



Avon School Committee Policy Manual

SCHOOL COMMITTEE POLICY MANUAL

AVON PUBLIC SCHOOLS

About Policies and Regulations

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

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

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

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

State and federal governments require school committees to make or officially approve detailed regulations and procedures in certain areas.

A school committee signs contracts and agreements which may contain and interweave policies, regulations, and procedural detail.

The public, staff or School Committee members may demand that the School Committee itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

It is the intermingling of policy, regulations in law, contract and adopted statements of the School Committee that can cause confusion. Sometimes they are not easily separated. The separation of policies and regulations, in this manual, follows accepted rules of thumb in addition to the following basic theories:

1. When the school system's practice in a particular area is established by law, any informational statement covering the practice is presented as policy.
(A law may, of course, be quoted or referred to in a regulation.)
2. When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as policy.
3. Where the School Committee has interwoven regulations with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.
4. Where the School Committee has adopted rules and bylaws concerning its own organizational and operating procedures, these statements appear as policy.

As long as the administration operates within the guidelines of policy adopted by the Committee, it may issue regulations without prior Committee approval, unless Committee action is required by

law, or unless the Committee has specifically asked that certain types of regulations be submitted for Committee approval. The School Committee is to be informed of all school system regulations issued by the administration. All such regulations are subject to committee review.

Is the Manual Complete?

No. The manual contains all of the current written policies of the School Committee to date. But, the need for putting additional policies in writing, for adopting new or revising existing ones, is always an ongoing project.

Additionally, state law and regulations change. No matter how well-developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process.

From time to time, new policies, regulations, and reference documents will be developed, coded under the classification system, and issued for insertion in the manual.

Order of Precedence

School Committee policies and regulations, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Massachusetts General Laws and state regulations.

Wherever inconsistencies of interpretation arise, the law and state regulations prevail. A conflict between a local policy or regulation and a negotiated agreement must be interpreted in line with the contract for members of the particular bargaining unit.

Terminology

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

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

Avon School Committee

MASTER INDEX OF SCHOOL COMMITTEE POLICIES

A Series: FOUNDATIONS AND BASIC COMMITMENTS

AA	School District Legal Status
AB	The People and Their School District
ABB	Community Involvement in Decision making
AC	Nondiscrimination
ACAB	Anti- Discrimination/Anti-Harassment Policy and Grievance Procedure
AD	Educational Philosophy
ADA	School District Goals and Objectives
ADC	Smoking on School Premises Prohibited
ADDA	Background Checks Policy
	Fingerprint-Based Criminal History Record Information (CHRI)
ADF	Wellness Policy
AE	Commitment to Accomplishment

B SERIES: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS

BA	School Committee Operational Goals
BAA	Evaluation of School Committee Operational Procedures
BB	School Committee Legal Status
BBA	School Committee Powers and Duties
BBAA	School Committee Member Authority
BBBA/BBB B	School Committee Member Qualifications/Oath of Office
BBBC	School Committee Member Resignation
BBBE	Unexpired Term Fulfillment
BCA	School committee Member Ethics
BDA	School Committee Organizational Meeting
BDB	School Committee Officers
BDD	School Committee-Superintendent Relationship
BDE	Subcommittees of the School Committee
BDFA	School Councils
BDFA-E-1	School Improvement Plan
BDFA-E-2	Submission & Approval School Improvement Plan
BDFA-E-3	Conduct of School Council Business

BDG	School Attorney
BE	School Committee-Meetings-Defined & Length
BEC	Executive Sessions
BEDA	Notification of School Committee Meetings
BEDB	Agenda Format
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Committee Meetings
BEDH-E	Guidelines for Public Comment
BEE	Special Procedures for Conducting Hearings
BG	School Committee Policy Development
BGC	Formulation of Policies
BGD	School Committee Review of Procedures
BGE	Policy Dissemination
BGF	Suspension of Policies
BHC	School Committee-Staff Communications
BHE	Use of Electronic Messaging by School Committee Members
BIA	New School Committee Member Orientation
BIBA	School Committee Conferences, Conventions, and Workshops
BID	School Committee Member Compensation & Expenses
BK	School Committee Memberships

C Series: GENERAL SCHOOL ADMINISTRATION

CA	Administration Goals
CB	School Superintendent
CBD	Superintendent's Contract
CBI	School Committee Operations - Evaluation of Superintendent
CCB	Line and Staff Relations
CD	Administrative Organization
CH	Policy Implementation
CHA	Development of Procedures
CHB	School Committee Review of Regulations
CHC	Procedures Dissemination
CHCA	Approval of Handbooks and Directives
CHD	Administration in Policy Absence

D SERIES: FISCAL MANAGEMENT

DA	Fiscal Management Goals
DB	Annual Budget
DBD	Budget Planning
DBG	Budget Adoption Procedures
DBJ	Budget Transfer Authority
DD	Funding Proposals and Applications
DE	Depository of Funds
DGA	Authorized Signatures
DI	Fiscal Accounting and Reporting
DIE	Audits
DJ	Purchasing
DJA	Purchasing Authority
DJE	Procurement Requirements
DK	Payment Procedures
DKC	Expense Reimbursements

E SERIES: SUPPORT SERVICES

EB	Safety Program
EBAB	Pest Management Policy
EBB	First Aid
EBC	Emergency Plans
EBCD	Emergency Closings
EC	Building and Grounds Management
ECA	Building and Grounds Security
ECAC	Vandalism
ECAF	Security Cameras in Schools
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation – Policy Statement
EEAE	School Bus Safety Program
EEAEA	School Buses – Duties of Drivers
EEAEA-1	Drug & Alcohol Testing for School Bus & Commercial Vehicle Drivers
EEAEC & JICC	Student Conduct on School Buses
EEAG	Student Transportation in Private Vehicles

EEAJ	Motor Vehicle Idling on School Grounds
EFC	Free and Reduced Price Food Services
EFD	Meal Charge Policy
EFDA	Offer vs. Service School Meals Policy

F SERIES: FACILITIES DEVELOPMENT

FA	Facilities Development Goals
FCB	Retirement of Facilities
FF	Recommendation for Naming New Facilities
FFA	Memorials

G SERIES: PERSONNEL

G	Personnel Policy for Support Personnel <i>(formerly 7000)</i>
GA	Personnel Goals
GBA	Equal Opportunity Employment
GBEA	Staff Ethics/Conflict of Interest
GBEB	Staff Conduct
GBEBC	Gifts to and Solicitations by Staff
GBEBD	Online Fundraising And Solicitations - Crowdfunding
GBEC	Policy on Substance Abuse
GBED	Use of Tobacco Products on School Property Prohibited
GBGB	Staff Personal Security and Safety
GBGE	Domestic Violence Leave
GBGF	Family and Medical Leave
GBI	Staff Participation in Political Activities
GBJ	Personnel Records
GCA	Professional Staff Positions
GCB	Employment of Principals
GCBBD	Recertification of Good Health For All Personnel
GCCC	Family and Medical Leave
GCCD	Domestic Violence Leave
GCD	Student-Staff Relations
GCE	Professional/Support Staff Leaves (Jury Duty)
GCF	Professional Staff Hiring

GCG	Part-time & Substitute Professional Staff Employment
GCIA	Philosophy of Staff Development
GCJ	Professional Teacher Status
GCQF	Suspension and Dismissal of Professional Staff Members
GCRD	Tutoring for Pay
GDA	Support Staff Positions
GDB	Support Staff Contracts and Compensation Plans
GDE	Support Staff Recruiting/Posting of Vacancies
GDF	Support Staff Hiring
GDQD	Suspension and Dismissal of Support Staff Members

H SERIES: NEGOTIATIONS

HA	Negotiations Goals
HB	Negotiations Legal Status
HC	Staff Job Actions

I SERIES: INSTRUCTION

IA	Instructional Goals
IB	Academic Freedom
IC/ICA	School Year/School Calendar
ID	School Day
IE	Organization of Instruction
IGA/IGD	Curriculum Development, Revision & Adoption Policy
IGB	Support Services Programs
IGBE	Remedial Instruction
IHA/IHA-E	Basic Instructional Program
IHAI	Occupational Education
IHAM	Health Education
IHAMA	Parental Notification Relative to Sex Education
IHAMB	Teaching About Drugs, Alcohol, and Tobacco
IHAM-R	Health Education Exemption Procedure
IHB	Special Instructional Programs and Accommodations (Programs for Children with Special Needs)
IHBA	Programs for Students with Disabilities
IHBD	Compensation Education (Title 1)
IHBEA	English Language Learners

IHBF	Homebound Instruction
IHBG	Home Schooling
IHBH	Alternative School Programs
IHCA	Summer Schools
IJ	Instructional Materials
IJ-R	Reconsideration of Instructional Resources
IJL	Library Materials Selection & Adoption
IJLA	Library Resources
IJND	Access to Digital Resources
IJND.1	Bring Your Own Device (BYOD)
IJNDB	Empowered Digital Use Policy
IJNDC	School & District Web Pages
IJNDD	Social Media
IJH/IJOA	Student Travel/Field Trips
IJOA - 2	Packard Outing Fund
IJOB	Community Resource Persons/Speakers
IJOC	School Volunteers
IK	Academic Achievement
IKA	Grading Policy
IKAB	Student Progress Report to Parents/Guardians (Report Cards)
IKB	Homework
IKE	Promotion and Retention of Students
IKF	Graduation Requirements
IKFA	Graduation Exercises: Release Dates for High School Graduates
IL	Evaluation of Instructional Programs
ILBA	District Program Assessments
ILD	Student Submission to Educational Surveys & Research
IMA	Teaching Activities/Presentations
IMB	Teaching about Controversial Issues/ Controversial Speakers
IMD	School Ceremonies and Observations
IMG	Service Animals

J SERIES: STUDENTS

JA/JA-E	Student Policies Goals
JAB	Student Social Events
JB	Equal Educational Opportunities
JEB	Students Age of Entrance

JFABC	Admission of Transfer Students from Commonwealth Charter Schools
JFABE	School Attendance – Adult Residents of Avon Seeking to Re-enter High School
JFBB	School Choice
JFE	School Admissions
JH	Student Absences and Excuses
JHD	Exclusions & Exemptions from School Attendance
JI	Students Rights and Responsibilities
JIB	Student Involvement in Decision-making
JIC	Student Discipline
JICA	Student Dress Code & Dress for Physical Education
JICC & EEAEAC	Student Conduct on School Buses
JICE	Student Publications
JICF	Gang Activity/Secret Societies
JICFA	Prohibition of Hazing
JICFB	Anti-Bullying
JICH	Alcohol, Tobacco, & Drug Use by Students Prohibited
JICH-A	Use of Drug and Bomb Sniffing Dogs
JIE	Pregnant Students
JIH	Interrogations and Searches
JII	Student Complaints and Grievances
JJ	Co-curricular and Extracurricular Activities
JJA	Student Organizations
JJB	Athletic and Extra-Curricular Eligibility-Grades 7-12
JJE	Student Fund-Raising Activities
JJF	Student Activity Accounts
JJF-R	Graduating Class Funds
JJH / IJOA	Student Travel / Field Trips
JJIF	Athletic Concussion Policy
JK	Student Conduct
JKAA	Physical Restraint of Students
JLA	Student Insurance Program
JLC	Student Health Services and Requirements
JLCA	Physical Examinations of Students
JLCB	Immunization Requirements
JLCC	Communicable Diseases
JLCCA	AIDS (Acquired Immune Deficiency Syndrome) Resolution
JLCD	Administering Medicines to Students
JLCD – R	Procedures of Administration of Prescription Medication
JLCD-R 1	Administration of Medication Policies
JLCE	Student with “Comfort Care” Order/Do Not Resuscitate (DNR)

JLD	Guidance Program
JQ	Student Fees, Fines, and Charges
JQA	Student Scholarships-Formal Agreement for Establishment)
JQB	Certificate of Attainment
JRA	Student Records
JRD	Student Photographs

K SERIES: SCHOOL-COMMUNITY RELATIONS

KA	Schools-Community Relations Goals
KBA	School/Parent Relations/Goal
KBBA	Non-Custodial Parents Rights Policy
KBE	Relations with Parents Organizations
KCB	Community Involvement in Decision-making (Community Participation)
KCD	Public Gifts to the Schools
KDB	Public's Right to Know
KDD	News Media Relations/News Releases
KE	Public Complaints
KF	Community Use of School Facilities and/or School Buses
KG	Public Conduct on School Property
KHA	Public Solicitations in the Schools
KHB	Advertising in the Schools
KI	Visitors to the Schools
KLG	Relations with Police Authorities

L SERIES: EDUCATIONAL AGENCY RELATIONS

LA	Education Agency Relations Goals
LB/LBC	Relations with Other Schools and School Districts
LDA	Student Teaching and Internships

A Series: FOUNDATIONS AND BASIC COMMITMENTS

This section is a repository for statements related to the districts legal role in providing public education and the underlying principles on which the district operates. The policies in this section provide setting for all of the School Committee's other policies.

AA	School District Legal Status
AB	The People and Their School District
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AC	Nondiscrimination
ACAB	Sexual Harassment of Staff
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AVON PUBLIC SCHOOLS

SCHOOL DISTRICT LEGAL STATUS

AA

The legal basis for public education in the town is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

“... Every town shall maintain ... a sufficient number of schools for the instruction of all children who may legally attend a public school therein.”

The public educational system of Avon structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Avon Public Schools is conterminous with the Town of Avon.

Established by law

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

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

Adopted: May 8, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

THE PEOPLE AND THEIR SCHOOL DISTRICT

AB

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

The School Committee therefore affirms and declares its intent to:

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

Adopted: July 14, 1981
Reviewed: May 8, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

COMMUNITY INVOLVEMENT IN DECISION MAKING

ABB

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect, and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, to the staff, to any appointed advisory bodies, and to the Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

Adopted: July 14, 1981
Reviewed: May 8, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Non-Discrimination

AC

The purpose of this document is to state and reaffirm the commitment of the Avon Public Schools to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation have no place, and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. This policy will extend not only to students with regards to education opportunities but also to employees with regard to employment opportunities, the general public, and individuals with whom the Committee does business. The Avon Public Schools will ensure fair and equitable educational and employment access and opportunities without regard to age, color, pregnancy or pregnancy related condition, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation.

The Avon Public Schools will not tolerate from its students, teachers, or other employees any form of discrimination, including intimidation, threat, coercion, and/or harassment, for such conduct is contrary to the mission of the Avon Public Schools. Furthermore, retaliatory conduct toward persons who have filed complaints will not be tolerated as well as retaliation against any person who has testified, assisted, or participated in an investigation, proceeding or hearing, of a complaint.

Unacceptable conduct for which the Avon Public Schools has no tolerance includes, but is not limited to, any action or speech that contributes to, promotes, or results in a hostile or discriminatory environment. Many forms of harassment have been recognized as violations of the civil rights laws by federal courts, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, Office for Civil Rights and the Commonwealth of Massachusetts. Accordingly, derisive statements made regarding a person's age, color, pregnancy or pregnancy related condition, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation, including statements made in person or by telephone, postal, or electronic mail, or any other means of communication, if sufficiently severe, pervasive, or persistent that they (a) interfere with or limit an individual's ability to participate in or benefit from employment in the Avon Public Schools or from any Avon Public School program or activity, or (b) create an intimidating, threatening, or abusive educational or working environment, will not be tolerated by the Avon Public Schools.

The Avon Public Schools will vigorously implement and enforce its policies of non-discrimination to foster a fair and respectful environment where equal and fair treatment of its students and employees is an integral part of its daily operations.

Any member of the Avon Public School community who believes s/he has been subject to discrimination or harassment, or who has information regarding any such discriminatory or harassing conduct within the Avon Public Schools is encouraged to report such matters to the Title IX Compliance Officer. The Title IX Compliance Officer will investigate the claim and will recommend corrective action if necessary, to the Superintendent.

Any individual who, for whatever reason, is uncertain about or has questions regarding the reporting procedure is encouraged to contact the Superintendent of Schools. All students and employees will be notified of the name, address, and telephone number of the Title IX Compliance Officer.

LEGAL REF: Title VI of Civil Rights Act of 1964, Title IX of the Education Amendment of 1972,
EEOA: Equal Education Opportunities Act of 1974.
Title VII of Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972,
The Equal Pay Act
BESE Regulation 603 CR 26:00

Adopted: July 14, 1981
Amended: September 12, 2005
Amended: November 18, 2013
Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE

ACAB

The Avon School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, gender identity, age, pregnancy, pregnancy related condition, or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

I. What Is Discrimination, including Harassment?

A. Discrimination: Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.

B. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment.

Harassing conduct based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites that come within the scope of the District's disciplinary authority;
- Defacing, damaging, or destroying school or another's property.

C. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or

Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

Sexual assault (as defined in the Clery Act as: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's individual safety or the safety of others; or (2) Suffer substantial emotional distress.).

II. Responsibilities of all Persons Associated with Educational Community

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

III. Designated Officials for Addressing Discrimination and Harassment Complaints

The Civil Rights Coordinator(s) and Title IX Coordinators are responsible for receiving reports and complaints of violations of this Policy. Individuals may file a report or complaint of discrimination, including harassment, with the Civil Rights Coordinator(s) and/or Title IX Coordinators. If the complaint involves allegations of discrimination based on disability, the person filing the complainant also has the option to file his/her complaint with the building level 504 coordinator. A report or complaint of a violation involving the Civil Rights Coordinator(s) and/or Title IX Coordinators should be filed with the Superintendent. A report or complaint of violation involving the Superintendent should be filed with the Committee.

