised in the written complaint. Ample opportunity shall be afforded the person or the group questioning school books and materials to meet with the Committee and to present their opinions and recommendations. Teachers and department heads involved in the selection and use of the questioned material shall have the same opportunity. The academic interests of the students and the curriculum of the school shall be the major considerations.
2. The following charge shall be given to the Review Committee:

The Committee shall review carefully the School Committee's Policy of Philosophy and Goals (Policy AD).

Freedom of Inquiry is vital to education in a democracy; and it is the broad principles of this freedom on which decisions must be made, rather than on defense of individual material.

Textbooks, library books, and materials shall be checked for acceptance by consulting standard evaluation aids and local holdings in other schools, as well as by reading available reviews and studying thoroughly the materials themselves. The availability of significantly better and/or more appropriate books or materials may be a factor in the Committee's recommendation.

It is important that passages or parts of works are not taken out of context, for materials subject to review are always considered as part of a larger whole, with values and faults weighed against one another. A part of a work is judged in relation to the whole collection, and the collection itself is considered in relation to curriculum goals and objectives. Materials should not be excluded solely because of language style.

A report, presenting both majority and minority opinions, will be presented to the Superintendent. The Superintendent will review the report of the complainant. If the matter is not resolved, it may be presented to the School Committee if the person presenting the complaint so desires. The School Committee's decision will be final.

The School Committee reserves the right to remove books or materials pending completion of the review.





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

**Policy of the School Committee**

**IJM**

**CRITERIA FOR THE ACCEPTANCE AND USE OF INSTRUCTIONAL MATERIALS AND EQUIPMENT DONATED BY COMMERCIAL OR SPECIAL INTEREST ORGANIZATIONS**

The Masconomet Regional School Committee recognizes that there is a substantial number of commercial and special interest groups which produce materials which are intended for instructional use and are offered to schools without charge. The Committee also recognizes that there may be proposals or offers made which may appear attractive to the schools but which, if accepted, will result in utilization of Masconomet's facilities and access to students for purposes of advertising their products or services. The following sections will provide direction to the Superintendent and staff concerning whether or not to utilize these materials:

1. Materials should not be used unless they make a substantial contribution to the achievement of the school's educational objectives. The use of materials produced by one company does not and should not automatically guarantee that "equal time" will be provided in the use of materials provided by another company. The appropriateness and usefulness of the material in furthering educational objectives will be the sole criteria for selection.
2. Materials or products selected for use either in classrooms or in corridors or other general use areas may identify the company or group which provide the materials as well as the products or basic purpose of the company or the group. The reference to companies and products should be in good taste and should be distinctly secondary to the primary objective of presenting educational information; credits or advertising should be limited to the identification of the vendors and/or companies when equipment is donated.
3. Department heads may make decisions concerning use of materials within their instructional areas. Any questions concerning these materials should be referred to the principal and/or the Superintendent for review. Materials utilized in the corridors are the responsibility of the school principals. Any questions concerning these materials should be referred to the Superintendent for review.
4. Any offer to provide equipment or materials free of charge, to buy advertising space, or to fund an organization in return for access to the school for selling or advertising purposes must be reviewed and approved by the Superintendent. Any decision to accept such offers must be made with great care. There must be clear evidence that acceptance promotes important educational objectives rather than commercial gain.

*Adopted: 10/8/86*

*Revised: 5/22/91; 1/17/99; 9/2/09*

*Reviewed: 4/15/15*

*Next Review Date: April 2020*



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

**Policy of the School Committee**

**IJNC**

**MEDIA CENTER**

The primary objective of the library is to implement resources to enrich and to support the educational program of the school.

Definition of Library Resources

Library resources are those materials both print and non-print, found in school libraries, which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, visual media and computer software.

Criteria for Selection of Library Resources

The criteria for selection of library resources in the Masconomet Regional School District are:

1. Needs of the individual student based on knowledge of students and requests of parents and students;
2. Needs of the individual school based on knowledge of the curriculum of the school and requests from the professional staff;
3. Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view;
4. Provision of materials of high artistic quality;
5. Provision of materials with superior format; and
6. Reputable, unbiased, professionally prepared selection aids that are consulted as guides.

In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the Masconomet Regional School District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

Disclosure of Information/Privacy of Circulation Records

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

1. Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand;
2. Some materials contain factual material that is no longer accurate nor current;
3. Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books which are deemed "standards" or "classics" will be retained even though they rarely circulate);
4. Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal; and
5. Some materials have been superseded by newer items that present the same information but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

1. Made available to be used as resource or supplementary material by teachers;
2. Offered to the other media center in the district, as it is possible that a material that lacks utility in one building may have some usefulness in another;
3. Contributed to appropriate charitable or educational agencies; and
4. Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

LEGAL REF: 603CMR 26:05

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed 3/15/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IJNDA-R**

**FAIR USE GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES**

1. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days – not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of, and used by, individual teachers, and may be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluative purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

**SOURCE:** The following section on television programs is copied from the publication **FAIR USE GUIDELINES FOR EDUCATORS; Books and periodicals, Music, Off-Air Recording of Broadcasts, Multimedia Distance Learning Digital Images, Software.** This publication was compiled by Linda K. Enghagen, J.D., and has been distributed to educators by the National Education Association, copyright 1997.

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*Reviewed: 8/5/09, 3/5/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IJNDA**

**VISUAL MEDIA USAGE IN CLASSROOMS**

This policy should be distributed annually to all professionals and clerical staff in each school building. It should also be distributed to teaching assistants. The signature of each person to whom this policy is given should be secured acknowledging receipt of the same.