The Civil Rights and Title VI Coordinator:

Jennifer Meek, Acting Director of Pupil Services and Kathleen McDonald, Coordinator of School Business

1 Patrick Clark Drive, Avon, MA 02322

508-588-0230

Jmeek@avon.k12.ma.us and kmcdonald@avon.k12.ma.us

Title IX Coordinators:

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1 Patrick Clark Drive, Avon, MA 02322

508-588-0230

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Section 504/Title II Coordinator:

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IV. Procedure for Reporting Discrimination and Harassment

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A person who believes that he or she had been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
 2. state the conduct that he/she objects to;
 3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
 4. insist that the person(s) engaging in the conduct stop the conduct immediately;
- and/or
5. report the conduct immediately to the Civil Rights Coordinator(s);

If the individual with the concern is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Civil Rights Coordinator(s). Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) Reports/complaints filed after ninety (90) days will still be accepted, however, it is important to know that the investigation may be impeded due to the passage of time after the conduct or occurrence. The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

The individual can contact the Civil Rights Coordinator(s) to file a report/complaint as well as to seek assistance in the filing of a report/complaint. If a report/complaint is filed, the person should provide the Civil Rights Coordinator(s) with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

V. Investigation of Complaints

Upon receipt of a report or complaint, the Civil Rights Coordinator(s) should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including witnesses or other evidence, relevant to the consideration and resolution of the complaint. The Civil Rights Coordinator(s) will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Civil Rights Coordinator(s) will notify the appropriate party, asking that the information be provided within ten (10) school/working days.

The District will take interim steps, as necessary, to ensure the safety and well-being of the complainant and the alleged harasser while the investigation is being conducted. Interim measures are available even if the complainant does not file or continue to pursue a

complaint. The Civil Rights Coordinator(s) shall notify the complainant and the alleged harasser of specific types of interim measures available, which may include measures to avoid contact with the other party, allowing employees to change work situations as appropriate, or prohibiting contact between the parties pending the results of the District's investigation. At any time, a complainant or the alleged harasser may request either orally or in writing to the Civil Rights Coordinator that specific interim measures be taken pending the outcome of the investigation.

A written determination regarding the complaint and any resolution will be provided by the Civil Rights Coordinator to the complainant and the alleged harasser within thirty (30) school/working days of the complaint. The determination of whether the District's antidiscrimination policy has been violated will be based upon a preponderance of the evidence standard.

The complainant or the alleged harasser may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Civil Rights Coordinator. The Superintendent or his/her designee will respond to such request with notice to both parties within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies, as appropriate.

VI. Consequences of Violating Policy - Discipline & Discharge

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from schools, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

VII. Confidentiality

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The District shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

VIII. State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with the U.S. Department of Education Office for Civil Rights, Massachusetts Commission Against Discrimination, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with

enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S. Department of Education
Office for Civil Rights
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111 <http://www.ed.gov>

Massachusetts Commission Against Discrimination
436 Dwight St., 2nd Floor, Rm. 220
Springfield, MA 01103
Telephone: (413) 739-2145

Massachusetts Department of
Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906
Telephone: (781) 338-3000

IX. Procedure for Reporting and Investigating Harassment on the Basis of Sex

Reporting: Any person may file a report of sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), at any time either in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. However, if a person files a false complaint in bad faith, knowingly and intentionally, they will be subject to discipline.

Investigations: The school is considered to have actual knowledge of a sexual harassment complaint if a notice of sexual harassment or an allegation of sexual harassment is provided to a Title IX Coordinator, any school official, or any school employee. The School will investigate every formal complaint (which may be filed by a complainant or by a school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then a school may address the allegations under the school's code of conduct and can still provide supportive measures. The school is required to investigate the allegations in a complaint, send written notice of the allegations to both parties upon receipt of a formal complaint, and investigate under specified procedures.

The School will investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. The school's grievance process will:

- Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;

Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;

Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;

Use the preponderance of the evidence standard for all complaints of harassment on the basis of sex, regardless of whether the complaint is against students or district employees;

Ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");

Parties may submit written questions for the other parties and witnesses to answer;

Protect all complainants from inappropriately being asked about prior sexual history ("rape shield")

Send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;

Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;

Offer both parties an equal opportunity to appeal;

Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;

Make all materials used to train Title IX personnel publicly available on the school's website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and

Document and keep records of all sexual harassment reports and investigations for at least seven years.

Record Keeping for Sexual Harassment Complaints

Records relating to complaints of sexual harassment must be kept for not less than seven years. Such records include: records of a school's investigation (including notices, the determination, investigative report, disciplinary measures or remedies, etc.); records of any appeals and materials associated with the appeal; records of any supportive measures taken in response to a complaint of sexual harassment (even if the complainant does not file a formal complaint); records of any informal resolution process; all materials used to train Title IX Coordinators, Investigators, decision makers, and those facilitating an informal resolution. The training materials must be kept on the School's website.

Retaliation is prohibited.

Any person who experiences retaliation for exercising their rights under Title IX can file a retaliation complaint with the Title IX Coordinator. The school will keep the names/identity of parties and witnesses confidential unless such disclosure is required under another law, or is necessary to conduct a thorough grievance procedure.

Supportive Measures

When alleged sexual harassment is reported, the Title IX Coordinator must inform the victim to their right of supportive measures even if a formal complaint is filed. The school must consider the alleged victim's wishes with respect to supportive measures. Supportive measures for those involved in the sexual harassment complaint process may include: counseling, extending deadlines, modifications of work and/or class schedules, school escort services, increased school security and/or monitoring, mutual restrictions on contact between the individuals involved through a safety plan.

Supportive measures will be kept confidential whether they are provided to the alleged victim or accused person to the extent the confidentiality will not interfere with the supportive measure offered.

Legal References: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Title VI of the Civil Rights Act of 1964
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX), as
amended
Board of Education 603 CMR 26:00
Rehabilitation Act of 1973, Section 504, as amended
Title II, Americans with Disabilities Act of 1992, as amended

Adopted: June 19, 2006
Amended: June 1, 2009
Amended: November 18, 2013
Amended: August 26, 2020

Avon School Committee

AVON PUBLIC SCHOOLS

Educational Philosophy

AD

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

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

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

Adopted: July 14, 1981
Amended: February 13, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School District Goals and Objectives

ADA

The Avon School Committee believes that the operation of its public schools should be directed by a set of underlying principles that reflect the beliefs, values and direction in which the Committee determines the District should proceed. These principles are contained in a document entitled, "Avon Public Schools – District Improvement Plan". The improvement planning document, which is available in each of the District's schools, reflects the vision, mission, and specific goals and objectives for the District. It is a carefully planned document, one that is reviewed, revised, and approved annually by the Committee.

Adopted: April 24, 1974
Amended: September 2000
Amended: December 19, 2000
Amended: February 13, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SMOKING ON SCHOOL PREMISES PROHIBITED

ADC

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

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

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

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

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

SOURCE: MASC July 2016

LEGAL REF: M.G.L. [71:37H](#); 270:6

Approved: March 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

BACKGROUND CHECKS

ADDA

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall also obtain a state and national fingerprint background check for any individual, who regularly provides school related transportation to children. The school committee, superintendent or principal as appropriate may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the school committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available criminal offender record information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the

Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;

The date on which the school employer received the national criminal history check results;
and,

The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy;

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4,(9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary

steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject Name;
- Subject Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and
- The specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

C.O.R.I. REQUIREMENTS

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

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

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

Pursuant to a Department of Education regulation, ““Direct and unmonitored contact with children” means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “ Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

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

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

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

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who

regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

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

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

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b) 42 U.S.C. §
16962
603 CMR 51.00
803 CMR 2.00
803 CMR 3.05 (Chapter 149 of the Acts of 2004)
[FBI Criminal Justice Information Services Security Policy](#)
[Procedure for correcting a criminal record](#)
[FAQ – Background Checks](#)

SOURCE: MASC May 2014

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

Adopted: September 2014

Avon School Committee

AVON PUBLIC SCHOOLS

DCJIS MODEL CORI POLICY

ADDA-R

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

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

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly. All district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of Cori outside this organization, including dissemination at the request of the subject.

Adopted: September 2014

Avon School Committee

AVON PUBLIC SCHOOLS

Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, et seq. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IdentoGO web site address, Provider Identification Number (Provider ID)].

The *Avon Public School district* may include factors it will consider in determining whether to conduct discretionary fingerprint-based background checks (i.e. for volunteers and subcontractors or laborers who might have direct and unmonitored contact with children). Factors might include likelihood of direct and unmonitored contact, duration of potential contact (e.g. chaperones on overnight field trips), ability of requesting entity to limit potential for unmonitored contact (e.g. by means of escorting, physical separation, restrictions on hours of access to school facility).

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C, § 534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

III. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent [CJIS Security Policy](#), have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

IV. Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in official personnel files that are kept in the superintendent's office secured area.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the *Avon Public School district*.

IV. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at *Avon Public School district* will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

V. Determining Suitability

In determining an individual's suitability, the following factors will be considered:

PLEASE NOTE: In addition to CHRI, these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof.

A record of the suitability determination will be retained. The following information will be included in the determination:

1. The name and date of birth of the employee or applicant;
2. The date on which the school employer received the national criminal history check results; and,
3. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

VI. Relying on Previous Suitability Determination.

PLEASE NOTE: The *Avon Public School district* may want to include those circumstances, consistent with 603 CMR 51.06, where the employer will rely on a suitability determination made by another school employer. Relevant factors might include: date of previous suitability determination, type of organization that conducted the previous determination (public school district, private school), and state of residence of subject of suitability determination.

VII. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the *Avon Public School district* will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances to correct or complete the CHRI.

VIII. Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

IX. Reporting to Commissioner of Elementary and Secondary Education

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if the *Avon Public School district* dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the *Avon Public School district* shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. *Avon Public Schools* shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *Avon Public Schools* discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), *Avon Public Schools* shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the *Avon Public School district* retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

Adopted: September 8, 2014

Avon School Committee

AVON PUBLIC SCHOOLS

The Avon Public Schools recognize the important relationship between wellness and academic success, not only for students, but the entire school community. The intent of this policy is to establish the district's on-going commitment in support of wellness in the areas of nutrition, physical activity, health education and other school-based activities. Using Section 204 of Public Law 108-265 – June 30, 2005: Child Nutrition and WIC Reauthorization Act of 2004 and recommendations by the Massachusetts Department of Education and Public Health the district "Wellness Guidelines" will be developed and a copy kept at each school. The Superintendent or designee is charged with operational responsibility for ensuring that the Wellness Guidelines are met.

LEGAL REFS: Section 204 of Public Law 108-265-June 30, 2004
Child Nutrition and WIC Reauthorization Act of 2004

Adopted: July 10, 2006
Amended: May 18, 2015

Avon School Committee

Wellness Policy Guidelines

Avon Public Schools CAFETERIA

The Avon Public Schools has worked diligently to provide its students with healthy and nutritious meals, consistent with the “*Dietary Guidelines for Americans.*” To accomplish this, the following practices have been implemented:

- Replace fried snack food products with baked products
- Serving sizes have been adjusted to age appropriate servings
- All cooked foods are prepared using limited oils and butter
- Many foods are cooked in a convection oven, reducing fats and grease
- Fresh vegetables are available daily
- Milk is served in reduced fat versions only- no whole milk
- Juice is offered in 100% juice products only
- Frozen slush offerings are 100% juice only
- Fresh fruit and fresh vegetables offered daily
- Whole wheat bread is served along with pita pockets to help conserve carbohydrates
- Vending products only serve water or 100% juice products
- Any tree nut and /or peanut products will not be sold in observance of allergy prone students. Peanut butter will not be a food choice at either the elementary or middle-high school levels, due to the allergen effects on some individuals.

Approved: 1/24/07 by Wellness Committee

Amended: 3/15/10

Amended: 5/18/15

Wellness Policy Guidelines

Food Available During the School Day at the Avon Middle-High School

The Avon Public Schools recognize the importance of good nutrition for general health, well being, and academic performance. Students' food choices are greatly dependent on the foods that are available to them. The following guidelines are recommended:

- All food items consumed in the Avon Middle-High School during the school day will be obtained from the cafeteria or brought in by a parent. Exception as authorized by the building principal as a senior privilege.
- For public health reasons, foods brought from or prepared at home will be for personal consumption only, and will not be sold or distributed for public consumption.
- Classroom parties or celebrations that involve food must take place in the cafeteria with approval from administration, and should conform to the school's Wellness Guidelines for healthy food choices.
- Organizations and fundraisers are encouraged to sell non food products whenever possible, and must follow the school's Wellness Guidelines for healthy foods when foods are sold. (A-list)
- Healthy food choices that meet the school's Wellness Policy Guidelines are listed in the "A-List" and can be viewed at www.johnstalkerinstitute.org
- Exception to this guideline is when a food product is used to enhance the teaching of a specific strand of the curriculum. This exception will require prior approval of the principal in consultation with the school nurse.

Approved 5/22/07 by Wellness Committee
Amended 3/15/10
Amended 11/3/11
Amended 9/21/12
Reviewed 5/18/15

Wellness Policy Guidelines

Foods Available During the School Day At the Ralph D. Butler Elementary School

The Avon Public Schools recognize the importance of good nutrition for general health, well being, and academic performance. It is also recognized that there are a growing number of students attending school who have food allergies. Students' food choices are greatly dependent on the foods that are available to them. In order to promote healthier nutrition, as well as minimize the risk of a child experiencing an anaphylactic reaction during the school day the following guidelines are in place.

- Food items consumed in the Ralph D. Butler Elementary School during the school day will be obtained from the cafeteria, or brought from home as a bag lunch or morning snack. Foods brought from or prepared at home will be for personal consumption only; students are not permitted to bring in food to share with other students. Birthdays and other classroom celebrations should not include food products.
 - Exceptions to this guideline are:
 - When a food product is used to enhance the teaching of a specific strand of the curriculum. This exception will require prior approval from the principal in consultation with the nurse.
 - The following four celebrations may include food as part of the celebration, Halloween, Winter Holiday, Valentines Day, and the end of the year party. The foods must be selected from a pre-approved list of foods. This list will be distributed to all families at the beginning of each school year. All foods must be store bought.
- If an exception is approved, the teacher or classroom helper will send a copy of all the food labels home to the parent of any student who has a known food allergy. No child with a documented food allergy will be permitted to eat any food product unless *prior* written permission from a parent is received by the school stating the specific food(s) the child is allowed to eat.
- Healthy food choices that meet the school's Wellness Policy Guidelines are listed in the "A-List" and can be viewed at www.johnstalkerinstitute.org
- No food may be eaten on the school bus.

Approved 6/13/07 by Wellness Committee
Amended 3/15/10
Amended 3/11/11
Amended 5/18/15

Wellness Policy Guidelines

Avon Public Schools Fundraisers and Concession Stands

The Avon Public Schools recognize the importance of good nutrition for general health, well being, and academic performance. Students' food choices are greatly dependent on the foods that are available to them. In order to promote healthier nutrition and better food choices for the fundraisers and concession stands, the following guidelines are recommended:

- School activities that occur after the normal school day will conform to the following criteria:
 - A. Foods associated with activities that involve only students must be store bought and from the "A" list. Examples of these types of activities include school dances, ASA sponsored events, and movie nights.
 - B. It is expected that activities that are open to the public and / or involve parental supervision follow these guidelines.
- It is encouraged that fundraisers sell nonfood items or activities. In the event that food items are sold, it is encouraged that food items are healthy. (A-list) Food sold for fundraisers must come from a certified kitchen or be a purchased item rather than made in a student/family kitchen. Exception to this guideline is food items sold in the concession stand as a class fundraiser.
- All teachers, coaches, and advisors, involved in concession stands or fundraisers, are encouraged to sell food items that are listed on the "A-List." These items can be viewed at www.johnstalkerinstitute.org

Approved 6/13/07 by Wellness Committee
Amended 3/15/10
Amended 11/3/11
Amended 9/21/12
Amended 5/18/15

AVON PUBLIC SCHOOLS

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

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

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

SOURCE: MASC

Adopted: February 27, 2006
Amended: March 7, 2016

Avon School Committee

B SERIES: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS

This section is a repository for statements about the School Committee – how it is elected, organized; how it conducts its meetings and operates. This section includes bylaws and policies’ establishing the Committee’s internal operating procedures.

BA	School Committee Operational Goals
BAA	Evaluation of School Committee Operational Procedures
BB	School Committee Legal Status
BBA	School Committee Powers and Duties
BBAA	School Committee Member Authority
BBBA/BBBB	School Committee Member Qualifications/ Oath of Office
BBBC	School Committee Member Resignation
BBBE	Unexpired Term Fulfillment
BCA	School Committee Member Ethics
BDA	School Committee Organizational Meeting
BDB	School Committee Officers
BDD	School Committee-Superintendent Relationship
BDE	Subcommittees of the School Committee
BDFA	School Councils
BDFA-E-1	School Improvement Plan
BDFA-E-2	Submission & Approval School Improvement Plan
BDFA-E-3	Conduct of School Council Business
BDG	School Attorney
BE	School Committee-Meetings-Defined & Length
BEC	Executive Sessions
BEDA	Notification of School Committee Meetings
BEDB	Agenda Format
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Committee Meetings
BEDH-E	Guidelines for Public Comment
BEE	Special Procedures for Conducting Hearings
BG	School Committee Policy Development
BGC	Formulation of Policies
BGD	School Committee Review of Procedures
BGE	Policy Dissemination

BGF	Suspension of Policies
BHC	School Committee-Staff Communications
BHE	Use of Electronic Messaging by School Committee Members
BIA	New School Committee Member Orientation
BIBA	School Committee Conferences, Conventions, & Workshops
BID	School Committee Member Compensation and Expenses
BK	School Committee Memberships

AVON PUBLIC SCHOOLS

School Committee Operational Goals

BA

The School Committee is responsible to the people for whose benefit the school system has been established. The committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry functions openly, while seeking the comments of public, students, and staff in its decision making processes.

In accordance with these principles, the Committee, through its operations, will seek to achieve the following goals:

1. To concentrate the committee's collective effort on its policy making and planning responsibilities.
2. To formulate Committee policies that best serve the educational interests of each student.
3. To provide the superintendent with sufficient and adequate guide implementing Committee policies.
4. To maintain effective communication with the public, the staff and students in order to maintain awareness of attitudes, opinions, desires, and ideas.