It is the policy of Masconomet Regional School District to provide the following directions for visual media use in the education of students:

**I. VISUAL MEDIA USAGE**

A. Instructional Use: The primary use of visual media is for instructional purposes. By law, any visual media that does not include “public performance rights” (something the Masconomet Regional School District purchased exclusively for classroom use) must comply with the “fair use” provision of copyright law, as outlined in the attachment to this policy statement. This requires that visual media:

1. Be used with students in “face-to-face” instruction with the teacher;
2. Be correlated to Masconomet Regional School District Curriculum Guidelines;
3. Not be shown for reward, entertainment, fund raising, or the charging of admission.

B. Non-instructional Use: Only visual media that include “public performance rights” may be used for reward and entertainment. The building Principal must approve visual media shown solely for reward or entertainment.

**II. VISUAL MEDIA RATINGS**

**A. Middle School**

1. May show “G” rated visual media, without prior approval;
2. May show “P.G.” rated visual media with approval of Principal; and
3. May not show visual media with more restrictive ratings (e.g. P.G.13, R, NC-17, X).

**B. Masconomet Regional High School**

1. May show “G”, “PG”, & “PG 13” visual media;
2. May show “R” rated visual media with approval of Principal and parental permission;
3. May not show any visual media with more restrictive ratings (e.g. NC-17, X).

C. All Schools

Visual media requiring sign-off as indicated above may be shown in classrooms where appropriate for instructional purposes, provided that the Principal has given approval in writing and written permission has been received from the parents/guardians of students who will watch same. Included with the permission slip sent to parents/guardians will be an explanation by the teacher of the content of the visual media to be watched by students.

III. VISUAL MEDIA SOURCES

- A. Any visual media from a school district catalog media center may be shown to students. (Grade level recommendations should be observed);
- B. All visual media legally purchased by the school media centers may be shown if approved for purchase by a Principal;
- C. Commercially rented visual media carry individual restrictions and may not be shown; and
- D. Privately owned visual media may not be shown unless approved by a Principal.

IV. EFFECTIVE VISUAL MEDIA UTILIZATION

- A. All visual media must be previewed by the teacher before showing;
- B. Intended instructional outcomes must be written and filed on related Instructional Plans specifically identifying benchmarks from the Masconomet Regional School District Curriculum Guidelines to be addressed; and
- C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purposes, stop and start visual media to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.).

\*See attached FAIR USE GUIDELINES FOR EDUCATORS.

SOURCE: National School Board Association

*Adopted: 6/21/06  
Reviewed: 8/5/09, 3/5/15  
Next Review: April 2020*



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

**Policy of the School Committee**

**IJNDB**

**DIGITAL RESOURCES**

Masconomet provides access to a wide range of Digital Resources that will be used to support teaching and learning, improve communication, enhance productivity, and assist staff and students with skill building. The Digital Resources also will be utilized to provide relevant school information to the community.

**Definitions**

“Digital Resources” are defined as the hardware, software, network, and systems used to organize and communicate information electronically. This includes access to the internet, e-mail, hardware, software, printers, and peripheral devices. It also encompasses use such as blogging, podcasting, emailing, and various uses of multimedia technology.

“Cloud-Based Resources” are defined as secure applications or services made available online. District approved cloud-based resources include, but not limited to:

- Learning Management System (LMS):
- Student Information System (SIS):
- Office Productivity, Storage and Collaboration Tools: Currently Google Apps
- Library Reference Databases

**Incidental Personal Use**

Masconomet maintains an array of Digital Resources in order to support district operational and educational activities. Incidental personal use of Digital Resources is permitted. Appropriate incidental personal use of technology resources **should not:**

- result in any measurable cost to the district
- violate district policy, the law or the district's high standard of conduct, integrity, trust, and professionalism



- be related to private commercial or political campaign activities that are not approved by the district
- adversely affect the availability, integrity, or reliability of Digital Resources for other users
- interfere with the fulfillment of a user's district responsibilities.

### **Content Filtering**

The Masconomet Regional School District filters content as required by the Children's Internet Protection Act (CIPA). While on school grounds students must use the district network resources to access internet content. If a student mistakenly access inappropriate content, he or she should immediately disclose this access to a staff member. This will protect a student against a claim that he or she has intentionally violated this policy.

### **User Access**

Access to Digital Resources through the Masconomet Regional School District is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them. The Masconomet Regional School District Acceptable Use Policy shall govern all use of digital and cloud-based resources. Student use of the Digital Resources will be governed by the Masconomet School Committee disciplinary policies as outlined in the district policy manual and the school handbooks.

Because Digital Resources are constantly changing, not all circumstances can be anticipated or addressed in this policy. **All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.**

### **Copyright and Fair Use**

Users will comply with Copyright and educational Fair Use laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirement. Individuals who violate Copyright and Fair Use laws do so at their own risk. The District assumes no responsibility for such infringement.

### **User Responsibilities**

Users should act responsibly while using Digital Resources. Though not exhaustive, a short list of inappropriate uses is included below.

- Sharing or distribution of passwords or using another student or faculty

member's account.

- Intentional viewing, downloading, or distribution of inappropriate content
- Posting of private or personal information about another person.
- Using obscene language, or harassing, insulting or bullying others.
- Plagiarizing works that are found on the internet or the school's network.
- Sending spam (intentionally disruptive) emails from/to the school email system.
- Violation of federal or state law, local regulation, or school committee policy.
  
- Accessing another's folders, files or content without owner's permission.
- Installation of any shareware, freeware, and/or commercial software on school computing resources without express written approval.
- Intentionally compromising, vandalizing, or destroying computer resources including but not limited to: gaining unlawful access to other computers, networks, telecommunications or information systems. For example, hacking, distributing viruses, launching denial of service attacks, etc.
- Employing the network for commercial or political purposes.

### **Monitoring**

The Masconomet Regional School District monitors the use of the district's network and cloud-based resources to protect the integrity and optimal operation of all computer, network and educational systems. Staff and students should have no expectation of privacy related to information stored and transmitted over the district's Digital Resources, network, and cloud-based resources. Routine maintenance may lead to discovery that a user has violated, or is violating, the district's Acceptable Use Policy, other school committee policies, or state or federal laws. In addition, if there is reasonable suspicion that a user has violated a policy or the law, all information is subject to review and investigation by IT support, security and administrative personnel.