Adopted: July 14, 1981
Amended: May 8, 2006
Reviewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES BAA

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

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

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

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

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

Adopted: July 14, 1981
Reviewed: May 8, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Legal Status

BB

State law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

. Three, five, six, seven or nine members of the School Committee for terms of three years

The School Committee is the governing board of the town's public school system. Although its functions as a duly elected committee of town government, the School Committee has—unlike other town boards--autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

The School Committee consists of five members who are elected at large for three-year terms.

Established by law

LEGAL REF: M. G. L. 41:1 and 71:37 specifically, but powers and duties of school committees are established through General Laws of Massachusetts Relating to School Committees Town Charter, Sections 4; 21; 25

AVON PUBLIC SCHOOLS

School Committee Powers and Duties

BBA

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community. The Committee takes a broad view of its functions. It sees them as:

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

Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

SOURCE: MASC July 2016

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

CROSS REF.: [BB](#), School Committee Legal Status, [BDG](#), School Attorney

NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. [71:16](#) through [71:16I](#). A reference to an appropriate section(s) of regional agreement could also be added.

Adopted: July 14, 1981

Amended: May 8, 2006

Reviewed: November 2015

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Member Authority

BBA

Authority

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

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

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

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

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and school department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other committee members without trying either to dominate the committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in committee impartially.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.

8. To represent the committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for school committee members.

Adopted: July 14, 1981
Amended: May 8, 2006
Reviewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Member Qualifications/Oath of Office

BBBA/BBBB

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

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

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

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); [268A:27-28](#);

Adopted: May 8, 2006

Reviewed: November 2015

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE MEMBER RESIGNATION

BBBC

An existing School Committee member who submits a resignation terminates duties at the time of his resignation unless he states in that resignation a specific time at which the resignation will take effect.

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

Established by law

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

Adopted: July 14, 1981
Reviewed: May 8, 2006
Re viewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

UNEXPIRED TERM FULLFILLMENT

BBBE

When a vacancy on the School Committee occurs for any reason, the board of selectmen and the remaining members of the committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the committee to the selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

Established by law

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

Adopted: May 8, 2006 Reviewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE MEMBER ETHICS

BCA

(Massachusetts Association of School Committees Code of Ethics)

Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

School Committee members, in their relations with their community, should:

1. Realize that their primary responsibility is to the children.
2. Recognize that their basic function is to be policy making and not administrative.
3. Remember that they are part of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.

School Committee members, in their relations with their school administration, should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging his or her professional duties and hold the administrator responsible for acceptable results.

4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

School Committee members, in their relations with their fellow Committee members, should:

1. Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside such meetings.
2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help or information on school problems.
5. Make decisions only after all facts on any questions have been presented and discussed.

AVON PUBLIC SCHOOLS

School Committee Organizational Meeting

BDA

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

The Superintendent of Schools will preside over the election process. The election will proceed as follows:

1. Nominations for the office of chairperson, vice-chairperson, and secretary, will be made from the floor. All officers will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

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

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

Adopted: February 27, 2006
Amended: May 5, 2009
Reviewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE OFFICERS	BDB
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Duties of the Chair

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Secretary

The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:36](#)

Note: The treasurer of the town serves as treasurer of the School Committee.

Adopted: March 7, 1977
Amended: May 22, 2006
Amended: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

BDD

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

Further:

1. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever he wishes. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Adopted: July 14, 1981
Amended: May 22, 2006
Reviewed: November 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

BDE

The School Committee has the following Standing Subcommittees:

- Budget
- Personnel/Negotiations
- Policy
- Maintenance
- Insurance
- Mutual Understanding

The School Committee may authorize the establishment of special subcommittees for special assignments and to make recommendations for Committee action.

1. The subcommittee will be established through actions of the Committee.
2. The subcommittee chairman and its members will be appointed by the Committee chairman, subject to approval by the Committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee chairman and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee may be dissolved by a vote of the Committee at any time.
7. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

Adopted: July 14, 1981

Revised: May 15, 1996

Amended: May 22, 2006

Amended: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School Councils

BDFA

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the school council:

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

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

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:38Q](#), [71:59C](#)

Adopted: February 27, 2006
Amended: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School Improvement Plan

B DFA-E-1

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and acceptance by the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

Adopted: February 27, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Submission & Approval School Improvement Plan

B DFA-E-2

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented.

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

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

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

SOURCE: MASC

AVON PUBLIC SCHOOLS

CONDUCT OF SCHOOL COUNCIL BUSINESS

B DFA-E-3

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Section 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

SOURCE: MASC

AVON PUBLIC SCHOOLS

SCHOOL ATTORNEY	BDG
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The School Committee may use the services provided by the town counsel. The Committee and the superintendent may seek his/her services to counsel and represent the school system at various times.

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

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted. The Attorney will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional service may be required, the Superintendent will advise the Committee and seek either initial or continuing authorization for such service.

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

Adopted: July 14, 1981 Amended: May 22, 2006 Reviewed: November 2015	Avon School Committee
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AVON PUBLIC SCHOOLS

School Committee – Meetings – Defined & Length	BE
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The Avon School Committee will transact all business at official meetings of the Committee. These may be either regular, special and/or Subcommittee meetings as defined as follows:

- 1. Regular Meeting:** All Regular School Committee Meetings are to be no longer than 3 hours in length and adjourned no later than 10:00 p.m., unless a specific motion to extend beyond 3 hours in length and 10:00 p.m. is approved at the meeting. At these meetings, all legal actions of the Committee take place.
- 2. Special Meetings:** An official legal action meeting called between scheduled regular meetings to consider specific topics.
- 3. Subcommittee Meetings:** An official meeting at which members of the Subcommittee deliberate matters of concern to it, and formulate opinions which will be conveyed to the School Committee at either a regular or special meeting.

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

Legal References: MGL 39:23A; 39:23B; 39:23C

Adopted: January 3, 1990 Amended: February 5, 1997 Amended: June 21, 1999 Amended: September 9, 2002 Reviewed: November 2015	Avon School Committee
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AVON PUBLIC SCHOOLS

EXECUTIVE SESSIONS

BEC

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of property, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified

applicants. This shall not apply to applicants who have passed a prior preliminary screening.

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

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

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

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS. : M.G.L. 30A:21; 30A:22

CROSS REFS. : BDE, Subcommittees of the School Committee
BE, School Committee Meetings

Adopted: May 22, 2006
Amended: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

BEDA

As required by law, a minimum of 48 hours advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee including all Sub-Committee meetings. The only exception permitted is in case of emergency, which the law defines as “sudden, generally unexpected occurrence or set of circumstances demanding immediate action.”

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

Adopted: July 14, 1981
Amended: May 22, 2006
Reviewed: December 2015
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

AGENDA FORMAT

BEDB

The Superintendent, conferring with the chairman of the School Committee will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

SOURCE: MASC July 2016

CROSS REFS: [BEDH](#), Public Comment at School Committee Meetings

Adopted: July 14, 1981
Reviewed: May 22, 2006
Reviewed: December 2015
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

RULES OF ORDER

BEDD

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

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

Adopted: September 19, 1977
Amended: May 22, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE VOTING METHOD

BEDF

Open meeting

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

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

A two-thirds vote will be required to suspend parliamentary rules of order.

Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 3 [30A:18-25](#); [71:42](#); [71:50](#)

Adopted: July 14, 1981
Amended: May 22, 2006
Amended: March 7, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

MINUTES

BEDG

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

Minutes will include:

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

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

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

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

Adopted: Date of Manual Adoption
Reviewed: May 22, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Public Participation at School Committee Meetings

BEDH

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

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

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

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

SOURCE: MASC

Adopted: June 19, 2006
Amended: March 7, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Guidelines For Public Comment

BEDH-E

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

SOURCE: MASC

AVON PUBLIC SCHOOLS

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

BEE

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

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

The chairman of the Committee will preside at the hearing.

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

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

Adopted: July 14, 1981
Reviewed: May 22, 2006
Reviewed: December 2015

Avon School Committee

Avon Public Schools

School Committee Policy Development

BG

Recognizing that formal guidelines are necessary to ensure that the school system responds to its stated mission and operates in an effective, efficient, and consistent manner, a set of written policy statements shall be formulated and maintained. Policies shall be in the form of broad principles that define the desire and intent of the School Committee. They should indicate what is wanted and why, in a form which is concise but sufficiently explicit to guide administrative actions.

Execution of adopted policies is delegated to the superintendent who shall implement the policies through the development of administrative regulations and procedures.

Adopted: March 21, 1977
Revised: October 3, 2005
Reviewed: December 2015

Avon School Committee

Avon Public Schools

School Committee Operations
Methods of Operation
Formulation of Policies

BGC

The Committee recognizes that any citizen of the Town of Avon, a School Committee Member, student or employee of the Avon Public Schools may propose policies to the Avon School Committee for its consideration in accordance with the following procedures:

1. All policy proposals, new or revised, are to be submitted in writing and addressed to the Chairperson of the Avon School Committee.
2. All policy proposals will be presented to the Committee at a Regular/Special Meeting of the Avon School Committee. The Avon School Committee will vote to refer the proposed policy to the Policy Subcommittee. The Policy Subcommittee will consider the proposed or revised policy and formulate recommendations that they will present to the full Committee. Any proposed policies or revisions should be reviewed by district counsel prior to the full committee readings and consideration of adoption.
3. All new policy proposals are subject to two readings by the Avon School Committee. All amended/reviewed existing policies are subject to one reading.
4. The School Committee will review the Policy Subcommittee recommendations and either adopt, modify, reject or recommend resubmission to the Policy Subcommittee for further review.
5. The School Committee may dispense with the above sequence to meet emergency conditions.

Proposed: October 2, 1996
Adopted: October 30, 1997
Revised: October 3, 2005
Reviewed: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE REVIEW OF PROCEDURES

BGD

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

The Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

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

SOURCE: MASC

LEGAL REF.: M.G.L. [71:37H](#)

Adopted: March 28, 2016

Avon School Committee

Avon Public Schools

Policy Dissemination

BGE

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

Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community.

All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's office.

Adopted: July 14, 1981
Reviewed: October 3, 2005
Reviewed: December 15, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SUSPENSION OF POLICIES

BGF

The operation of any section or sections of School Committee policies established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

Adopted: July 14, 1981
Reviewed: May 22, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

BHC

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

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the committee's deliberations on problems of staff concern.

The Superintendent of Schools will be advised immediately of any incidents in the schools, to which the police are summoned, which information the Superintendent will promptly relay to the School Committee Chairman.

School Committee Communications to Staff

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

Visits to Schools

School Committee members have the right to visit local schools as that of any citizen in the community; indeed, members should take advantage of opportunities to make such visits in order to become better informed about the school plans and programs. Nonetheless, it is important to strictly observe the policy which relates to such visits.

All official visitors to the schools will check into the Principal's office, and officially sign in if a sign up sheet is present, describing either to the Principal or on sign up sheet the nature of the visit. All visits will be carried out in a professional manner and should be the least disturbing to the regular educational process as possible.

Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Adopted: July 14, 1981
Reviewed & Revised: November 1994
Amended: June 19, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Use of Electronic Messaging by School Committee Members

BHE

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

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

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

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

SOURCE: MASC July 2016

LEGAL REF.: M.G.L. [4:7](#); [30A:18-25](#), [23B](#); [66:10](#)

Adopted:
December 15, 2003
Reviewed: March 7, 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

BIA

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24, 2002, each new School Committee member elected to the Avon School Committee is required to complete, within 1 year of their election or appointment, at least 8 hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

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

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools to administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

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

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

Adopted: July 14, 1981
Amended: May 22, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Conferences, Conventions, and Workshops

BIBA

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel reimbursement policy.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses

[DKC](#), Expense Reimbursements

Adopted: February 27, 2006
Reviewed: December 2015
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES BID

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendence union may be compensated for his services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher or superintendent of public schools therein, or in any union school or superintendency union or system in which his town participates.

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

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

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

Adopted: July 14, 1981
Reviewed: May 22, 2006
Reviewed: December 2015

Avon School Committee

AVON PUBLIC SCHOOLS

SCHOOL COMMITTEE MEMBERSHIPS

BK

The Committee may choose to maintain memberships in the national, state and regional school committees (boards) associations and take an active part in the activities of these groups.

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

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

Adopted: July 14, 1981
Reviewed: May 22, 2006
Amended: May 5, 2009
Reviewed: December 2015

Avon School Committee

C Series: GENERAL SCHOOL ADMINISTRATION

This section is a repository for statements about the school district management, the administrative structure, school buildings and department administration. It also is the location for personnel policies that pertain to one individual – the Superintendent.

CA	Administration Goals
CB	School Superintendent
CBD	Superintendent's Contract
CBI	School Committee Operations - Evaluation of Superintendent
CCB	Line and Staff Relations
CD	Administrative Organization
CH	Policy Implementation
CHA	Development of Procedures
CHB	School Committee Review of Regulations
CHC	Procedures Dissemination
CHCA	Approval of Handbooks and Directives
CHD	Administration in Policy Absence

AVON PUBLIC SCHOOLS

ADMINISTRATION GOALS

CA

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

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

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

For the schools to operate effectively, each administrative officer will be responsible and accountable for developing a professional/personal plan for all staff assigned to their area of operation.

Adopted: July 14, 1981
Amended: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School Superintendent

CB

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Selectmen in sufficient time for printing in the annual report.

LEGAL REFS: M.G.L. 71:59, 72:3

Adopted: January 3, 1989
Amended: February 13, 2006
Reviewed: January 2016

Avon School Committee

SUPERINTENDENT'S CONTRACT

CBD

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.

Adopted: January 9, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Operations – Evaluation of Superintendent

CBI

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

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

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

SOURCE: MASC July 2016

LEGAL REFS: M.G.L. [30A:18-25](#)

603 CMR [35.00](#)

Proposed: September 18, 1996
Adopted: October 2, 1996
Proposed for Amendment: January 4, 1999
Amended: June 19, 2006
Amended: May 18, 2015
Reviewed: January 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

LINE AND STAFF RELATIONS

CCB

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority will be those approved by the Committee and shown on school department organization charts.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

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

Adopted: July 14, 1981
Reviewed: June 19, 2006
Reviewed: June 2016

Avon School Committee

AVON PUBLIC SCHOOLS

ADMINISTRATIVE ORGANIZATION

CD

In the absence of a Building Administrator, the authority and responsibility for decision-making at that site will fall to the next-named individual present at the worksite in accordance with ascending sequential order beginning with #1:

ABSENCE OF THE BUTLER SCHOOL PRINCIPAL

1. Assistant Principal
2. Superintendent or his/her designee

ABSENCE OF THE AVON MIDDLE HIGH SCHOOL PRINCIPAL

1. Middle High School Assistant Principal
2. Superintendent or his/her designee

ABSENCE OF SUPERINTENDENT OF SCHOOLS

1. Director of Pupil Services
2. Senior Principal

In all cases, the Superintendent, and on the occasions of his/her absence from the District, the Director of Pupil Services and/or the Coordinator of Business Services hold the final decision-making authority, and will be contacted for final disposition on matters concerning the Avon Public Schools.

Adopted: July 28, 1994
Amended: December 5, 1995
Amended: June 19, 2006
Amended: June 3, 2013
Amended: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

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

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

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

Adopted: July 14, 1981	Avon School Committee
Amended: June 19, 2006	
Reviewed: January 2016	

AVON PUBLIC SCHOOLS

Development of Procedures

CHA

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

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

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

SOURCE: MASC July 2016

Adopted: July 14, 1981
Amended: February 13, 2006
Reviewed: January 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

School Committee Review of Regulations

CHB

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

The Committee may review the regulations developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve regulations except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

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

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

Adopted: March 21, 1977
Amended: March 23, 1994
Amended: February 13, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Procedures Dissemination

CHC

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

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

SOURCE: MASC July 2016

Adopted: July 14, 1981
Amended: February 13, 2006
Reviewed: January 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

APPROVAL OF HANDBOOKS AND DIRECTIVES

CHCA

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

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

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use his or her judgment as to whether other specific handbooks need Committee approval however, all handbooks published will be made available to the Committee for informational purposes.

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

Adopted: July 14, 1981
Amended: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

ADMINISTRATION IN POLICY ABSENCE

CHD

When action must be taken within the school system where the Committee has provided no guides for administrative action, the Superintendent will have the power to act.

His/her decisions, however, will be subject to review by the committee at its next regular meeting. It will be the duty of the Superintendent to inform the Committee promptly of such action and of the need for policy.

Adopted: July 14, 1981
Amended: May 22, 2006
Reviewed: December 2015

Avon School Committee

D Series: FISCAL MANAGEMENT

This section is a repository for statements concerning district fiscal affairs and the management of district funds. Statements relating to the financing of school construction, are filed under, Facilities Development.

DA	Fiscal Management Goals
DB	Annual Budget
DBD	Budget Planning
DBG	Budget Adoption Procedures
DBJ	Budget Transfer Authority
DD	Funding Proposals and Applications
DE	Depository of Funds
DGA	Authorized Signatures
DI	Fiscal Accounting and Reporting
DIE	Audits
DJ	Purchasing
DJA	Purchasing Authority
DJE	Procurement Requirements
DK	Payment Procedures
DKC	Expense Reimbursements

AVON PUBLIC SCHOOLS

Fiscal Management Goals

DA

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

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

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Adopted: December 19, 1977

Amended: October 2000

Amended: June 19, 2006

Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Annual Budget

DB

The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.

The budget, then, is more than just a financial instrument and requires on the part of the committee, the staff, and the community, orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff as he/she deems appropriate. The three general areas of responsibility for the superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

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

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REF: M.G.L. 15:1G

Adopted: March 18, 2002
Amended: February 13, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Budget Planning

DBD

The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation including the construction of, and adherence to a budget calendar.