The Masconomet Regional School District will cooperate with Copyright protection agencies investigating copyright infringement by users of the computer systems, network and cloud-based resources. The district will also cooperate with law enforcement agencies as part of their investigations.

### **Privacy and Communication Safety**

Personal contact information includes information that would allow an individual to locate the student, including, but not limited to: parent(s) name(s), home address, work address, or phone number, email addresses, etc. Users shall not disclose personal contact information, except to education institutions, companies or other entities for career development or educational purposes deemed appropriate.

Users shall keep their login and password private. Sharing passwords creates a security

risk for an individual's files, reputation, and information systems overall. Users are encouraged to seek help from appropriate Masconomet staff if passwords are lost or in the event an account is inaccessible.

### **Due Process**

The Masconomet Regional School District will apply progressive discipline for violations of district Acceptable Use and other school committee policies. This may result in revocation of the privilege of access to computer, network, and cloud-based resources. If deemed appropriate, other disciplinary or legal action may be undertaken by the Masconomet Regional School District's administration.

### **Access to Student Data**

The Masconomet Regional District portal provides an additional means of communication between families and the schools. The portal provides access to school-related information including notices, grades and attendance to effectively support education. While recordkeeping is necessary, the work that takes place in the classroom around curriculum and instruction is the district's top priority. It is understood that cloud-based resources are new to all staff and students and full implementation will occur over several years. Consequently, posting of information will occur at varied intervals.

### **Access, Usernames and Passwords**

Usernames and passwords shall remain confidential. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian. In the event a username/password is compromised, the user shall contact the technology helpdesk to have the password changed. Login information will be issued to new users during an information session held at the beginning of the school year.

### **Expectations for Availability of Information**

Staff shall post information online consistent with the course syllabus. Every effort will be made to keep pertinent information as current as possible. The School Committee acknowledges that there are a variety of effective teaching strategies and student learning styles and therefore pedagogy could vary teacher to teacher.

### **Masconomet Regional School District's Limitations of Liability**

The Masconomet Regional School District, along with any associated individuals or organizations, shall not be liable for the actions of anyone connecting to the internet through the school network.

All users shall assume full liability, legal, financial or otherwise for their actions while using district Digital Resources. The district disclaims any responsibility for the accuracy or quality of the information obtained through user access. The district shall not be responsible for damages users may suffer, including but not limited to, loss of data or interruption of service. Any content, accessible on the computer network or the internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

*Adoption Date: 12/4/02*

*Revised: 5/21/14*

*Reviewed: 5/21/14*

*Next Review: 5/21/19*

Acceptance Forms For Students and for Staff Follow on Pages 6 and 7



**Masconomet Accounts and Digital Resources Acceptance Form**

**STAFF**

- 4. I understand that the school district is providing access to educational digital and cloud-based resources as a privilege, and if it is abused, my account may be suspended and/or terminated.
- 5. I understand that the district is not liable for any damages to my personal equipment incurred when connected to the digital and cloud-based resources.
- 6. In consideration of using the district network, I hereby release the district and its officers, employees, and agents from any claims and damages from the use of the digital and cloud-based resources.

By signing and initialing below, parent and student or staff members indicate that they have read, understood, and agree to abide by the policies outlined in the Masconomet Regional School District Acceptable Use Policy for District digital resources, PowerSchool, Google Apps, Blackboard Learning Management System, and additional District supported cloud-based resources.

Employee Signature: \_\_\_\_\_

Signature                      Print Name                      Date



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

**Policy of the School Committee**

**IJNDC**

**OPERATION OF WBMT**

The Masconomet Regional School Committee recognizes that WBMT represents a special legal obligation since its Federal Communications Commission license requires the station be operated as a community educational radio station. The station's main purpose shall be to further the education of Masconomet students and to provide an education communication medium for the residents of Boxford, Middleton and Topsfield. The station is authorized to seek financial aid, to accept donations, grants, bequests, and other devices, conditional or otherwise, of money, property, services or other things of value which accrue to the benefit of the school district and the community in accordance with District policies and procedures. Such donations, grants, bequests, etc., shall become the property of the Masconomet Regional School District and be used solely for the furtherance of the goals and objectives of WBMT.

*Adopted: 12/18/02*

*Reviewed: 8/5/09, 3/5/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IJOA-E**

**RELEASE, COVENANT NOT TO SUE AND ASSUMPTION OF RISK**

During the course of the Masconomet Regional District School's trip to (hereinafter "The Trip"), participant may face certain risks and hazards, both foreseeable and unforeseeable. The risks and hazards may include but are not limited to, the following: travel in difficult terrain and inclement weather, inadequate or unhealthy food and/or water supplies; accidents or collisions involving planes, trains, automobiles, or other modes of conveyance; acts of terrorism, vandalism or war; storms, earthquakes or other natural disasters; acts of terrorism; government restriction or regulations; theft or other criminal acts; and accident or illness in remote locations without access to medical facilities. These risks and hazards may result in serious physical injury, illness, death and/or damage to or loss of destruction of property and no guarantee can be made that the Masconomet Regional School District will take any steps to avoid and/or provide assistance following the foregoing result.

The undersigned (student's parent or legal guardian or the student of over 18) hereby acknowledges that travel and study, including participation in The Trip, involves inherent risks of physical injury, illness, death and/or damage to or loss of property and assumes all such risk.

The undersigned hereby agrees that in consideration of the Masconomet Regional School District allowing the student to participate in The Trip, the undersigned does hereby release, covenant not to sue in any judicial or administrative forum in any jurisdiction, and forever discharges the Masconomet Regional School District, including its School Committee, officers, agents, attorneys, employees and/or volunteers assisting with the organization or operation of The Trip, of any and from all claims, demands, liabilities, rights and causes of action of whatever kind or nature, including but not limited to, any claims for physical injury, death, or property loss or damage from any cause, including negligence or resulting in any way from participation in or in any way connected with The Trip.

These terms shall be binding upon the undersigned and his or her children, wards, heirs, executors and assigns and all members of his or her family.

It is understood and agreed that all parties signing this agreement are relying wholly upon his or her own judgment, belief, and knowledge of the nature, extent and duration of The Trip and have had the opportunity to consult legal counsel of their own choosing and that no representation or statements regarding The Trip or regarding any other matters, made by the Masconomet Regional School District, including its School Committee, officers, agents, attorneys, employees and/or volunteers assisting with the organization or operation of The Trip, has influenced him or her to any extent in making and/or signing this agreement.

This Release, Covenant Not To Sue, and Assumption of Risk shall be construed as a sealed instrument under the laws of the Commonwealth of Massachusetts. This Release, Covenant Not to Sue, and Assumption of Risk will be governed by the laws of the Commonwealth of Massachusetts. In the event that this Release, Covenant Not



**IJOA-E**

To Sue, and Assumption of Risk, in part or whole, shall to any extent be or become void or unenforceable, the remaining portions of this Release will be deemed valid and fully enforceable.

No amendment to this Release, Covenant Not to Sue, and Assumption of Risk will have any validity whatsoever unless it is in writing and approved by the Masconomet Regional School Committee.

By signing this document, I hereby acknowledge that I have read the above text carefully before signing and I agree to all of the above.

\_\_\_\_\_  
Student's Signature (if 18 or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

*Adopted: 12/18/02  
Reviewed: 8/5/09, 3/5/15  
Next Review: April 2020*



## **Masconomet Regional School District**

*Serving Boxford, Middleton & Topsfield*

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

**IJOA**

#### **FIELD TRIPS DURING THE SCHOOL DAY**

The Superintendent or designee will establish regulations to assure that:

1. All students have parental permission for trips;
2. All trips are properly supervised;
3. All safety precautions are observed;
4. All trips contribute substantially to the educational program;
5. Nursing service is provided if students with serious health needs are on the trip (as determined by the nurse); and
6. Academic arrangements are made for students not participating in the field trip.

All overnight or extended trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the Masconomet Regional School Committee. Fund-raising activities for such trips will be subject to approval by the Principal.

#### Field Trips during the School Day

The Masconomet Regional School Committee encourages instructional field trips during the school day that are planned, prepared for, and followed up on in order to bring the school and community closer together. Field trips should provide real-life experiences that enrich the curriculum for students and can bring about better public relations.

#### Preliminary Approval Requests

Preliminary approval requests must be submitted by the individual(s) coordinating the field trip to the Principal and must include:

1. A statement of the educational objectives of the trip;
2. A proposed budget including cost to students and sources of finance;
3. An estimate of the number of students and adults participating; and
4. A general plan or schedule for the trip.

#### Final Approval Requests

Final approval requests must be submitted by the individual(s) coordinating the field trip and must include, at least 30 days prior to trip:

1. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements;
2. Planned adult supervision;
3. A detailed budget including receipts and disbursements anticipated;
4. Procedures for emergency notification to Superintendent and parents in the event an emergency should occur while on the trip;
5. Procedures for students to use if separated from group while on the trip;
6. Nursing service for students with serious health needs, as determined by the nurse; and

7. Assurance that all the above details have been provided to the parents and students, and that written approval for the trip has been granted from the parent of each student involved with all pertinent and emergency information.

Athletic or Academic Competitions

Trips that involve athletic or academic competitions are not covered by this policy.

All students and employees must adhere to Masconomet Regional School District rules, regulations, code of conduct, and policies during all field trips.



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

**Policy of the School Committee**

**IJOA-R1**

***GRANT OF PERMISSION AND RELEASE OF CLAIM  
FOR LOCAL FIELD TRIP***

I/we, the parents(s)/guardian of \_\_\_\_\_, (the student) hereby acknowledge and agree that the student will be participating in a field trip<sup>1</sup> to \_\_\_\_\_ on \_\_\_\_\_. The field trip is sponsored by the Masconomet Regional School District and the student will be under the supervision of his/her regular classroom teacher. Transportation will be provided by \_\_\_\_\_

I/we hereby release and discharge the Masconomet Regional School District School Committee, its officers, employees, volunteers, agents, and other personnel (hereafter referred to collectively as “Masconomet Regional School District”) from any and all claims, damages, losses or expenses of whatever kind or nature arising out of or resulting directly or indirectly from the student’s participation in the field trip. I/we agree to defend and indemnify Masconomet Regional School District against any claim, damage, loss or expense of whatever kind or nature that arises from the student’s intentional, grossly negligent or reckless acts or omissions while participating on the field trip.

I/we hereby give our consent to the student’s participation in the field trip and for administration of emergency first aid to the student and/or transfer of the student to a medical facility. I/we hereby authorize Masconomet Regional School District’s employee(s) or agent(s) who is supervising the student to act on our behalf in authorizing and consenting to emergency medical care for the student while participating in the field trip. This document may be presented to the appropriate emergency medical staff at such time as emergency medical care may be required. I/we hereby release and discharge Masconomet Regional School District from any and all claims of any nature whatsoever which may arise out of the decision to provide emergency care.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student: \_\_\_\_\_

School \_\_\_\_\_

Phone number where parents can be reached in an emergency: \_\_\_\_\_

<sup>1</sup>Note that field trips are an integral part of the curriculum and each student is expected to attend if parental permission is granted. Absent parental permission, the student is expected to report to school on the date of the field trip. A student’s failure to report to school will constitute an absence under the school’s attendance policy.



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

**Policy of the School Committee**

**IJOA R-2**

**GRANT OF PERMISSION AND RELEASE OF CLAIM FOR  
INTERNATIONAL FIELD TRIPS**

PERMISSION AND RELEASE FORM FOR STUDY TRIP TO \_\_\_\_\_.