Adopted: July 14, 1981
Review: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Budget Adoption Procedures	DBG
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Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

LEGAL REF: M.G.L. 71:34

Adopted: June 19, 2006 Reviewed: January 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Budget Transfer Authority

DBJ

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

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial recordkeeping for the school system.

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

Adopted: July 14, 1981
Reviewed: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Funding Proposals and Applications

DD

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our community schools.

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

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

The Superintendent is authorized to sign all reports for those projects and will be responsible for the proper expenditure of funds received for such projects.

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

Adopted: July 14, 1981
Amended: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Depository of Funds

DE

All funds received by the public schools must be deposited upon receipt into the town treasury, where they are credited to the appropriate account.

Adopted: July 14, 1981
Amended: October 2000
Reviewed: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Authorized Signatures	DGA
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The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [41:41](#); [41:52](#)

Adopted: January 9, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

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

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented.

LEGAL REF: Board of Education 603 CMR 10:00

Adopted: July 14, 1981 Amended: June 19, 2006 Reviewed: January 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

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

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

Adopted: February 27, 2006 Reviewed: January 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Purchasing

DJ

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

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

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

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

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

Adopted: July 14, 1981
Amended: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Purchasing Authority

DJA

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

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

LEGAL REF: M.G.L. 30B

Adopted: July 14, 1981
Amended: June 19, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Procurement Requirements

DJE

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

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

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

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

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

SOURCE: MASC February 2017

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

Adopted: July 14, 1981

Amended: July 17, 2000

Amended: December 19, 2000

Amended: June 19, 2006

Amended: May 18, 2015

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Payment Procedures

DK

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

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

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

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

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [41:41](#); [41:52](#) [41:56](#)

Adopted: July 14, 1981

Amended: February 13, 2006

Amended: June 19, 2006

Reviewed: January 2016

Amended: October 16, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

EXPENSE REIMBURSEMENTS

DKC

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

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate issued by the Internal Revenue Service. However, a monthly travel stipend, in an amount established by the Committee, will be paid to the Superintendent, Director of Pupil Services, Business Manager, and others authorized by the Committee who are required to travel regularly within the school system on official business.

SOURCE: MASC

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

Adopted: September 19, 2016

Avon School Committee

E SERIES: SUPPORT SERVICES

This section provides a repository for statements related to non-instructional services and programs, including most of those that fall in the area of business, management, such as safety, buildings and their management, transportation and food services.

EB	Safety Program
EBAB	Pest Management Policy
EBB	First Aid
EBC	Emergency Plans
EBCD	Emergency Closings
EC	Building and Grounds Management
ECA	Building and Grounds Security
ECAC	Vandalism
ECAF	Security Cameras in Schools
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation – Policy Statement
EEAE	School Bus Safety Program
EEAEA	School Buses – Duties of Drivers
EEAEA-1	Drug & Alcohol Testing for School Bus & Commercial Vehicle Drivers
EEAEC & JICC	Student Conduct on School Buses
EEAG	Student Transportation in Private Vehicles
EEAJ	Motor Vehicle Idling on School Grounds
EFC	Free and Reduced Price Food Services
EFD	Meal Charge Policy
EFDA	Offer vs. Service School Meals Policy

AVON PUBLIC SCHOOLS

Safety Program

EB

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

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

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be given in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

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

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

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

PEST MANAGEMENT POLICY

EBAB

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

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

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

I. OVERVIEW AND GOALS

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

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

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

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.

B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.

C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.

B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly out.

B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC

LEGAL REF.: Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

FIRST AID

EBB

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician.

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

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

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him or her.
4. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
6. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

AVON PUBLIC SCHOOLS

Emergency Plans

EBC

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff. It also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness.

The Avon Public Schools' Emergency Preparedness Plan is found in the Administrative Office of each school site. The procedures outlined in this plan should be followed should any of the following critical incidents arise:

- Sexual Assault
- School Bus Accident
- Intruder In The Building
- Fire/Hazardous Materials
- Communicable Disease
- Missing Child/Kidnapping
- Suicide Intent or Attempt
- Bomb Threat
- Lock Down Procedure
- Medical Emergency/Death or Serious Injury
- Natural Disaster/Weather Emergency

Building principals will meet all requirements for conducting drills to give students and staff practice in moving with orderly dispatch to designated areas under emergency conditions. Building Principal will also allow staff to practice carrying out their assigned responsibilities.

Adopted: October 15, 2001
Reviewed: May 18, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Emergency Closings

EBCD

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

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

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

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

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

Adopted: January 2000
Amended: October, 2000
Amended: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Buildings and Grounds Management

EC

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or as use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. He/She will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department to safeguard the property against loss, damage, or undue depreciation, to recover and restore to usefulness any property that may be lost, stolen or damaged, and to do all things necessary to ensure the proper maintenance, cleanliness, and safekeeping of school property.

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

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

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Building and Grounds Security

ECA

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

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

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

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

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

Adopted: July 14, 1981
Reviewed: August 21, 2006
Reviewed: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Vandalism

ECAC

The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible.

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

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

Adopted: September 29, 1975
Revised: March 21, 1977
Amended: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

SECURITY CAMERAS IN SCHOOLS

ECAF

The School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent or designee shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

Adopted: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

EDC

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

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

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

SOURCE: MASC

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Transportation – Policy Statement

EEA

The Avon School Committee perceives that its main responsibilities with respect to school transportation are the enforcement of school attendance laws and the safety of children. State statute requires that transportation be provided for children as follows:

Grades K – 6 Transportation must be provided for all children who live at a distance of **two (2) miles or more** from the school.

Grades 7 – 12 There is **no requirement** to provide transportation to school.

With the above in mind, the policy of the Avon School Committee with respect to transportation is intended to be one which is **inclusive**. As such, the following eligibility requirements will apply.

Eligibility Requirements

1. Students who live eight tenths (.8) of a mile or more from their school: All students (K-12) will be transported to/from school unless the parent/guardian determines that such transportation is not necessary or desired. Students who have reached their eighteenth birthday may make a self determination in this regard.

2. Day Care/Child Care – Transportation Eligibility:

Recognizing that it is often necessary for parents/guardians to arrange for day care/child care for their children, it is the policy of the Avon School Committee to permit transportation to/from day care/child care sites if in fact the day care/child care site follows state statute language that speaks to required student transportation mileage requirement. Parents seeking transportation in this regard are asked to make this known to the Building Principal by April 15th of the year preceding the transportation request, in order to allow for such arrangements to be made. Such transportation privilege however, will be at the discretion of the Building Principal, and in accordance with the following criteria:

A. Transporting these students **does not** cause the School Department to incur additional transportation costs, nor alter existing bus routes/stops in any manner.

B. There must be **space available**. In this regard, students who move into Avon after the start of the school year, **and** who live beyond 0.8 miles from their respective school, have “bumping rights” to transportation over those who have obtained rider-ship through #2 and #3 as defined herein. Loss of rider-ship privileges will be made in the **inverse order** in which they were granted.

3. Students Who Experience Shared Parental Time – Transportation Eligibility:

A. Residing at eight tenths (.8) of a mile or more from their school:

For students whose parents/ guardians do not reside together, **and with whom they share parental time**, transportation may be provided to/from either residence.

B. Residing at LESS THAN eight tenths (.8) of a mile from their school:

For students whose parents/guardians do not reside together, **and with whom they share parental time**, transportation may be provided to/from either residence in

accordance with the criteria outlined above for students who have day care/child care situations.

4. Other

Other situations which concern the safety, welfare and/or age of the student will be considered by the Building Principal on a case-by-case basis.

Note: In granting permission to be transported, preference will be given on the basis of location of residence and age of the student.

Revised and Adopted: April 22, 1974

Avon School Committee

Amended: September 3, 1997

Reviewed: February 5, 2007 No Action Taken

Reviewed: September 22, 2015 No Action Taken

AVON PUBLIC SCHOOLS

School Bus Safety Program

EEAE

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

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

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

Adopted: July 14, 1981
Review: August 21, 2006
Reviewed: September 22, 2015 No Action Taken

Avon School Committee

AVON PUBLIC SCHOOLS

School Buses – Duties of Drivers

EEAEA

With respect to the operation of school buses owned by the Avon Public Schools, it is the policy of the Avon School Committee that:

1. Only persons employed as regular or spare Avon Public School Bus Drivers will be allowed to operate buses for either school or non-school use.
2. Courteous and careful drivers will be required.
3. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
4. No person under 21 years of age will be allowed to operate school buses.
5. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
6. Any unauthorized use of a school bus by an employee of the School Department will be cause for immediate dismissal.
7. Neither bus drivers nor their passengers may smoke, eat, or drink on school buses.
8. Bus drivers will be responsible for routine safety checks prior to starting bus trips in accordance with the inspection check list. Any noted deficiencies are to be reported to the bus coordinator.
9. Bus drivers will be responsible for the cleanliness of the buses to which they are assigned. In this regard, buses are to be completely swept out each day, and trash removed from the vehicle.

Adopted: August 12, 1974

Amended: May 11, 1994

Amended: August 21, 2006

Reviewed: September 22, 2015 No Action Taken

Avon School Committee

AVON PUBLIC SCHOOLS

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

EEAEA-1

The Avon Public Schools shall adhere to federal law and Department of Transportation regulations requiring a drug and alcohol-testing program for school bus drivers and commercial vehicle drivers. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

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

This program shall comply with the requirements of the code of Federal Regulations, title 49, Section 382 et. seq. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining circumstances and procedures for testing.

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

Adopted: August 28, 2006
Reviewed: September 22, 2015 No Action Taken

Avon School Committee

AVON PUBLIC SCHOOLS

Student Conduct on School Buses

EEAEC & JICC

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

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

Adopted: August 29, 1983
Revised: June 10, 1986
Amended: November 6, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Transportation in Private Vehicles

EEAG

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Adopted: April 24, 2006
Reviewed: September 22, 2015 No Action Taken

Avon School Committee

AVON PUBLIC SCHOOLS

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

EEAJ

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations. The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground. Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Avon School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Avon School District shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

NO IDLING

PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500

FOR SECOND AND SUBSEQUENT OFFENSES

M.G.L. C. 90, § 16B AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Avon School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Legal References: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

Adopted: June 22, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Free and Reduced Price Food Services

EFC

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

The School Committee endorses the eligibility for free milk, free meals and reduced price meals as required by state and federal regulations.

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

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

MEAL CHARGE POLICY

EFD

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via ConnectEd or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance ConnectEd or mailed notices. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office or building principal.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL [71:72](#); USDA School Meal Program Guidelines May 2017

CROSS REFS: [JQ](#), Student Fees, Fines & Charges

SOURCE: MASC February 2018

Adopted: September 19, 2016
Amended: May 16, 2017
Amended: May 7, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

OFFER VS. SERVE SCHOOL MEALS POLICY

EFDA

All schools serving lunch or breakfast under Avon Public Schools School Nutrition Agreement 11-018 will serve meals using the offer vs. serve option.

Staff training will be conducted at least once at the beginning of each new school year and on an as needed basis so that staff will be able to recite:

- The five components needed to be offered for lunch
- The four items needed to be offered for breakfast
- Various combinations of foods that would constitute a reimbursable meal
- Item(s) that need to be added to a student's selection to make the meal reimbursable
- How to ring in a student's selection as ala carte if they do not take the minimum components for a reimbursable meal

The staff will be able to recognize:

- A reimbursable breakfast
- A reimbursable lunch
- A meal that is not reimbursable and what would need to be added to the meal to make it reimbursable.

Signage will be posted in all serving areas; visible to students, explaining Offer vs. Serve. For example: the 5 food components are identified, and the student must take at least $\frac{1}{2}$ c fruit or vegetable plus 2 other full components for a reimbursable meal; for the best nutrition and value they should take all 5.

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

Adopted: March 28, 2016

Avon School Committee

F Series: FACILITIES DEVELOPMENT

This section provides a repository for statements on school construction, remodeling and modernizing, temporary facilities and facilities retirement plans.

FA	Facilities Development Goals
FCB	Retirement of Facilities
FF	Naming New Facilities
FFA	Memorials

AVON PUBLIC SCHOOLS

Facilities Development Goals	FA
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The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning expansions.

Architects retained by the Committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation of any such student as necessary in order to achieve compliance with #603 CMR 26.07.

LEGAL REF: 603 CMR 26:07

Adopted: February 27, 2006 Amended: November 18, 2013 Reviewed: February 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Retirement of Facilities

FCB

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

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

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

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

SOURCE: MASC

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Naming New Facilities

FF

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

SOURCE: MASC

Adopted: February 27, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Memorials

FFA

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

SOURCE: MASC August 2016

G SERIES: PERSONNEL

This section provides a repository for statements related to the district's personnel policies.

G	Personnel Policy for Support Personnel (<i>formerly 7000</i>)
GA	Personnel Goals
GBA	Equal Employment Opportunity
GBEA	Staff Ethics/Conflict of Interest
GBEB	Staff Conduct
GBEBC	Gifts to and Solicitations by Staff
GBEBD	Online Fundraising And Solicitations - Crowdfunding
GBEC	Policy on Substance Abuse
GBED	Use of Tobacco Products on School Property Prohibited
GBGB	Staff Personal Security and Safety
GBGE	Domestic Violence Leave
GBGF	Family and Medical Leave
GBI	Staff Participation in Political Activities
GBJ	Personnel Records
GCA	Professional Staff Positions
GCB	Employment of Principals
GCBBD	Recertification of Good Health For All Personnel
GCCC	Family and Medical Leave
GCCD	Domestic Violence Leave
GCD	Student-Staff Relations
GCE	Professional/Support Staff Leaves (Jury Duty)
GCF	Professional Staff Hiring
GCG	Part-time & Substitute Professional Staff Employment
GCIA	Philosophy of Staff Development
GCJ	Professional Teacher Status
GCQF	Suspension and Dismissal of Professional Staff Members
GCRD	Tutoring for Pay
GDA	Support Staff Positions
GDB	Support Staff Contracts and Compensation Plans
GDE	Support Staff Recruiting/Posting of Vacancies
GDF	Support Staff Hiring
GDQD	Suspension and Dismissal of Support Staff Members

AVON PUBLIC SCHOOLS

PERSONNEL

POLICY

G

Formerly known as 7000

A set of operational procedures formulated by the Avon School Committee to ensure that all of its support personnel are treated in a manner which is equitable.

Proposed by the Avon School Committee: July 24, 1996
Adopted by the Avon School Committee: December 4, 1996
Amended by the Avon School Committee: September 13, 1999
Amended: July 15, 2002
Amended: September 9, 2002
Amended: January 27, 2003
Amended: February 27, 2006
Amended: June 1, 2009
Amended: June 3, 2013
Amended: June 17, 2013
Amended: November 18, 2013
Amended: June 15, 2014
Reviewed: February 2016
Amended: December 11, 2017

Hard Copy in Central Office for viewing

AVON PUBLIC SCHOOLS

Personnel Goals

GA

The School Committee is responsible to the students and residents of the school district that they represent to insure that quality individuals are hired to meet the needs of the District. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The District's specific personnel goals are:

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

LEGAL REF.: M.G.L. 76:5 603 CMR 26:00 & 26:08 paragraphs 3,7,8,9

Adopted: February 27, 2006
Amended: March 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Equal Opportunity Employment

GBA

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

LEGAL REFS: M.G.L. 151B:4; BESE Regulations 603 CMR 26:00

Adopted: July 14, 1981

Amended: August 21, 2006

Amended: November 18, 2013

Reviewed: February 2016

Amended: December 11, 2017

Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

STAFF ETHICS / CONFLICT OF INTEREST

GBEA

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every 2 years, all current employees, including School committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

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

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:52](#); [268A:1](#) et seq.

Adopted: March 27, 1978
Reviewed: May 8, 2006
Amended: December 2015
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Staff Conduct

GBEB

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

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

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

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

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS: M.G.L. 71:37H; 264:11; 264:14

Adopted: July 14, 1981
Reviewed: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

GIFTS TO AND SOLICITATIONS BY STAFF

GBEBC

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC December 2012

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

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

Adopted: August 28, 2006

Amended: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

ONLINE FUNDRAISING AND SOLICITATIONS – CROWDFUNDING

GBEBD

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy ([KCD](#)). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return

donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL [44:53A](#); [71:37A](#); [268A:3](#); [268A:23](#); Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: [GBEA](#), Staff Ethics/Conflict of Interest;

[GBEBC](#), Gifts To and Solicitations by Staff;

[KCD](#), Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

Adopted: June 4, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

Substance Abuse

GBEC

The School Committee is committed to providing a drug free workplace in observance and enforcement of state and federal laws regulating the use of alcohol and controlled substances. It is equally committed to creating conditions conducive to the physical and psychological health of everyone who works or studies within its jurisdiction. This document sets forth certain principles and practices officially adopted in pursuance of these commitments.

I. Guiding Principles

The substance abuse policies of the Avon Public Schools are guided by the following principles:

1. Through judicious policy, sound instruction, and positive example, the School Department should promote the good health of those it serves and discourage practices which are clearly harmful.
2. Since the use of addictive, intoxicating, or psychoactive substances or the improper use of medication interferes with the educational process, it constitutes a legitimate object of concern and regulation by the School Department.
3. Such substance abuse is preventable and treatable.
4. In everything connected with the problem of substance abuse, it is important that the attitudes and behavior of the members of the School Committee, the administration, and the entire school staff should provide a model worthy of respect and emulation.
5. The success of the School Department's efforts to prevent substance abuse requires the coordinated collaboration of all other segments of the community, especially of parents and of others who deal with young people and are responsible for their development and well-being.

II. General Regulations

In keeping with these principles, the School Department of the Town of Avon lays down the following general regulation:

No person may, while within the jurisdiction of the School Committee of the Town of Avon, use, possess, manufacture, sell, distribute, or be under the influence of any intoxicating or illegal substance, or be in the possession of any equipment or paraphernalia connected with the manufacture or use of any substance prohibited under this or any other School Department regulation.

In this regulation and in any further statements and policies explaining or implementing it, the term "illegal substance" shall be construed in accordance with the laws of the United States and of the Commonwealth of Massachusetts; further, the term "intoxicating substance" shall be construed to include any material whose absorption into the tissues of the body noticeably affects the normal functioning of the nervous or muscular systems. It should therefore be noted that this regulation prohibits not only all use or possession of illegal substances and the implements for their use, but also extends this prohibition to any other substance including medications (except used as directed under prescription), whose use or misuse results in intoxication as defined above.

The jurisdiction of the School Committee extends to all property owned, administered, or hired by the School Department; to the activities of students, faculty, administration, and other employees during the hours of the school day and at school-sponsored events; and, in the case of students, to the time of their travel to and from school and school-sponsored events.

III. Implementation of Policy

1. The School Committee charges the Superintendent of Schools with the chief responsibility for the implementation of this policy. In cooperation with administrators, faculty, staff, parents, students, and other community members and organizations, and in collaboration with agencies which provide self-help or professional services in the treatment and prevention of substance abuse, he/she will develop the specific plans and programs deemed necessary to implement the School Department's substance abuse policies effectively.
2. The Superintendent or designee is responsible for the publication of this policy and its distribution to the students, parents, and employees of the Avon Public Schools, as well as for disseminating knowledge of its more important provisions among the local public at large.
3. The Superintendent or designee shall take care especially to see that this policy is well known and clearly explained to everyone who may be covered by it or directly involved in its implementation. He/She shall further be responsible for initiating an annual review of this policy and its means of implementation in all the schools and for making recommendations concerning its revision.
4. All faculty and other staff members shall be expected to remain well informed about substance abuse problems and to exercise the vigilance needed to identify such problems and to make appropriate referrals. They should pay particular attention to any dramatic or prolonged decline in a person's level of performance and to other patterns of behavior or attitude which experience and research have shown to be typical signs of substance abuse.
5. Any student or employee of the Avon Public Schools who has a substance abuse problem is encouraged to turn to the personnel, programs, and facilities of the school department for direct help or for referral to other agencies. It is the policy of the School Committee that anyone who thus voluntarily seeks the help of school department personnel or programs in dealing with a substance abuse problem shall enjoy the guarantees of confidentiality and of immunity from any disciplinary action resulting from disclosures made in the course of seeking such help.

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

Adopted: January 9, 1981

Amended: February 13, 2006

Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Use of Tobacco Products on School Property Prohibited

GBED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

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

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

Adopted: February 27, 2006
Reviewed: March 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Staff Personal Security and Safety

GBGB

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

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination (provided at School Committee cost) prior to the date of employment.

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

School employees, their families and members of their household are eligible to use the confidential services provided by the municipality's employee assistance program.

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

CROSS REFS.: EB, Safety Program

Adopted: August 28, 2006
Reviewed: May 2016
Amended: November 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Domestic Violence Leave

GBGE

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. [149:52E](#); Section 10

Chapter 260 of the Acts of 2014

Adopted: January 9, 2018
Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

Family And Medical Leave

GBGF

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

SOURCE: MASC September 2016

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

Adopted: January 9, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

Staff Participation in Political Activities

GBI

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are: campaigning for an elective public office, and holding an elective or appointive office.

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

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

Adopted: February 27, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Personnel Records

GBJ

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employee's names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. 4:7; 71:42C
Teachers' Agreement

CONTRACT REF: All Agreements
CROSS REF: KDB, Public's Right to Know

Adopted: February 27, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Professional Staff Positions

GCA

All professional staff positions in the school system will be created initially by the school committee upon recommendation of the superintendent. It is the committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the committee may abolish a position it has created.

Each time a new position is established by the committee, the superintendent will present for the committee's approval a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The superintendent will maintain a comprehensive set of job descriptions for all positions.

Adopted: July 14, 1981
Reviewed: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Employment of Principals

GCBB

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

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

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

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

LEGAL REF: MGL 71:41; 71:59

Updated 6/13/13

Adopted: August 28, 2006
Amended: March 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Recertification of Good Health for All Personnel

GCBD

Personnel may be required at any time to recertify fitness to hold such position and perform the job duties and responsibilities required when, in the judgment of the Superintendent, such information is needed.

This certification shall be performed by a medical doctor, or other certified specialist as determined by the Superintendent. The School District will be responsible for the costs of this certification examination.

The recertification will be at the discretion of the Superintendent at times when he/she feels it is necessary to ascertain a person's ability to continue to fulfill his/her job description.

The recertification should include:

- Certification of the absence of any chronic or permanent health condition which prevents the employee from carrying out the essential job duty and responsibilities of the position.

Adopted: April 22, 1980
Amended: February 26, 1991
Amended: February 5, 2007
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Family and Medical Leave

GCCC

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

SOURCE: MASC

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

Adopted: March 6, 2000
Amended: April 3, 2000
Amended: March 2016

Avon School Committee

AVON PUBLIC SCHOOLS

DOMESTIC VIOLENCE LEAVE POLICY

GCCD

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- the employee, or a family member of the employee must be a victim of abusive behavior;
- the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- requested or consented to, in writing, by the employee;
- ordered to be released by a court of competent jurisdiction;
- otherwise required by applicable federal or state law;
- required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', 'abusive behavior', 'domestic violence', 'employees' and 'family members' may be found in the laws referenced below.

SOURCE: MASC October 2014

LEGAL REF.: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

Adopted: May 18, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Staff-Student Relations

GCD

Any activity which grows out of , its built upon, or utilizes the student/teacher contact resulting from a teacher's official position in the Avon Public Schools is deemed to come under the purview and responsibility of the Avon School Committee.

Approval for any teacher-organized activity involving students shall be obtained through the principal before any action is taken or tentative or implied commitment made to students, parents, or others.

This policy applies whether or not the proposed activity is to take place outside regular school hours and whether or not school funds, facilities, equipment or materials are to be used.

Adopted: April 4, 1977
Reviewed: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Professional/Support Staff Leaves – Jury Duty
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GCE

Any permanent school department employee required to serve on a jury, and thus having to be absent from regular duty, shall be compensated at their regular rate of pay less the salary compensation received from serving on the Jury Duty.

On any work day or fraction thereof during which an employee is not required for Jury Duty, he must return to perform his assigned duties.

Adopted: November 21, 1977 Reviewed: August 21, 2006 Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Professional Staff Hiring

GCF

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

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

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

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

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability, pregnancy or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

SOURCE: MASC September 2016

UPDATED: June 2012

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#)

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Director of Pupil Services in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26:00](#), and [44:00](#)

Adopted: October 3, 1990

Amended: December 5, 1995

Reviewed: August 21, 2006

Amended: November 18, 2013

Reviewed: February 2016

Amended: December 11, 2017

Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

Part-time and Substitute Professional Staff Employment

GCG

Part-Time Teachers

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

Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. Periodically he/she will submit to the Superintendent a list of qualified substitutes for approval.

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

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

**Amended: August 21, 2006
Reviewed: February 2016**

Avon School Committee

AVON PUBLIC SCHOOLS

Philosophy of Staff Development

G CIA

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

Adopted: August 28, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Professional Teacher Status

G CJ

The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year and a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

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

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

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

Established by law and Committee policy

SOURCE: MASC September 2016

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

Adopted: May 21, 2001

Amended: August 21, 2006

Reviewed: February 2016

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Suspension and Dismissal of Professional Staff Members

GCQF

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

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

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

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

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

TUTORING FOR PAY

GCRD

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

Tutoring for pay is not to be done in the school building.

LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers
SOURCE: MASC 2013

Adopted: February 27, 2006
Amended: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Support Staff Positions

GDA

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the committee upon recommendation of the Superintendent. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position be reduced in event of destaffing requirements, only the Committee may abolish a position it has created.

Note: Support staff job descriptions and job specifications are available for review in the superintendent's office.

Adopted: January 6, 1975
Reviewed: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

GDB

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

Adopted: March 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Support Staff Recruiting/Posting of Vacancies

GDE

The School Committee will establish, and budget for, support staff positions in the school system on the basis of need.

The recruitment and selection of candidates for such positions will be the responsibility of the Principal for building based positions, and the Superintendent for District-wide positions, who will confer with principals and other supervisory personnel, as appropriate, in making a selection.

All support staff vacancies will be made known to all support staff personnel.

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Support Staff Hiring

GDF

All candidates will be considered on the basis of their merits, qualifications, and the needs of the School System. In each instance, the Superintendent and others playing a role in the selection process will seek to employ the best qualified person for the job.

Vacancies in positions will be filled by the Superintendent and/or the Principal in accordance with the law and with the applicable regulations.

LEGAL REFS: M.G.L. 71:55B; 71:59B

Adopted: July 14, 1981
Revised: December 6, 1995
Amended: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Suspension and Dismissal of Support Staff Members

GDQD

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

SOURCE: MASC September 2016

Adopted: July 14, 1981
Amended: August 21, 2006
Reviewed: February 2016
Amended: December 11, 2017

Avon School Committee

H Series: NEGOTIATIONS

This section is a repository for statements pertaining to the process of negotiating with staff units recognized by the School Committee.

- HA Negotiations Goals
- HB Negotiations Legal Status
- HC Staff Job Actions

AVON PUBLIC SCHOOLS

Negotiations Goals

HA

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the school committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

Adopted: July 14, 1981
Reviewed: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Negotiations Legal Status

HB

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

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

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

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

Adopted: August 21, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Staff Job Actions

HC

The Association on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that, during the term of the Agreement, it will not authorize, approve, participate or in any way encourage any strike, work stoppage, slowdown or the withholding of services, including extracurricular services, from the employer, Avon School Committee and the Town of Avon.

It is further agreed that the Association will not interfere, restrain or coerce any person from seeking employment with the Avon School Department during the term of this Agreement.

It is further agreed that any employee covered by this Agreement who violates this provision or any part thereof subjects himself to disciplinary action.

Adopted: January 17, 1990
Amended: August 21, 2006
Reviewed: February 2016

Avon School Committee

I SERIES: INSTRUCTION

This section provides a repository for statements on the instructional program: programs, special programs, activities programs, instructional resources and academic achievement.

IA	Instructional Goals
IB	Academic Freedom
IC/ICA	School Year/School Calendar
ID	School Day
IE	Organization of Instruction
IGA/IGD	Curriculum Development, Revision & Adoption Policy
IGB	Support Services Programs
IGBE	Remedial Instruction
IHA/IHA-E	Basic Instructional Program
IHAI	Occupational Education
IHAM	Health Education
IHAMA	Parental Notification Relative to Sex Education
IHAMB	Teaching About Drugs, Alcohol, and Tobacco
IHAM-R	Health Education Exemption Procedure
IHB	Special Instructional Programs and Accommodations (Programs for Children with Special Needs)
IHBA	Programs for Students with Disabilities
IHBD	Compensation Education (Title 1)
IHBEA	English Language Learners
IHBF	Homebound Instruction
IHBG	Home Schooling
IHBH	Alternative School Programs
IHCA	Summer Schools
IJ	Instructional Materials
IJ-R	Reconsideration of Instructional Resources
IJL	Library Materials Selection & Adoption
IJLA	Library Resources
IJND	Access to Digital Resources
IJND.1	Bring Your Own Device (BYOD)
IJNDB	Empowered Digital Use Policy
IJNDC	School & District Web Pages
IJNDD	Social Media
IJH / IJOA	Student Travel/Field Trips
IJOA-2	Packard Outing Fund
IJOB	Community Resource Persons/Speakers

IJOC	School Volunteers
IK	Academic Achievement
IKA	Grading Policy
IKAB	Student Progress Report to Parents/Guardians (Report Cards)
IKB	Homework
IKE	Promotion and Retention of Students
IKF	Graduation Requirements
IKFA	Graduation Exercises: Release Dates for High School Graduates
IL	Evaluation of Instructional Programs
ILBA	District Program Assessments
ILD	Student Submission To Educational Surveys & Research
IMA	Teaching Activities/Presentations
IMB	Teaching About Controversial Issues/Controversial Speakers
IMD	School Ceremonies and Observations
IMG	Service Animals

AVON PUBLIC SCHOOLS

Instructional Goals

IA

The primary function of a school program is the instruction of students. All staff activities and efforts shall provide 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 and Assessment Function

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

LEGAL REFS: 603 CMR 26:00

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

Adopted: July 14, 1981
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Academic Freedom	IB
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The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State.

LEGAL REF: Constitution of the Commonwealth of Massachusetts

Adopted: February 27, 2006 Reviewed: February 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

School Year/School Calendar	IC/ICA
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The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval by May 1st of each year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board Of Education:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days schools will be in session, holidays and vacation periods, and in service days and parent conferences.

LEGAL REFS: M.G.L. 4:7; 15:1 G; 71:1; 71:4; 71:4a; 71:73; 136:12
Board of Education Regulations for School Year and School Day,
Effective 09/01/75
Board of Education, Student Learning Time Regulations
603 CMR 27.00, Adopted 12/20/94

Adopted: May 3, 1982 Amended: October 16, 2006 Reviewed: February 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

School Day	ID
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The length of the school day is established in the collective bargaining agreements with the various school unions. The specific opening and closing times of the schools will be recommended by the Superintendent and set by the 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. To help insure the safety of all children, parents will also be notified that students will not be admitted into the school building until 15 minutes prior to the start of the official day unless bus schedules require earlier admittance.

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

Adopted: February 27, 2006 Reviewed: February 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Organization of Instruction	IE
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The District offers a diversified educational program compatible with the needs of the community and state standards.

The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential.

The structure will consist of three levels – Primary/Elementary, Middle and Secondary levels.

The Primary/Elementary level includes schools with kindergarten through grade six. The Middle level consists of schools for grades seven and eight. The Secondary level consists of schools with grades nine, ten, eleven, and twelve.

Special education services are integrated across each grade level in all schools.

The organization is designed to meet the standards established within the Curriculum Frameworks as required by the State Department of Elementary and Secondary Education and to serve the needs of all students

Adopted: November 6, 2006 Reviewed: February 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Curriculum Development, Revision & Adoption Policy

IGA/IGD

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise, and gathering input from parents and community.

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

The School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

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

Adopted: March 18, 2002
Amended: February 13, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Support Services Programs	IGB
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To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Support Services staff will work in cooperation with building staff and the administration of the District in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) support services programs.

Curricular Supervision and Coordination

Coordinating personnel for specific curricular areas shall be assigned by the administration. This personnel shall assist in the organization, supervision, and coordination of subject material and activities in the schools.

Support Services

The (Director of Pupil Services) shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned.

Adopted: November 6, 2006 Amended: September 19, 2016	Avon School Committee
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AVON PUBLIC SCHOOLS

Remedial Instruction

IGBE

Remedial reading teachers and/or remedial reading tutors shall be assigned to assist those students accepted into a remedial program. Standard procedures will be established for entry into and exit from the remedial reading program. The procedures will be reviewed annually.

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Basic Instructional Program

IHA/IHA-E

State law requires that schools:

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

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, and the Bill of Rights, and local history and government will be taught as required subjects in the public schools.

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

The Fundamental Skills

The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

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

Curricula

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

Adopted: July 14, 1981

Amended: October 16, 2006

Reviewed: February 2016

Avon School Committee

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

AVON PUBLIC SCHOOLS

Occupational Education

IHAI

The School Committee recognizes that students in kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many vocations available to them.
3. Develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational and cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to such aspects through creative problem solving experiences.

LEGAL REFS: M.G.L. 71:37K; 71:38A through 71:38F; 74:1 et. seq.
Board of Education Chapter 74 Regulations, adopted 6/28/77,
Effective 09/01/77

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

HEALTH EDUCATION

IHAM

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.

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

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

SOURCE: MASC

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

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Parental Notification Relative to Sex Education

IHAMA

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

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

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

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

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferable within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

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

Adopted: November 3, 1997
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

IHAMB

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

The drug, alcohol and tobacco education program shall address the legal, social, and health consequences of drug, alcohol and tobacco 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, alcohol or tobacco.

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

To create an awareness of the total drug problem--prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.

To relate the use of drugs, alcohol and tobacco to physical, mental, social and emotional practices.

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.

To understand the personal, social and economic problems causing the misuse of drugs, alcohol, and tobacco.

To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

SOURCE: MASC

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

AVON PUBLIC SCHOOLS

HEALTH EDUCATION

IHAM-R

Exemption Procedure:

Exemption will be granted from a specific portion of 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 that portion 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 activity for which the student will 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.

SOURCE: MASC

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

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Special Instructional Programs and Accommodations (Programs for Children with Special Needs)

IHB

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

The requirements of law and regulation 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 to twenty-two who have not attained a high school diploma or its equivalent will be eligible for special education.

The 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 school system's non-academic 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.

SOURCE: MASC October 2016

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)

Rehabilitation Act of 1973
M.G.L. [71B:1](#) et seq.
603 CMR [28:00](#) inclusive

Adopted: July 14, 1981
Amended: October 16, 2006
Reviewed: February 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Programs for Students with Disabilities

IHBA

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Compensation Education (Title 1)

IHBD

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

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

English Language Learners

IHBEA

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

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English, observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with federal law.

SOURCE: MASC October 2016

LEGAL REFS.: PL114-95 Every Student Succeeds Act

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR [14.00](#)

Adopted: July 14, 1981

Amended: February 13, 2006

Amended: September 19, 2016

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Homebound Instruction

IHBF

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

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

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

Adopted: November 6, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

HOME SCHOOLING

IHBG

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

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

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

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

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

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

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

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

SOURCE: MASC

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

Adopted: **September 19, 2016**

Avon School Committee

AVON PUBLIC SCHOOLS

Alternative School Programs

IHBH

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

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

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

LEGAL REFS: M. G. L. 71:37I; 71:37J
Board of Education Regulations Pertaining to Section 8 Chapter
636 of the Acts of 1974, Regarding Magnet School Facilities and
Magnet Educational Programs, adopted 2/25/75

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Summer Schools

IHCA

The school system shall make available summer sessions as a supplement to the instruction offered during the school year, when funding such programs is available. The focus of the program will be remedial work.