I/we, the parents(s)/guardian of \_\_\_\_\_, a minor who is a student of Masconomet Regional School District, hereby grant(s) permission to the Masconomet Regional School District, its School Committee, and its employees and agents for my/our child to participate in a school trip to from

\_\_\_\_\_ to \_\_\_\_\_ (“the trip”). It is my/our understanding that Masconomet Regional School District teachers and staff will accompany the group. It is my/our understanding that the chaperones’ costs are incorporated into the trip fees.

I/we acknowledge that during the course of the trip, participants may face certain risks and hazards, both foreseeable and unforeseeable. The risks and hazards may include but are not limited to the following: travel in difficult terrain and inclement weather, inadequate or unhealthy food and/or water supplies; accidents or collisions involving planes, trains, automobiles, or other modes of conveyance; acts of terrorism, vandalism or war; storms, earthquakes or natural disasters; government restriction or regulations; theft or other criminal acts; and accident or illness in remote locations without access to medical facilities. These risks and hazards may result in serious physical injury, illness, death and/or damage to or loss or destruction of property, and while the Masconomet Regional School District may take steps in an effort to avoid and/or provide assistance following the foregoing results, it cannot guarantee that these steps and/or assistance will avoid the foregoing results. I/we acknowledge that international travel and study, including participation in the trip, involves inherent risks of physical injury, illness, death and/or damage to or loss of property and assume all such risks.

In consideration of the educational value of travel to foreign countries, and other privileges and advantages to be gained by my/our child’s participation in the trip, I/we do hereby forever release, acquit, discharge and covenant to hold harmless the Masconomet Regional School District, its School Committee, its employees and agents and their employees who are accompanying the student on the aforementioned trip, from all actions, causes of action, claims, demands, damages, loss of services, expenses and compensation on account of, or in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which we may hereafter have as the parent(s) or guardian of said child, as well as all claims or rights of action for damages which the said child may hereafter have either before or after he/she has reached majority.

I/we further promise to bind myself/ourselves jointly and severally to reimburse to the Masconomet Regional School District and/or its agents or employees any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said child while on said trip. I/we further agree that should said child behave in a manner that in the judgment of the trip leaders/chaperones may endanger the health, safety, or welfare of that student or others in the

group, including any infraction of the alcohol/drug rules, the group leader, acting in his/her sole discretion has my/our permission to send my/our child home. I/we hereby assent to the following:

Space will be secured on the next available flight to Boston, and my/our child will be placed on such flight.

I/we shall be totally responsible for reimbursing any and all expenses for such transportation for my/our child and there will be no refund for any unused portion of the trip.

Upon notification of the decision to send my/our child home, I/we agree to meet and be responsible for my/our child upon his/her arrival in Boston.

I/we agree that the decision to send my/our child home is within the sole discretion of the group leader/ chaperone.

I/we have been notified that my/our child will have a certain amount of time each day when he/she may not be with a chaperone. He/she will be responsible for managing time spent on his/her own in accordance with the schedule of activities established for the group.

The Superintendent of Schools reserves the right to cancel any trip up to and including the date of departure, and the parent(s)/guardian will be responsible for any monies already paid toward this trip.

By signing this document, I/we hereby acknowledge that I have read the above text carefully before signing and I/we agree to all of the above terms.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Student (if age 18 or over) Date

*Adopted: 6/11/03*

*Revised: 1/19/11*

*Reviewed: 4/15/15*

*Next Review: April 2020 2016*



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

**Policy of the School Committee**

**IJOA R-2**

**GRANT OF PERMISSION AND RELEASE OF  
CLAIM FOR OVERNIGHT FIELD TRIP**

PERMISSION AND RELEASE FORM FOR STUDY TRIP TO \_\_\_\_\_.

I/we, the parents(s)/guardian of \_\_\_\_\_, a minor who is a student of Masconomet Regional School District, hereby grant(s) permission to the Masconomet Regional School District, its School Committee, and its employees and agents for my/our child to participate in a school trip to from \_\_\_\_\_ to \_\_\_\_\_. It is my/our understanding that Masconomet Regional School District teachers and staff will accompany the group.

In consideration of the educational value of travel to foreign countries or to other states, and other privileges and advantages to be gained by my/our child's participation in said trip, I/we do hereby forever release, acquit, discharge and covenant to hold harmless the Masconomet Regional School District, its School Committee, its employees and agents and their employees who are accompanying the student on the aforementioned trip, from all actions, causes of action, claims, demands, damages, loss of services, expenses and compensation on account of, or in any way growing out of any and all personal injuries and property damage which may result at any time during the trip, and which we may hereafter have as the parent(s) or guardian of said child, as well as all claims or rights of action for damages which the said child may hereafter have either before or after he/she has reached majority.

I/we further promise to bind myself/ourselves jointly and severally to reimburse to the Masconomet Regional School District and/or its agents or employees any sum of money which it/they may be compelled to pay because of any injury or damage or for any other reason, on behalf of said child while on said trip. I/we further agree that should said child behave in a manner that in the judgment of the trip leaders/chaperones may endanger the health, safety, or welfare of that student or others in the group, including any infraction of the alcohol/drug rules, the group leader, acting in his/her sole discretion has my/our permission to send my/our child home. I/we hereby assent to the following:

Space will be secured on the next available flight<sup>1</sup> to Boston, and my/our child will be placed on such flight.

I/we shall be totally responsible for reimbursing any and all expenses for such transportation for my/our child and there will be no refund for any unused portion of the trip.

Upon notification of the decision to send my/our child home, I/we agree to meet and be responsible for my/our child upon his/her arrival in Boston.

I/we agree that the decision to send my/our child home is within the sole discretion of the group leader/chaperone.

I/we have been notified that my/our child will have a certain amount of time each day when he/she may not be with a chaperone. He/she will be responsible for managing time spent on his/her own in accordance with the schedule of activities established for the group.

<sup>1</sup>If the trip is within the United States and bus or train transportation is readily available, this will be used in place of air transportation.

The Superintendent of Schools reserves the right to cancel any trip up to and including the date of departure, and the parent(s)/guardian will be responsible for any monies already paid toward this trip.

By signing this document, I/we hereby acknowledge that I have read the above text carefully before signing and I/we agree to all of the above terms.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student (if age 18 or over)

Date

*Adopted: 6/11/03  
Revised: 1/19/11  
Reviewed: 12/13/10, 4/15/15  
Next Review: April 2020*





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

**Policy of the School Committee**

**IJOAA**

**OVERNIGHT SCHOOL SPONSORED TRAVEL**

Trip Approval Process

1. Advance approval by the Masconomet Regional School Committee is required for any student trip involving overnight travel.
2. The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. 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.
4. Teachers and other school staff are prohibited from soliciting for privately run trips, through the school system. The trip approval process is applicable to only school-sanctioned trips; the School Committee does not approve trips that are privately organized and run without school sanctioning.
5. Policies and procedures for trip approval shall take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs. Any financial benefit in the trip derived by Masconomet personnel should be disclosed to include travel, meals, expenses, gratuities or in kind services. Disclosure is made at the time of request for approval by the School Committee.

Transportation

1. The use of privately owned vehicles for trips planned to include overnight student travel is prohibited. Such trips should generally use commercial motor coaches.
2. Trips planned to include overnight student travel shall involve pre-trip checks of companies, drivers, and vehicles, to the extent possible.
3. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district may not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.safersys.org/>.
4. If school officials are unable to conduct their own in-depth reviews of bus carrier qualifications, the district may elect to use ratings and pre-qualifications established by other public entities, such as the Department of Defense's approved list of motor carriers for troop transport (<http://www.mtmc.army.mil/content/504/approvedlist.pdf>).
5. The contract with the carrier shall prohibit the use of a subcontractor unless sufficient notice is given to the District to allow verification of the subcontractor's qualifications.

Trip Scheduling

1. Overnight accommodations must be made in advance with student safety and security in mind.

2. 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 under 603 CMR 27.00. However, academic field trips may be considered structured learning time. (See the Department's Student Learning Time Regulations Guide.) The school district may consider travel for field trips as included in students' schedules, but the Department of Elementary and Secondary Education recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day).
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
4. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.
5. 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

1. The amount of time to be devoted to fundraising is to be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, the District should make every effort to provide scholarships for students in need.

### Student Supervision

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c.71 s.38R. Masconomet has an upper limit of 10 students to 1 chaperone.

CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.

SOURCE: Massachusetts Department of Elementary and Secondary Education

LEGAL REF: MGL 71:37N

*Adopted: 6/21/06*

*Reviewed: 4/15/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IJOC**

**SCHOOL VOLUNTEERS**

It is the policy of the Masconomet Regional School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. Volunteers may be used when their time and talents support district and/or school goals and objectives. It is not the district's or schools' responsibility to fulfill the desires of volunteers when such desires do not meet district, school, or student needs or interests, as defined by the district. Volunteer orientation will be coordinated in cooperation with Principals.

Criminal offender record information (CORI) will be required of all volunteers who may have direct and unmonitored contact with children.

CROSS REF: ADDA C.O.R.I. REQUIREMENTS

Original Adoption: 6/21/06  
Revised: 4/1/15  
Next Review: April 2020



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

**Policy of the School Committee**

**IJOD**  
**Also: IJM and IJJ**

**RECONSIDERATION OF INSTRUCTIONAL RESOURCES**

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Masconomet Regional School Committee policies regarding these areas shall be as follows:

1. Religion – Factual, unbiased material on religions has a place in school libraries;
2. Ideologies – Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies, which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life;
3. Profanity/obscenity – Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using the Masconomet Regional School District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed permanently from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials may be denied to the students of the parents making the complaint, if they so desire.

If the decision of the Masconomet Regional School Committee is that the questioned instructional resource be retained, the Masconomet Regional School District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance.)

If an individual or group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the Masconomet Regional School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

*Original Adoption: 6/21/06*  
*Revised: 9/2/09*  
*Reviewed: 4/15/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IK**

**ACADEMIC ACHIEVEMENT**

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

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

The Committee supports staff efforts to find better ways to measure and report student progress. The reporting may be through personal communication or electronic means. It will require that:

1. Parents be given appropriate and timely feedback regarding the progress their children are making in school;
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Distinctions will be made between a student's attitude and his/her academic performance;
4. At comparable levels, the Masconomet Regional School District will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students;
5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers; and
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed: 4/7/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IKAB**

**STUDENT PROGRESS REPORTS TO PARENTS**

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

Each school will report a pupil's progress to the student and to his/her parent or guardian. The report will be clear, concise and accurate, and will provide a basis for understanding among teachers, parents, and students for the benefit of the individual pupil. The Committee directs the administration to develop progress report forms or by electronic means in accordance with this policy.

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

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

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Superintendent.

CROSS REF: KBD

*Original Adoption: 6/21/06*  
*Revised: 9/2/09, 6/10/15*  
*Next Review: June 2020*



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

**Policy of the School Committee**

**IKE**

**PROMOTION AND RETENTION OF STUDENTS**

The Masconomet Regional School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Research in retention indicates that this alternative shall be used only under extenuating circumstances. In general, retention shall not occur until all other alternatives have been deemed inadequate and/or unworkable. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building Principal.