To attend summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or makeup purposes. Credit towards graduation requirements may be granted to high school students in line with regulations of the School District.

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

SOURCE: MASC

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

Adopted: Prior to 1986
Amended: October 16, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Instructional Materials

IJ

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

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

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, homeless status, or sexual orientation.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REFS: M.G.L. 71:48; 71:49; 71:50

BESE regulations 603 CMR 26.00

CROSS REFS:

Adopted: July 14, 1981
Amended: October 16, 2006
Amended: November 18, 2013

Avon School Committee

AVON PUBLIC SCHOOLS

Reconsideration of Instructional Resources

IJ-R

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

Religion – Factual, unbiased material on religions has a place in school libraries.

Ideologies – Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity – Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

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

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

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

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

After the Superintendent has adopted new materials, that decision will not be considered for a period of three years beginning with the end of the school year when the adoption is made.

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Library Materials Selection And Adoption

IJL

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

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

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

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

SOURCE: MASC

LEGAL REF.: 603 CMR [26:05](#)

Adopted: October 19, 1981
Reviewed: February 13, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Library Resources

IJLA

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

Definition of Library Resources

Library resources are those print, non-print, and digital materials found in school libraries which support curricular and personal information needs.

Criteria for Selection of Library Resources

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

- Needs of the individual student

Based on knowledge of students

Based on requests of parents and students

- Needs of the individual school

Based on knowledge of the curriculum of the school

Based on requests from the professional staff

- 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.

- Provision of materials of high artistic quality.

- Provision of materials with superior format.

- Reputable, unbiased, professionally prepared selection aids 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 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.

Re-evaluation (Weeding) of Library Resources

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:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material that is no longer accurate nor current.
- 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).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

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

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- 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.

SOURCE: MASC October 2016

Adopted: September 19, 2016
Reviewed: November 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Access to Digital Resources

IJND

The Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

Safety Procedures and Guidelines

The Superintendent or designee shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct or electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Employee Use

Employees shall use electronic mail only for purposes directly related to work-related activities. Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic

media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Community Use

On recommendation of the Superintendent or designee, the Committee shall determine when and which computer equipment, software, and information access systems will be available to the community. Upon request to the Principal or designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent or designee.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Responsibility for Damages

Individuals shall reimburse the Committee for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent or designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

SOURCE: MASC

LEGAL REFS: 47 USC § 254

CROSS REFS: IJNDB, Acceptable Use Policy – Technology

Adopted: February 27, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

BRING YOUR OWN DEVICE (BYOD)

IJND.1

AVAILABILITY OF ACCESS

Access to the District's wireless network, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on an employee's job performance or on a student's academic performance

CONDITIONS OF USE

- Conditions of use for the District's network shall be permitted as long as the user's actions:
- Comply with the responsibilities specified in the Acceptable Use Policy (AUP)
- Impose no tangible costs to the District;
- Do not unduly burden the District's computers, or network resources;
- Have no adverse effect on an employee's job performance or on a student's academic performance;
- Do not cause a substantial disruption to the educational environment;
- Students and Parents have submitted the signature page of this agreement;

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate District policies.

Violations may result in criminal prosecution as well as disciplinary action by the District. Participation in the "Bring Your Own Device" program is strictly optional.

The District will allow students to bring their own authorized technology devices (currently includes laptops, netbooks, eReaders, iPads, and android tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom, will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher.

Students and staff are required to access Avon Public Schools wireless network when using the approved devices during the school day with the consent and supervision of the classroom teacher and the authority of the building principal or when using approved devices for personal use at authorized times. While users may operate their own devices to access their own cellular/satellite/ use of private (3G/4G) network, access on school grounds must be in compliance with the Acceptable Use Policy (AUP).

Devices should have

- An updated web browser from which students are able to access necessary tools.
 - Current antivirus software.
- Be fully charged and maintained to work properly during the school day.

MOBILE DEVICES

Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on the network. This category includes but is not limited to iPads, Android tablets (Samsung Galaxy, Asus Transformer, etc.), and eReaders (Kindles, Nooks, etc.). 3G/4G Network Access is Prohibited: Mobile devices such as laptops, tablets, e-readers, are often equipped with 3G/4G wireless accessibility, which the District is unable to filter or monitor, in legal compliance with the Children's Internet Protection Act. Students and employees who bring 3G/4G-enabled devices must access the

Internet via the District's filtered Wi-Fi connection, only! Violators may have their devices confiscated; their participation in the BYOD program restricted, and be subject to other disciplinary action.

Any parent/guardian permitting a child to use a personally owned technology device in accordance with this agreement on, School District property, must read, sign, and return this agreement to the school.

1. The Students are responsible for keeping their devices in their possession or properly securing them, at all times. District personnel are not responsible for the security or condition of students' personal devices.
2. The Students are responsible for the loss, theft or damage that may occur on school property and are responsible for proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use these devices.
3. The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that they were used to violate our policies, administrative procedures, school rules, or for general misconduct.
4. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
5. The student must comply with the teachers' request to refrain from using a device, verify/display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without his/her knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of an administrator or faculty member.
7. The student should only use personal technology devices with consent and under the direct supervision of an administrator or faculty member
8. All users are required to utilize the District's secured wireless network to access the Internet.

Print Student's Name: _____ Grade: _____

I understand and agree to abide by the BYOD agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Student's Signature/ Date

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and he/she understands the responsibility he/she has while using personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

Parent's Signature/ Date

Adopted: September 8, 2014
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

EMPOWERED DIGITAL USE POLICY

IJNDB

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

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

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC

Adopted: August 2015

Adopted: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Internet Publication

IJNDC

I. PURPOSE

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

IV. SAFETY PRECAUTIONS

A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

SOURCE: MASC

Adopted: August 2015

Adopted: November 6, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Social Media

IJNDD

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

Improper fraternization with students using social media or other electronic means such as:

1. Teachers may not friend or follow current students on social media.
2. All electronic contacts with students should be through the district's computer and telephone system, except emergency or special situations.
3. Team, class or student organization pages, accounts or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
4. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrators.
5. Teachers will not give out their private cell phone or home phone numbers without approval of the district. With the prior approval of the Principal or Superintendent a cell phone number may be given out for class trips or sporting events where for safety reasons a coach or teacher may need to be contacted.

If the Employer has a good faith belief that inappropriate electronic communication has occurred between a staff member and a student, the Superintendent and/or Principal will address the issue with the staff member.

Adopted: November 15, 2010
Amended: December 3, 2012
Amended: September 19, 2016
Reviewed: November 2017
Amended: April 22, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

Student Travel/Field Trips

IJOA / JJH

School sponsored field trips and/or any travel by students that is off campus shall be subject to administrative approval except in the following cases where School Committee approval will be required:

1. All students' trips sponsored by the Avon Public Schools that are planned between the hours of midnight and 6:00 A.M. and/or any overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

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

2. All student trips that involve or require a total operating budget expenditure for the trip in excess of \$500

This policy includes athletic travel which must be approved by School Committee when travel requires an overnight stay and/or is planned between the hours of midnight and 6:00 A.M. (#1.). Athletic travel is exempt from School Committee approval when trips involve or require a total operating budget expenditure in excess of \$500 (#2.)

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

LEGAL REFS.: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N

Adopted: December 1, 1986

Amended: January 28, 2002

Amended: May 17, 2004

Amended: June 22, 2004

Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

PACKARD OUTING FUND

IJOA – 2

Packard Outing Fund money shall be used annually to help provide for excursions during the warm weather for the students of the Town of Avon.

The equitable allotment of these funds will be determined by the Superintendent.

Adopted: 3/15/83
Amended: 3/18/02
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Community Resource Persons/Speakers

IJOB

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

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School Volunteers

IJOC

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

IK

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

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

In addition to the periodic reports, parents will be notified when a student's performance warrants attention.

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

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Director of Pupil Services, who will submit the proposal to the School Committee for consideration and approval.

SOURCE: MASC October 2016

Adopted: July 14, 1981

Amended: October 16, 2006

Reviewed: February 2016

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Grading Policy

IKA

The primary purpose of grading is to communicate clearly the levels of achievement of students, consistently and accurately, as they appear on report cards and transcripts, and as they are used to establish Honor Roll status and rank in class.

Adopted: October 10, 1978
Amended: February 12, 1990
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Progress Reports to Parents/Guardians

IKAB

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

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

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

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

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Director of Pupil Services, who will submit the proposal to the School Committee for consideration and approval.

Adopted: February 12, 1990
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Homework

IKB

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

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

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

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

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

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

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

Adopted: March 3, 1975
Amended: April 26, 1989
Amended: October 16, 2006
Amended: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Promotion and Retention of Students

IKE

The School Committee is dedicated to the best total and continuous development of each student enrolled in the Avon Public Schools. 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 observations of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

Adopted: December 17, 1973
Amended: June 18, 1984
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Graduation Requirements

IKF

In order to graduate from Avon Middle-High School a student must have earned at least 120 credits.

- English: 4 courses
- Mathematics: 4 courses
- Lab-based Science: 3 courses
- Social Studies: 3 courses to include U.S History I and II, and any other Social Studies course(s)
- World Language: 2 sequential courses of the same language
- Physical Education: 4 courses
- Computer Literacy: 1 course
- Fine or Applied Arts: 1 full year course or 2 semester courses
- Community Service: Minimum 40 hours in 4 years
- Remaining to be earned in any combination of elective courses

A total of 80 credits must be earned in courses that meet four or more times per week. Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses.

- Additionally, students must meet State Mandated testing requirements in order to graduate from Avon Middle-High School.

Adopted: November 21, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Graduation Exercises – Release dates for High School Graduates

IKFA

Pupils graduating from Avon High School shall not be released from attendance prior to the 163rd day of school in said school year, and graduation from Avon High School may not occur prior to the 168th day of said school year.

Adopted:
Amended: February 12, 1990
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Evaluation of Instructional Programs

IL

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

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

Elements of this evaluation process may include:

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

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

Adopted: July 14, 1981
Amended: October 16, 2006
Reviewed: October 2015

Avon School Committee

AVON PUBLIC SCHOOLS

District Program Assessments

ILBA

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

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

Adopted: February 12, 1990

Amended: October 16, 2006

Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH **ILD**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: [JRA](#), Student Records

SOURCE: MASC February 2018

Adopted: June 4, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

Teaching Activities/Presentations

IMA

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

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

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

Adopted: November 6, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Teaching about Controversial Issues/Controversial Speakers

IMB

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

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School 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 classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

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

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
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 will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.

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 non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

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

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

Adopted: December 4, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School Ceremonies and Observances

IMD

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

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

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

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

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

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

LEGAL REF: 603 CMR 26:05

Adopted: September 16, 1963

Amended: April 5, 1982

Amended: February 12, 1990

Amended: October 16, 2006

Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

IMG - ANIMALS IN SCHOOL

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

The 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 Schools 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.

Educational 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 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.

***Exception: 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.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The 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 dogs;"
- 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 or 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.

LEGAL REF.: 28 CFR, Part 35

SOURCE: MASC October 2016

Adopted: April 25, 2011
Amended: September 19, 2016
Amended: December 11, 2017

Avon School Committee

J SERIES: STUDENTS

This section provides a repository for statements concerning students: admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the curriculum, instruction of students and extracurricular programs are filed in the I section.

JAB	Student Social Events
JA/JA-E	Student Policies Goals
JB	Equal Educational Opportunities
JEB	Students Age of Entrance
JFABC	Admission of Transfer Students from Commonwealth Charter Schools
JFABE	School Attendance – Adult Residents of Avon Seeking to Re-enter High School
JFBB	School Choice
JFE	School Admissions
JH	Student Absences and Excuses
JHD	Exclusions & Exemptions from School Attendance
JI	Students Rights and Responsibilities
JIB	Student Involvement in Decision-making
JIC	Student Discipline
JICA	Student Dress Code & Dress for Physical Education
JICC & EEAEC	Student Conduct on School Buses
JICE	Student Publications
JICF	Gang Activity/Secret Societies
JICFA	Prohibition of Hazing
JICFB	Anti-Bullying
JICH	Alcohol, Tobacco, & Drug Use by Students Prohibited
JICH-A	Use of Drug and Bomb Sniffing Dogs
JIE	Pregnant Students
JIH	Interrogations and Searches
JII	Student Complaints and Grievances
JJ	CoCurricular and ExtraCurricular Activities
JJA	Student Organizations
JJB	Athletic and Extra-Curricular Eligibility Grades 7-12
JJE	Student Fund-Raising Activities
JJF	Student Activity Accounts
JJF-R	Graduating Class Funds
JJH /IJOA	Student Travel / Field Trips
JJIF	Athletic Concussion Policy

JK	Student Conduct
JKAA	Physical Restraint of Students
JLA	Student Insurance Program
JLC	Student Health Services and Requirements
JLCA	Physical Examinations of Students
JLCB	Immunization Requirements
JLCC	Communicable Diseases
JLCCA	AIDS (Acquired Immune Deficiency Syndrome) Resolution
JLCD	Administering Medicines to Students
JLCD – R	Procedures of Administration of Prescription Medication
JLCD – R 1	Administration of Medication Policies
JLCE	Student with “Comfort Care” Order/Do Not Resuscitate (DNR)
JLD	Guidance Program
JQ	Student Fees, Fines, and Charges
JQA	Student Scholarships-Formal Agreement for Establishment
JQB	Certificate of Attainment
JRA	Student Records
JRD	Student Photographs

AVON PUBLIC SCHOOLS

Student Social Events

JAB

It is expected that students attending school dances and other social affairs will conduct themselves appropriately. Improper dress or behavior will result in removal from the dance and subsequent disciplinary action. All school rules and regulations are in effect at all school dances.

Adopted: July 14, 1981 Amended: October 16, 2006 Reviewed: May 2016
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Avon School Committee

AVON PUBLIC SCHOOLS

Student Policies Goals

JA/JA-E

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

Consequently, the school committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

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

The School Committee of each school district shall establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to ensure that all obstacles to equal access to school programs for all persons are removed, regardless of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation, no matter how subtle or unintended. Such policies shall include a requirement for an annual evaluation of all aspects of the K through 12 school program to insure that all students regardless of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation are given an opportunity to develop skills, competence, and experience, and to receive appropriate guidance so that they may be able to participate in all programs offered by the school including athletics and other extracurricular activities. Special attention shall be given to schools and programs in which students of either gender or of racial or national origin groups present in the community are markedly underrepresented.

The Superintendent, as an agent of the School Committee, shall promote and direct effective procedures for the full implementation of 603 CMR 26.00, and shall make recommendations to the Committee for the necessary policies, program changes, and budget resource allocations needed to achieve adherence to 603 CMR 26.00.

LEGAL REF: 603 CMR 26:00

Adopted: July 14, 1981
Amended: November 6, 2006
Amended: November 18, 2013

Avon School Committee

AVON PUBLIC SCHOOLS

Equal Educational Opportunities

JB

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their age, color, disability, national origin, race, religion, gender, gender identity, physical and intellectual differences, pregnancy or pregnancy related condition, homeless status, or sexual orientation.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

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

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

LEGAL REFS: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
603 CMR 26:00

CROSS REF: AC, Nondiscrimination

Adopted: November 20, 2006
Amended: November 18, 2013
Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

Students – Age of Entrance

JEB

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

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

In accordance with the above, it is the policy of the Avon School Committee that:

1. All students entering Kindergarten must be five (5) years of age **before September 1** of the year of entry.
2. All students entering Grade One (1) must be six (6) years of age **before September 1** of the year of enrollment or have successfully completed Kindergarten.

LEGAL REFS: M.G.L. 15:1G; 71:22; 71:25; 76:1

Adopted: January 12, 1987
Amended: March 18, 1992
Amended: January 4, 1999
Reviewed: August 21, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Admission of Transfer Students from Commonwealth Charter Schools JFABC

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

SOURCE: MASC February 2011

SOURCE: Massachusetts Department of Elementary and Secondary Education

Adopted: April 25, 2010
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School Attendance – Adult Residents of Avon Seeking to Re-Enter High School JFABE

1. The district recognizes its responsibility to grant access to the day school program to all who reside within the district boundaries, who are eligible to enroll (i.e., those who have not yet earned a high school diploma), and who have not reached their twenty-second birthday.
2. In order to be granted enrollment into the day school program such persons must apply to the Principal of the school in which he/she wishes to enroll. Contained in the application should be the following information:
 - a. Name, address and date of birth of the applicant.
 - b. Applicant's statement as to the reason(s) for seeking admission into the day school program.
 - c. Applicant's anticipated date of graduation from the high school.
 - d. Name and address of the school last attended and last grade completed.
 - e. Number of credits needed for graduation.
3. Adult residents of Avon who are granted enrollment into the day school program must enroll as full-time students and carry a full-time student academic load for the term of their enrollment.
4. Adult residents of Avon who are granted such enrollment will be subject to all of the rules as they apply to all full-time students, and as listed in the Avon Student Handbook of the school to which they request enrollment.
5. Continuing enrollment in subsequent years for adult residents of Avon granted admission into the day school program under the conditions as set forth above, will be subject to a review of the previous year's performance as assessed by the school administration.
6. Adult residents of Avon who are enrolled under the conditions as delineated above, and who reach the age of twenty-two (22) prior to completing the requirements for high school graduation, will normally be terminated from the day school program at the conclusion of the semester in which that student celebrates his/her twenty-second (22) birthday. Requests for continued attendance beyond this point, while not prescribed by any existing statute, may be granted, without prejudice and/or precedent, upon the student's making a written request to the Principal of the school attendance. The Principal will consider the request and make the determination as to whether or not continued attendance will be permitted. Students not granted continued attendance will be encouraged to pursue a G.E.D. program.
7. Applicants who are denied admittance into the day school program may, if so desired, appeal denial first, to the Superintendent of Schools, and, secondly, to the Avon School Committee.