*Adopted: 6/21/06*

*Revised: 9/2/09*

*Reviewed: 6/10/15*

*Next Review: June 2020*



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

**Policy of the School Committee**

**IKF**

**GRADUATION REQUIREMENTS**

To graduate from the Masconomet Regional High School, a student must meet any State requirements and the following minimum requirements:

1. Credits – 110 credits to be earned
2. Courses – (to be included in the 110-credit requirement)

English 9	5 credits
English 10	5 credits
English 11	5 credits
English 12	5 credits
American History	5 credits
World History	5 credits
Modern World History	5 credits
Mathematics	15 credits
Science	15 credits
Physical Education	4 credits
Health	2.5 credits
World Language	10 credits
Community Service	40 hours

3. Students who successfully complete Senior High School courses prior to entering Grade 9 will be given high school credits for these courses equal to the credits which would be given if these courses were taken in the high school. These credits will apply to graduation requirements and will appear on the student's transcript, but will not be included in calculations of grade point average or rank in class.
4. All students must pass high school diploma requirements as set by the Department of Elementary and Secondary Education (i.e., MCAS). Students with an Individualized Education Plan (IEP) will be subject to the same requirements, except as specifically amended in the IEP.
5. Under rare and exceptional circumstances, the Superintendent of Schools, in consultation with the high school principal, may make an exception to the graduation requirements (e.g., medical occurrences). The Superintendent's decision is final and binding.



6. Students who desire to develop a plan for vocational and professional preparation that allows them to take advantage of the opportunities to study at neighboring colleges and universities, to study by approved correspondence courses, to enter the labor force, and/or to travel and study, prior to the normal time of graduation, may be considered for early graduation.

The following additional procedures for fulfilling the diploma requirements shall be met in such cases:

The student must have successfully completed three years of study toward a Masconomet diploma. One hundred ten credits are required. The student must request in writing from the Superintendent of Schools permission for fulfilling the graduation requirements.

The student's written proposal should:

- (1) Have been studied by the Principal and other appropriate personnel to ensure the proposal's equivalency to the standards of the Masconomet diploma as it is regularly earned.
- (2) Reflect a carefully planned program of courses and/or experiences (correspondence study programs, employment, travel-study) the content of which is deemed by the Principal to be equivalent to the offerings in the regular Masconomet curriculum.
- (3) Be approved by the Principal prior to submission to the Superintendent of the District for final approval.

Upon successful completion of the terms of the proposal or completion of the requirements for graduation, the Principal will recommend the issuance of a Masconomet diploma. The diploma may be awarded at the time of completion, at the next regularly scheduled commencement, or with the student's class. The choice is the student's.

The student's Masconomet permanent record shall show the institution, employer and/or agency servicing the student in this respect, the credits allowed and grades, if any, earned. The decision as to the satisfactory completion of the diploma requirements by equivalency shall be solely that of the Superintendent of the District.

## **DIPLOMAS**

In an effort to recognize academic excellence and to describe more accurately each student's status upon completion of his or her high school experience, Masconomet will differentially award diplomas based on the following criteria:

- |                    |  |
|--------------------|--|
| A. Diploma         | <ol style="list-style-type: none"><li>1. Completion of all required courses</li><li>2. Completion of 110 credits</li></ol>   |
| B. Honors' Diploma | <ol style="list-style-type: none"><li>1. Completion of all required courses</li><li>2. Completion of 110 credits</li><li>3. Grade point average = 4.5 Cumulative Grade Point Average at the end of the third quarter of the senior year based on the five highest quality points earned each semester. G.P.A. for early graduates would be</li></ol> |

cumulative through their last semester of attendance.

### C. Global Competency Diploma

In addition to the requirements for a Diploma or Honors Diploma, the following criteria must be met:

- Foreign language study for four years in the same language during high school maintaining at least a C average
- 30 hours out of the required 40 community service hours must be in multi-cultural community service (programs serving other cultures/ethnicities)
- Foreign travel experience – either a school sponsored exchange/trip or a pre-approved family/individual trip with educational and cultural components.
- A final portfolio and presentation to be presented to a faculty panel in two languages, including evidence of the use of current technology in communication and collaborative workplace technologies.
- An internationally related Senior Project/Internship
- Attendance at one non school related local cultural event a year for three years
- Must earn credit in the following:
  - Two semesters of courses related to Global Economics and Research
  - Four semesters of courses related to Global Cultural Literacy
  - Two semesters of courses related to Global Ethics

### CERTIFICATE OF ATTAINMENT

Students who satisfy local criteria for graduation from high school, but have not met the Commonwealth's Competency Determination standard (MCAS) are not eligible for a Masconomet Regional High School diploma, but may be awarded a Certificate of Attainment from the Masconomet Regional School District. Although recognizing the student's completion of local requirements for graduation from high school, a Certificate of Attainment is not a diploma for purposes of applicable federal and state special education laws and shall not terminate a student's right and ability to receive special education services from the Masconomet Regional School District.

Every student receiving a diploma or certificate is eligible for graduation activities assuming he/she has not lost that right because of disciplinary problems. Any student who has failed to meet all of these requirements may not participate in graduation activities and exercises. Honors and Global Competency diplomas will be recognized differentially in graduation exercises.

*Original adoption: 6/11/75*

*Revised: 5/5/76; 9/15/82; 2/1/95; 11/17/01, 9/2/09,6/10/15*

*Next Review: June 2020*



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

**Policy of the School Committee**

**IKL**

**EVALUATION OF INSTRUCTIONAL PROGRAMS**

The Masconomet Regional School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent or designee 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; and
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 dropout records;
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the Masconomet Regional School District must be approved in advance by the Masconomet Regional School Committee;
5. Teacher and parent evaluation of student behavior;
6. State Department of Elementary and Secondary Education specialists and services;
7. Evaluation by the regional accrediting association; and
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.

*Adopted: 6/21/06, 9/2/09*

*Reviewed: 6/10/15*

*Next Review: June 2020*



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

**Policy of the School Committee**

**ILB**

**ASSESSMENT**

Assessments shall be carried out to measure the basic items of learner educational needs and achievement.

Assessments shall be developed primarily for furnishing needed information to decision makers, including the Masconomet Regional School Committee, administrators, teachers, parents, and students. The needs of these various users shall be clearly identified and the testing programs shall be limited to obtaining that information which is needed and useful.

There shall be broad-based involvement in the development of assessment programs. In their planning, every effort shall be made to see that assessments contribute to the learning process rather than detract from it. Learning goals and objectives shall provide the guidelines for determining assessments to be utilized, including issues of where, when, and how to use culture-free/culture-fair assessments.

Standardized achievement tests may be given to monitor student progress, assess whether there are achievement gaps, and to evaluate the effectiveness of the curriculum and instruction. Students will be tested in specific academic areas, at the appropriate grade levels, according to assessments established by the Massachusetts Department of Elementary and Secondary Education and the No Child Left Behind (NCLB) Act.

*Adopted: 6/21/06  
Revised: 9/2/09, 6/10/15  
Next Review: June 2020*



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

**Policy of the School Committee**

**ILBA**

**SCHOOL SYSTEM PROGRAM ASSESSMENTS**

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

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

*Original Adoption: 6/21/06*  
*Revised: 9/2/09, 6/10/15*  
*Next Review: September 2014*



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

**Policy of the School Committee**

**IMA**

**TEACHING ACTIVITIES AND PRESENTATIONS**

It is the desire of the Masconomet Regional School Committee that the best available strategies for bringing about learning be utilized in the Masconomet Regional School District. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the Masconomet Regional School District.

An educational climate shall be established which shall be conducive to rational thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of a teaching activity or presentation.

*Adopted: 6/21/06*

*Revised: 8/5/09*

*Reviewed 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IMAA**

**PLANS AND PLANNING**

Teachers must keep plans (lesson plans and other educational resources) that are up to date and accessible. An outline of the unit of work to be covered, and substitute plans, are necessary in the event a substitute teacher is required. The teacher's weekly program should be kept up to date for every structured class.

Principals and other supervisors should work with teachers as often as possible to provide professional assistance, ideas, or advice in planning projects.

Plans and records must be maintained in the district in a manner accessible by the appropriate supervisor.

*Adopted: 6/21/06*

*Revised: 9/2/09: 6/10/15*

*Next Review: June 2020*



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

**Policy of the School Committee**

**IMB**

**TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS**

An important goal of the Masconomet Regional School District is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To ensure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the Masconomet Regional School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the Masconomet Regional School Committee for inclusion in the curriculum;
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view;
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis;
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions;
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s); and
6. In all cases teachers must obtain from the appropriate principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class without prior approval;
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the principal at least three weeks before the



scheduled date of presentation. For each request the principal may appoint, after consultation with the requesting student group, an adult advisory group consisting of parents and faculty members; and

3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted to non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

The Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.



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

**Policy of the School Committee**

**IMD**

**SCHOOL CEREMONIES AND OBSERVANCES**

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

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

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

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

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

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

LEGAL REF: 603 CMR 26:05

*Original Adoption: 6/21/06*

*Revised: 9/2/09*

*Reviewed 4/1/15*

*Next Review: April 2020*



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

**Policy of the School Committee**

**IMDA**

**PLEDGE OF ALLEGIANCE**

During the homeroom period each morning, the Pledge of Allegiance will be given. Everyone is urged to rise and participate. People in corridors or areas where there are no flags should show proper respect by remaining still and silent.

*Adopted: 6/21/06*  
*Revised: 9/2/09*  
*Reviewed: 4/1/15*  
*Next Review: April 2020*



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

**Policy of the School Committee**

**IMDB**

**FLAG DISPLAYS**

The United States flag shall be flown during school hours each school day and on election days when the school may be closed to pupils. The flags shall be handled with proper respect at all times.

*Adopted: 6/21/06  
Reviewed: 8/5/09, 3/5/15  
Next Review: April 2020*



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

**Policy of the School Committee**

**IMDC**

**RELIGIOUS HOLIDAYS**

The Masconomet Regional School District is committed to a policy of educating children by helping them to develop an awareness and appreciation for the religious convictions of all people in our diverse society. It is essential that staff, students, parents, and citizens respect the right of each individual to practice his/her respective religion without fear of embarrassment, harm or inconvenience.

In demonstrating belief in this principle, the Masconomet Regional School District shall utilize every opportunity to develop religious harmony within the school and community by adjusting instructional activities and refraining from testing, issuing homework, and scheduling extracurricular activities or programs (including field trips, class photos, etc.) on the following Religious Holidays:

Rosh Hashanah  
Yom Kippur  
Christmas  
Passover  
Good Friday  
Easter

Other religious holidays may be considered for inclusion in this policy if the number of students and staff warrant it. The concept of "critical mass" would be applied when considering additions.

*Adoption Date: 6/21/06*  
*Reviewed: 9/2/09*  
*Review Date: September 2014*



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

**Policy of the School Committee**

**IMG**

**ANIMALS IN SCHOOL**

No animal shall be brought to school without prior permission of the building Principal. The

Masconomet Regional School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in School or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

**Education Program**

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

**Student Health**

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

**Animals Prohibited from School**

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations, the following animals are prohibited from schools within the Masconomet Regional School District.

**Wild Animals and Domestic Stray Animals** – Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

**Fur-Bearing Animals** (pet dogs\*, cats, wolf-hybrids, ferrets, etc.) – These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

**Bats** – Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

**Poisonous Animals** – Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

**\*Exceptions: Guide, Hearing and other Service Dogs or Law Enforcement Dogs** – These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

### **Service Animals (Guide or Assistance Dogs)**

The Masconomet School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability.” The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.”

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- Assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dog”;
- Alert individuals with hearing impairments to sounds;
- Pull wheelchairs or carry and pick up items for individuals with mobility impairments; and
- Assist mobility-impaired individuals with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in

coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member of such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in District facilities and on school transportation vehicles.

*Original Adoption: 4/27/11*  
*Reviewed: 3/5/15*  
*Next Review: April 2020*