Proposed: September 4, 1996
Adopted: October 2, 1996
Reviewed: November 20, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School Choice

JFBB

It is the policy of the Avon School Committee to admit non-resident students under the terms and conditions of the Interdistrict School Choice law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces by individual grades, in each school, available to choice students according to the following formula: 48 Students Kindergarten, 54 students grades 1-3, 63 students grades 4-6, 65 students grade 7-12, (recommended number of students in each grade) MINUS the number of anticipated Avon resident students (for that particular grade) EQUALS the number of available spaces for "Choice" students. The enrollment numbers by grade shall be reviewed by the Avon School Committee by the first school committee meeting in April of each year.

It is to be further understood while no single grade should, at the beginning of the school year, be comprised of more than fifty percent non-resident students, that exceptions may be granted at the discretion of the Superintendent, and based upon the recommendation of the Building Principal.

2. That by June 1 of every year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission, when the number of requests exceeds the number of available spaces, be in the form of a random drawing. The random drawing shall be divided into two (2) categories. The category that shall be drawn from first will consist of applicants who have siblings currently enrolled as Choice students in the Avon system. When that category is depleted, the random drawing shall continue into the applicants in the next category (that is: "non-sibling" applicants)

Students admitted into the choice program shall be selected on a random basis twice: one time prior to July first and one time prior to November first.

5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of State funding for the "Choice" program.
6. The Avon School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical handicap, pregnancy, pregnancy related condition, special need, academic performance or proficiency in the English language.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)

BESE Regulations 603 CMR [26:00](#)

Adopted: October 16, 1996
Amended: February 5, 1997 & August 6, 1997
Amended: November 6, 2006
Amended: August 4, 2008
Amended: May 17, 2010, Amended: November 18, 2013, Reviewed: May 2016
Amended: June 2017 (MASC Policy Newsletter)
Amended: April 1, 2019

Avon School Committee

AVON PUBLIC SCHOOLS

School Admissions

JFE

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

All public schools in the Commonwealth shall admit students without regard to age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.

No school shall discourage in any express or implied manner, applicants for admission because of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation. Written materials used by a school to recruit students shall not contain references suggesting the predominant gender of the students presently enrolled or the anticipated gender of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both genders and of minority groups. Reference to only one gender in the name of schools, programs or activities shall not be retained.

The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.

Any standards, used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation. Limited English-speaking ability (as defined by M.G.L.c. 71A) shall not be used as a deterrent to or limitation on admissions.

Each and every course of study offered by a public school shall be open and available to students regardless of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one gender, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.

The determination of what courses or units of study are to be required of any student shall also be made without regard to the age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation of that student.

The scheduling of students into courses or units of study shall not be done on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation.

Each student, regardless of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.

Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

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

Adopted: November 20, 2006
Amended: November 18, 2013
Reviewed: 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT ABSENCES AND EXCUSES

JH

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC

LEGAL REFS.: M.G.L. [76:1](#); 76:1B; [76:16](#); 76:18; [76:20](#)

Adopted: November 20, 2006
Amended: November 3, 2014

Avon School Committee

AVON PUBLIC SCHOOLS

Exclusions And Exemptions From School Attendance

JHD

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in the Massachusetts General Laws;

Not being a resident of the District and the District opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

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

Adopted: November 20, 2006
Amended: November 3, 2014
Amended: November 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Student Rights and Responsibilities

JI

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

Among these rights and responsibilities are the following:

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

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

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, be made available to students and their parents through handbooks or addenda distributed annually.

LEGAL REFS: M.G.L. 71:37H; 71:82 through 71:86

Adopted: July 14, 1981
Amended: November 6, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Involvement In Decision-making

JIB

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

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

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

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

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

Adopted: July 14, 1981
Amended: November 6, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT DISCIPLINE

JIC

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

In every case of student misconduct for which suspension may be imposed¹, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need

¹Except for offenses referenced in the note at the end of this policy.

for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than 10 Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 Days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1/2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H3/4; 76:17; 603 CMR 53.00

Adopted: July 14, 1981
Amended: November 18, 2002
Amended: June 19, 2006
Amended: November 3, 2014
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Dress Code

JICA

Appropriate dress and appearance of the students will be the responsibility of individual students and parents.

The student's dress will not be destructive to school property, will comply with requirements for health and safety and the school handbook, and will not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

Students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Adopted: Prior to December 1978

Amended: December 1978

Revised: September 7, 1982 & March 7, 1990

Amended: November 6, 2006

Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Conduct on School Buses

JICC & EEAECE

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

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

Adopted: August 29, 1983
Revised: June 10, 1986
Amended: November 6, 2006
Reviewed: January 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Publications

JICE

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

The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

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

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

Distribution of Literature

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

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

Adopted: July 14, 1981
Amended: February 13, 2006
Amended: September 19, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Gang Activity/Secret Societies

JICF

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

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

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

Symbols

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

Prevention Education

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

SECRET SOCIETIES

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

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

Adopted: December 4, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Prohibition of Hazing

JICFA

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

Any organization found guilty of a charge of hazing shall lose the privilege of using the school facilities for a period of time as determined by School Committee.

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

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

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

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

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

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

Adopted: July 14, 1981
Amended: November 6, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Anti-Bullying

JICFB

The Avon Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying within the school community.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the victim or damage to the target’s property;
- places the target in reasonable fear of harm, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyberbullying” means bullying through the use of technology or any electronic devices such as telephones, cell phones, computers and the internet. It includes, but is not limited to, email, instant messages, and internet postings. See M.G.L. c 71 section 370 for the legal definition of cyberbullying.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

Definitions at the end of this policy are provided to give clarity in regards to terminology used throughout this policy.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the Avon School District; or,
- Through the use of technology or an electronic device owned, leased or used by the Avon Public Schools;

Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Avon School district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a

school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development, monitoring and update of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community members, local law enforcement agencies, students, and parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be updated at least biennially.

The principal is responsible for the implementation and oversight of the bullying prevention and intervention plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying may be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or his/her designee.

Investigation Procedures

The principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's need for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against

the perpetrator, consult with the Avon Police Department to determine if criminal charges are warranted.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results.

Disciplinary actions for students or school staff members who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the principal or designee. The principal will provide a report of any incidents of bullying to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Target Assistance

The Avon Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training in preventing, identifying, responding to, and reporting incidents of bullying shall be provided for school employees and volunteers who have significant contact with students.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The Bullying Prevention and Intervention Plan shall be posted on the Avon Public Schools website.

Definitions

Hostile environment means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

"Aggressor" means a student or school staff member who engages in bullying or retaliation.

"School grounds" means property on which a school building or facility is located or property that is owned, leased or used by the Avon Public Schools for a school-sponsored activity, function, program, instruction or training.

"Target" means a student against whom bullying or retaliation has been perpetrated.

"School staff" means, but is not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, and paraprofessional.

"Retaliation" means any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation or for taking action consistent with this policy.

Nothing in this policy shall be construed to abridge the rights of students that are protected by the First Amendment to the Constitution of the United States or by Article XVI, as amended, of the Constitution of the Commonwealth.

Nothing in this policy shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

LEGAL REFS.:

Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

Board of Education 603 CMR 26.00

M.G.L. c. 71 Section 370

Adopted: November 15, 2010

Avon School Committee

Amended: November 18, 2013

AVON PUBLIC SCHOOLS

Alcohol, Tobacco & Drug Use by Students Prohibited

JICH

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the screening. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

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

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. [71:2A](#); [71:96](#); [272:40A](#)

CROSS REF.: [IHAMB](#), Teaching About Alcohol, Tobacco and Drugs

[GBEC](#), Drug Free Workplace Policy

Adopted: April 24, 2006
Amended: October 3, 2016
Amended: May 7, 2018

Avon School Committee

AVON PUBLIC SCHOOLS

Use of Drug and Bomb Sniffing Dogs

JICH-A

Use of a drug sniffing dog may be conducted under the following conditions:

The drug sniffing dog employed for such purposes shall be a law enforcement dog trained for such purposes and the search shall be conducted by law enforcement personnel.

In the absence of a warrant granted by the appropriate authorities to the law enforcement agency(s) or the existence of exigent circumstances by the law enforcement agency(s), the determination to conduct the search shall be made solely by the school administration and not members of law enforcement.

The scope of the administration determined search shall be all school owned properties (including desks and lockers) and all public areas of the buildings.

While belongings in the legitimate areas searched shall be subject to evaluation in this manner, no person shall be subject to evaluation in this manner.

If the evaluation by the drug sniffing dog determines the possibility of the existence of drugs, that shall constitute the level of reasonable suspicion to allow the school administration to continue the search of the specific item(s). Such continuation shall be consistent with this policy.

Use of a bomb sniffing dog may be conducted when it is so determined by law enforcement and the school administration that such a search is warranted for the safety of individuals and school property. The scope of the search shall be determined by the law enforcement agency and the school administration.

Adopted: September 8, 2014

Avon School Committee

AVON PUBLIC SCHOOLS

Pregnant Students

JIE

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to continue in school. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS: M.G.L. 71:84
Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)

Adopted: December 4, 2006
Amended: September 24, 2007
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Interrogations And Searches

JIH

Searches by Staff

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

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

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will be present when possible.

An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

2. If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Adopted: July 14, 1981
Amended: November 6, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT COMPLAINTS AND GRIEVANCES

JII

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment, may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC

CROSS REF: JIC Student Discipline

Adopted: July 14, 1981

Amended: November 6, 2006

Amended: November 3, 2014

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

JJ

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.
6. All Avon students regardless of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation have the opportunity to participate in extracurricular activities as appropriate.

LEGAL REF.: M.G.L. 71:47; 76:5

603 CMR 26.00

Adopted: July 14, 1981
Amended: February 13, 2006
Adopted: November 18, 2013

Avon School Committee

AVON PUBLIC SCHOOLS

Student Organizations

JJA

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

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

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

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

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REFS: 603 CMR 26.06

Adopted: November 20, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Athletic and Extra-Curricular Eligibility – Grades 7 - 12

JJB

The School Committee believes that students will benefit from the experiences in the self-discipline and team effort made possible through participation in extra curricular activities.

For interscholastic athletic participation, students in grades 7 – 12 must meet M.I.A.A. requirements. In addition, **ALL** students in grades 7 – 12 must obtain a **minimum grade point average (G.P.A.)** of 2.0 in Avon Public School-sponsored clubs and organizations, or to hold class office. For the purpose of determining eligibility for Fall athletic and extra-curricular activities, **the final G.P.A. from the preceding school year, rather than fourth-term G.P.A., will be considered.**

The following will also apply:

1. Incomplete grades **may not** be counted toward eligibility.
2. A student who repeats work, upon which he/she has once received credit, **cannot count** that subject for a second time for eligibility.
3. An Avon student receiving services under Chapter 766 in a setting other than in the Avon Public Schools (i.e., collaborative, hospital schools, etc.), **may be** declared academically eligible by the principal provided that all other eligibility requirements are met.
4. Students who have office and/or teacher detentions may not participate in an interscholastic sport or extra-curricular activity until the detention obligation has been met for the day upon which the activity is to take place.
5. Students are required to meet school attendance policies as contained in the student handbooks.
6. Students who are absent from school for the purpose of making college visitations **may participate** in interscholastic athletics and extra-curricular activities on those days, providing that these visitations **do not exceed three (3) per semester.**
7. Students who are absent from school for the purpose of religious observance on recognized religious holidays **may participate** in interscholastic athletics and extra-curricular activities on those days at their parents'/guardians prerogative. Students who are eighteen years of age or older may exercise their own prerogative in this regard.

Adopted: July 14, 1981
Amended: February 5, 1997
Amended: October 16, 2006
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Fund-Raising Activities

JJE

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

A. Categories of Fundraisers

Fundraising for students is voluntary. No student may be denied participation in the activities of a group based solely upon his/her lack of participation in a fundraising activity. A fundraiser will fall into one of the two categories explained below and shall be subject to the requirements of that category.

Type 1

School Department sponsored "Type 1" student fundraising activities are conducted **within the school environment**, and are designed primarily to promote school spirit, class-group unity, or provide a community service. They require the approval of the Principal.

Type 2

These fundraisers are conducted **outside of the school environment** and are designed primarily to raise funds. They require the approval of the Principal, Superintendent, and School Committee. Fundraising which involves professional fundraisers will not be approved unless such fundraiser's credentials and references are carefully screened by the Principal.

B. Fundraising by Outside Groups which benefit the Schools

Outside groups who intend to raise funds to use in support of school activities must obtain the approval of the Principal and Superintendent for a type 1 fundraiser and the approval of the Principal, Superintendent, and School Committee for a type 2 fundraiser prior to conducting the fundraising activity.

C. Deadlines and Extent of Fundraising

Type 2 fundraising activities will be **limited to one (1) per semester for each class or organization.**

***Exceptions** to the deadlines for making the fundraising requests require the **prior** approval of the Superintendent, with such approvals being made only in extreme or unusual circumstances which precluded the class/group from being able to meet the request deadline(s) indicated above.

D. FundRaising Deposits:

All funds raised shall be deposited in the school’s Student Activity Account in the appropriate individual class or organization sub-account. Funds raised may only be disbursed by the Principal in accordance with the purpose as previously recommended by the Principal and approved by the Superintendent. In this regard, should the funds raised **exceed** the cost of the previously approved purpose of the fundraiser, any remaining balance is to be retained in the organization’s sub-account for subsequent disbursement as authorized by the Principal.

E. Fund Disbursement – Guidelines

The primary responsibility for the disbursement of funds from the Student Activity Account rests with the Principal. To guide the Principal in this regard, the Committee considers it appropriate to disburse funds for social activities, presentations, programs, related field trips, and the like.

SOURCE: MASC October 2016

CROSS REFS.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

Adopted: January 11, 1982	Avon School Committee
Amended: September 3, 1997, January 26, 1998	
Amended: November 1, 1999	
Reviewed: November 20, 2006	
Amended: May 18, 2015	
Amended: December 11, 2017	

AVON PUBLIC SCHOOLS

Student Activity Accounts

JJF

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, and the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised.
2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Elementary and Secondary Education recommends that districts consider an audit conducted by an outside accounting firm every two to three years.

Adopted: December 4, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Graduating Class Funds

JJF-R

Funds held on behalf of the Freshman, Sophomore, Junior, and Senior classes at Avon Middle High School are to be held within the Student Activity Fund of the High School. Such funds shall be designated by the class' year of graduation.

Once a class has graduated from Avon Middle High School, their funds should be removed from the High School Student Activity Fund no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be moved from the Student Activity Fund to a designated class fund of their choosing. The decision will be made by a majority vote of the voting body present of the class at the time the vote is taken. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the designated class. Checks payable to individual members of the class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Fund within two years of the date of their graduation to a designated class, the funds will be forfeited by the class and transferred into the principal's fund of the Student Activity Fund. These funds may then be allocated to appropriate student activities by the Principal at his/her discretion.

Class officers shall be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations under this policy.

Adopted: October 1, 2007
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Travel/Field Trips

JJH / IJOA

School sponsored field trips and/or any travel by students that is off campus shall be subject to administrative approval except in the following cases where School Committee approval will be required:

1. All students' trips sponsored by the Avon Public Schools that are planned between the hours of midnight and 6:00 A.M. and/or any overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

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

2. All student trips that involve or require a total operating budget expenditure for the trip in excess of \$500

This policy includes athletic travel which must be approved by School Committee when travel requires an overnight stay and/or is planned between the hours of midnight and 6:00 A.M. (#1.). Athletic travel is exempt from School Committee approval when trips involve or require a total operating budget expenditure in excess of \$500 (#2.)

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

LEGAL REFS.: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N

Adopted: December 1, 1986
Amended: January 28, 2002
Amended: May 17, 2004
Amended: June 22, 2004
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Athletic Concussion Policy

JJIF

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: game officials, coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

Starting school year 2011-2012, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

- A. The total number of Department Report of Head Injury Forms, or school-based equivalents, received by the school; and
- B. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering

- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

1. Exclusion from Play

- A. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- B. The student shall not return to practice or competition unless and until the student provides medical clearance by a duly licensed Physician.
- C. The coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing by using the REPORT OF HEAD INJURY form by the end of the next school day.
- D. The coach or his or her designee shall communicate with the Athletic Director before the start of the next school day that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
- E. The coach or his or her designee shall communicate, by the end of the school day, with the school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

V. Gradual Return to Play Protocol:

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, unless another person is specified in school policy or procedure, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (Medical Clearance and Authorization Form), or school-based equivalent, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

- A. Only the following individuals may authorize a student to return to play:
 1. A duly licensed physician;
 2. A duly licensed certified athletic trainer in consultation with a licensed physician;
 3. A duly licensed nurse practitioner in consultation with a licensed physician; or
 4. A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Final Medical Clearance

- A. Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the School Nurse a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (Medical Clearance and Authorization Form) which may be found on school website under Athletics. This form must be completed by a physician prior to resuming the extracurricular athletic activity.

Section VI. School Nurse Responsibilities:

1. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
2. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
3. Observe students with a concussion for a minimum of 30 minutes.
4. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
 - (a) If symptoms are not present, the student may return to class.
5. If symptoms appear after a negative assessment, MD referral is necessary.
6. Allow students who are in recovery to rest in HO when needed.
7. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
8. Educate parents and teachers about the effects of concussion and returning to school and activity.
9. If injury occurs during the school day, inform administrator and complete accident/incident form.
10. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Decrease workload if symptoms appear.
6. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
7. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
8. Include concussion information in student handbooks.
9. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.

5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse, and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.
8. The Athletic Director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.
9. The Athletic Director shall complete the annual training as required by 105 CMR 201.007.
10. Reporting annual statistics to the Department in accord with 105 CMR 201.017.

Section IX. Parent/Guardian Responsibilities:

1. Complete a Pre-participation Form.
2. Complete and return concussion history form to the athletic department.
3. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
4. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
5. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
6. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - A. Loss of consciousness
 - B. Headache
 - C. Dizziness
 - D. Lethargy
 - E. Difficulty concentrating
 - F. Balance problems
 - G. Answering questions slowly
 - H. Difficulty recalling events
 - I. Repeating questions
 - J. Irritability
 - K. Sadness
 - L. Emotionality
 - M. Nervousness
 - N. Difficulty with sleeping
7. Encourage your child to follow concussion protocol.
8. Enforce restrictions on rest, electronics and screen time.
9. Reinforce recovery plan.
10. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
11. Observe and monitor your child for any physical or emotional changes.
12. Request to extend make up time for work if necessary.
13. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

1. Return required concussion history form prior to participation in athletics.
2. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
3. Report all symptoms to athletic trainer and/ or school nurse.
4. Follow recovery plan.

5. **REST.**
6. **NO ATHLETICS.**
7. **BE HONEST!**
8. Keep strict limits on screen time and electronics.
9. Don't carry books or backpacks that are too heavy.
10. Tell your teachers if you are having difficulty with your classwork.
11. See the athletic trainer and/or school nurse for pain management.
12. Return to sports only when cleared by physician and the athletic trainer.
13. Follow Gradual Return to Play Guidelines.
14. Report any symptoms to the school nurse and parent(s)/guardian(s) if any occur after return to play.
15. Return medical clearance form to physician prior to return to play.
16. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
3. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic director and school nurse and the parent.
4. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
5. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
6. Do not allow student athletes to return to play until cleared by a physician.
7. Follow Gradual Return to Play Guidelines.
8. Refer any student athlete with returned signs and symptoms back to physician.
9. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders

- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for a certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

Adopted: April 25, 2011
Amended: February 13, 2012

Avon School Committee

AVON PUBLIC SCHOOLS

Student Conduct

JK

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC

Updated July 2014

LEGAL REF.: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17

603 CMR 53.00

Adopted: July 14, 1981
Amended: November 18, 2002
Amended: June 19, 2006
Amended: November 3, 2014

Avon School Committee

Physical Restraint of Students JKAA

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring themselves, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- (a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Use of Restraint

Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.

Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
3. There are no medical contraindications as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
6. The program has documented 603 CMR 46.03(1)(b) 1 - 5 in advance of the use of prone restraint and maintains the documentation.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort

and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) As a means of discipline or punishment;
- (b) When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- (d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Referral to law enforcement or other state agencies. Nothing in these regulations prohibits:

- (a) The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
- (b) Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
- (c) The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

The Superintendent will develop and monitor procedures identifying:

- (a) Methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student;

Methods for Preventing Student Violence, Self-Injurious Behavior, and Suicide

Prevention/De-Escalation Techniques

Prevention includes using positive steps taken before a behavioral crisis occurs.

a. Interrupting

Interrupting is the first thing to do when trying to break a chain of behaviors, distracting the individual to another topic or something in the environment.

b. Ignoring

Ignoring is used during the early stages of negative behavior to which the behavior is not visibly responded, in order to avoid inadvertently reinforcing it. It does not mean that early danger signs are truly ignored and does not mean that dangerous behaviors are ever ignored.

c. Redirecting

Redirecting is used to manage a potentially dangerous behavior by deflecting or redirecting the behavior, and then reinforcing a more appropriate behavior by rewarding the individual for displaying the more appropriate behavior.

Prevention also involves assuring staff has training; appropriate staffing; policies/procedures in place including behavioral support plans; appropriate programming; ability to recognize individuals strengths, weaknesses and triggers.

Crisis Planning:

1. Follow-up Response to Threats of Violence Or Suicide

Threats of violence or self-injury, made by a student or group of student(s) should be reported to the school principal and reviewed with the school psychologist or school crisis team, regardless of whether a student's behavior resulted in the use physical restraint. Based on the situation, the school crisis team may recommend or require that the student(s) undergo a Risk Assessment, or if the student is in obvious crisis, a referral to the local hospital will be made.

Protocol for Student Suicidality:

When a teacher or staff member becomes aware of any student experiencing at-risk behavior (verbal statements, writing, report from peers, parents etc.) they will report immediately to counseling staff and/or crisis team.

At risk for self-injury/suicide is defined as: Any student who indicates through actions speech or writings that they may be at risk of harming themselves physically.

SCT: Student Crisis Team. A predefined group of district staff who will be familiar with response guidelines for students in crisis. SCT may include:

Principal
Assistant Principal
BCBA
School Psychologist
School Nurse
School Adjustment Counselor
Guidance Counselor

Protocol: The identified child will be directly supervised by a member of the SCT throughout the process.

1. Upon observation of at-risk behaviors or suspicion of risk for self-injury, the school staff member will immediately contact a school administrator.
2. The identified child will be accompanied by an adult to the office of the school Counselor (School Adjustment Counselor, Guidance Counselor, School Psychologist).
3. The child will then be interviewed by the school psychologist and/or school adjustment counselor and/or an administrator. The child's level of risk will be assessed.

4. If the child is thought to be at imminent risk of self-injurious behavior, the SCT members shall follow protocol for a medical emergency, call an ambulance and/or Mobile Crisis Services and have the child evaluated at an emergency room.
5. Parents/guardians will be contacted.
6. If the risk is not thought to be imminent, the child's parents will be contacted and they will be asked to immediately pick up the child and bring them to an appropriate professional (i.e. the child's pediatrician, psychotherapist, mental health counselor) for further evaluation and intervention.
7. The identified child's re-entry to the district will follow the re-entry protocol for students at risk for self-injurious behavior.

De-escalation of potentially dangerous behavior:

General guidelines for de-escalating potentially dangerous behavior include:

1. Remain calm -To possibly help prevent the likelihood of a student experiencing distress from escalating his/her behavior use a neutral and level tone of voice, control one's facial expressions and use a supportive non-threatening body language.
2. Obtain Assistance - Whenever possible, school personnel should immediately take steps to notify school administrators, the school's administrative response team and/or other school personnel of a potentially dangerous situation and to obtain additional assistance.
3. One Person Speaks - In order to minimize the likelihood of confusion and/or the likelihood of a student experiencing distress from escalating his/her behavior having one person providing overall direction to the response and the follow up procedures is advisable. This often may be either the first trained staff person on the scene or the staff person with the most information about the particular situation.
4. Remove Student If Possible - The feasibility of having a student experiencing distress leave an area with other students and move to another more private and safe area in order to de-escalate should be considered.
5. Remove Other Students - If it is not feasible to have a student experiencing distress move to a more private and safe area in order to de-escalate, consider the feasibility of having other staff assist and monitor the removal of other students to another area within the school until the student de-escalates.

- (b) Methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure;

Methods for Engaging Parents and Students

- a. Avon Public Schools will have the physical restraint policy and procedures available to students and parents in the student handbooks.
- b. Any parent/guardian with concerns about the use of physical restraint at any school within Avon Public Schools may request a meeting with the building Principal or Director of Pupil Services to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure described below.

- (c) A description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations;

Alternatives to Physical Restraint in emergency situations

There are a variety of appropriate responses or interventions that should be used first when seeking to prevent challenging behaviors, student violence, self-injurious behaviors, or to de-escalate potentially dangerous or disruptive behavior among groups of students or with an individual student.

The following are examples of strategies that the district uses to support students prior to exhibiting challenging behaviors or as alternative to physical restraint when students begin exhibiting agitation:

Positive behavioral interventions: The district employs a variety of services and strategies to address the social, emotional and behavioral well-being of all our students.

- a. Anti-bullying curriculum is provided throughout the district utilizing developmentally appropriate lessons and activities
- b. Counseling services are available for all students across the district and provided by licensed, certified staff including school psychologists, school adjustment counselors, guidance counselors. Counseling is provided in small group and individualized settings
- c. Reentry meetings are scheduled for all students returning to school from psychiatric hospital programs
- d. District has established a working relationship with several community agencies

Verbal redirection

1. Active listening
2. Use of calm, non-threatening tones and language
3. Offering the student(s) a choice
4. Discussing options or possible resolutions with the student(s)
5. Verbal directive to cease behavior

Opportunity for a break

Loss of earned tokens/rewards/privileges

Physical Escort

A physical escort is a temporary touch or holding, without the use of force, of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is agitated or upset to walk to a safe location. Physical Escorts must be brief in nature.

Staff Training Requirements

All staff will be trained on the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment.

Training shall include information on the following:

- (a) The role of the student, family, and staff in preventing restraint;
- (b) The program's restraint prevention and behavior support policy and procedures, including use of time-out as a behavior support strategy distinct from seclusion;
- (c) Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
- (d) When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration;
- (e) Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and

(f) Identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.

In-Depth Training Requirements

At the beginning of the school year, the building Principal or their designee will identify those designated staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.

Designated staff members shall participate in in-depth training in the use of physical restraint, with at least one refresher training annually.

In-depth training will include:

- a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
- b. A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- e. Demonstration by participants of proficiency in administering physical restraint; and
- f. Instruction regarding the impact of physical restraint on the student and family, including but not limited to psychological, physiological, and social-emotional effects.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

Proper Administration of Physical Restraint

(1) Trained personnel. Only public education program personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

(2) Use of force. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

(3) Safest method. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.043(3) and, in the judgment

of the trained staff members, such method is required to provide safety for the student or others present.

(4) Duration of restraint. All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

(5) Safety requirements. Additional requirements for the use of physical restraint:

(a) No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.

(b) Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.

(c) If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.

(d) Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

Follow-Up Procedures

After a student is released from a physical restraint, staff shall implement follow-up procedures, including:

- 1) Reviewing the incident with the student to address the behavior that precipitated the physical restraint;
- 2) Reviewing the incident with the staff member(s) who administered the physical restraint to ensure proper restraint procedures were followed; and
- 3) Consideration of whether any follow-up is appropriate for students who witnessed the physical restraint, if any.

Physical Restraint Reporting Requirements

Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2).

Informing the principal: The program staff member who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent or board of trustees for review. The principal or director or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

Informing parents. The principal or director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the school or program customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

Contents of report. The written report required by 603 CMR 46.06(2) and (3) shall include:

- (a) The name of the student; the names and job titles of the staff who administered the restraint, and observers, if

any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).

(b) A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.

(c) A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.

(d) Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.

(e) Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

Reporting to Department of Elementary and Secondary Education:

Report all physical restraints to the Department. Every program shall collect and annually report data to the Department regarding the use of physical restraints. Such data shall be reported in a manner and form directed by the Department.

Report all restraint-related injuries to the Department. When a physical restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report required by 603 CMR 46.06(4) to the Department postmarked no later than three school working days of the administration of the restraint. The program shall also send the Department a copy of the record of physical restraints maintained by the principal pursuant to 603 CMR 46.06(2) for the 30-day period prior to the date of the reported restraint. The Department shall determine if additional action by the program is warranted and, if so, shall notify the program of any required actions within 30 calendar days of receipt of the required written report(s).

Periodic review of data and documentation

Individual student review. The principal shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified, the principal shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The assessment shall include at least the following:

(a) review and discussion of the written reports submitted in accordance with 603 CMR 46.06 and any comments provided by the student and parent about such reports and the use of the restraints;

(b) analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;

(c) consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;

(d) agreement on a written plan of action by the program.

If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

Administrative review. The principal shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the

number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

Grievance Procedures

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

- i.** The complaint must be submitted in writing to the Director of Pupil Services
- ii.** The Director of Pupil Services will meet with the complainant within ten (10) school days of receipt of the complaint.
- iii.** A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Director of Specialized Services and the Department of Elementary and Secondary Education.
- iv.** A written report will be developed by the Director of Pupil Services and provided to the complainant.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC
ADOPTED: August 2015-updated 2023

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

AVON PUBLIC SCHOOLS

Student Insurance Program

JLA

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

Adopted: December 4, 2006
Reveiwed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

STUDENT HEALTH SERVICES & REQUIREMENTS

JLC

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to Superintendent of Schools immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be

called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: 71:53; 54; 54A; 54B; 55; 55B; 56; 57; 69:8A

CROSS REF.: EBB, First Aid

EBC, Emergency Plans

JLCD, Administration of Medications to Students

Adopted: February 26, 2007
Amended: December 14, 2015

Avon School Committee

AVON PUBLIC SCHOOLS

Physical Examination of Students

JLCA

Every student will be examined once in each school year for screening in sight/hearing/BMI, and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

LEGAL REFS: M.G.L. 71:53; 71:54; 71:56; 71:57

Adopted: July 14, 1981
Amended: November 20, 2006
Reviewed: 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Inoculations of Students

JLCB

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

LEGAL REF: M.G.L. 76.15

Adopted: July 14, 1981
Amended: April 24, 2006
Reviewed: May 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Communicable Diseases

JLCC

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:55](#)

Adopted: April 10, 1986
Amended: November 20, 2006
Reviewed: 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

AIDS (Acquired Immune Deficiency Syndrome) Resolution

JLCCA

The Avon Public School District will adhere to guidelines relative to Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) currently developed by the Massachusetts Department of Public Health.

Adopted: February 26, 2007
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Administering Medicines to Students

JLCD

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

SOURCE: MASC March 2016

LEGAL REFS: M.G.L. 71:54B
Department of Public Health Regulations: 105 CMR 210.00

Adopted: December 4, 2006

Amended: October 3, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Procedures for the Administration of Prescription Medication in Schools

TABLE OF CONTENTS

- I. Management of Medication Administration Program
- II. Self Administration of Medications
- III. Handling, Storage and Disposal of Medications
- IV. Documentation and Record-Keeping
- V. Reporting and Documentation of Medication Errors
- VI. Response to Medication Emergencies
- VII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication
- VIII. Procedures for Resolving Questions between the School and a Parent or Guardian Regarding Administration of Medication
- IX. Policy & Procedure Review and Revision

Reviewed: June 18, 2013

POLICY FOR THE ADMINISTRATION OF MEDICATIONS

The Avon School Committee, in consultation with the Massachusetts Department of Health, approves the following policies governing administration of medications in school programs under its jurisdiction.

I. Management of Medication Administration Program

A. The Avon Public Schools designated **school nurse** shall be the supervisor of the medication administration program for Avon Public Schools programs.

B. The school nurse, the consulting school physician, and the administrative team shall develop and propose to the Avon School Committee policies and procedures relating to the administration of medications.

C. Medication Orders/Parental Consent:

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including at the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or re-enters school.

a.) In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- (1) the student's name;
- (2) the name and signature of the licensed prescriber and business and emergency phone numbers;
- (3) the name of the medication;
- (4) the route and dosage of medication;
- (5) the frequency and time of medication administration;
- (6) the date of the order and expected discontinuation date;
- (7) diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent,

- guardian or student to keep confidential;
- (8) specific directions for administration.

b.) Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:

- (1) any special side effects, contraindications and adverse reactions to be observed;
- (2) any other medications being taken by the student;
- (3) the date of the next scheduled visit, if known.

c.) Special Medication Situations

- (1) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
- (2) For "over-the-counter" medications, i.e., non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools, i.e., a prescription is required.
- (3) Investigational new drugs may be administered in the schools with (a) a written order by a licensed prescriber, (b) written consent of the parent or guardian; and (c) a pharmacy-labeled container for dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

2. The school nurse shall ensure that there is a written authorization by the parent or guardian which contains:

- a.) the parent or guardian's printed name, signature and an emergency phone number;
- b.) a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
- c.) approval to have the school nurse or school personnel designated by the school nurse administer the medication;

- d.) persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

D. Medication Administration Plan:

1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. [The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14, if appropriate.] If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or Federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
- a.) the name of the student;
 - b.) an order from a licensed prescriber, including business and emergency telephone numbers;
 - c.) the signed authorization of the parent or guardian, including home and business telephone numbers;
 - d.) any known allergies to food or medications;
 - e.) the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented;
 - f.) the name of the medication;

- g.) the dosage of the medication, frequency of administration and route of administration;
- h.) any specific directions for administration;
- i.) any possible side effects, adverse reactions or contraindications;
- j.) the quantity of medication to be received by the school from the parent or guardian;
- k.) the required storage conditions;
- l.) the duration of the prescription;
- m.) the designation of unlicensed school personnel, if any who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated persons are unavailable;
- n.) plans, if any, for teaching self administration of the medication;
- o.) with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
- p.) a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be publicly documented;
- q.) when appropriate, the location where the administration of the medication will take place;
- r.) a plan for monitoring the effects of the medication;
- s.) provision for medication administration in the case of field trips and other short-term special school events. The school nurse may delegate medication administration to another

responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.

E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.

F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.

G. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

H. For the purposes of medication administration, the Licensed Practical Nurse functions under the general supervision of the school nurse who has delegating authority. (Medication administration is within the scope of practice for the Licensed Practical Nurse under M.G.L. Chapter 112.)

I. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the Physician's Desk Reference (PDR) or U.S.P.D.I (Dispensing Information), Facts and Comparisons.

J. Delegation/Supervision:

The Avon School Committee, in consultation with the Massachusetts Department of Public Health, authorizes that the responsibility for the administration of medication may be delegated to the following categories of school personnel, according to criteria delineated in CMR 210.004 (B) (2):

*Administrative Staff

*Licensed Health Personnel

- *Supervising Teacher(s)
- *Health Aides
- *Secretaries

For the purpose of administering **emergency** medication to an individual child, including parenteral administration (i.e. by injection) of medication pursuant to 210.004(B)(2), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of **emergency** medication to a specific child.

1. The school nurse, in consultation with the Avon Public Schools' consulting physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.
2. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
3. A school nurse shall be on duty in the Avon Public Schools while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required.
4. The administration of parenteral medications may not be delegated, with the exception of epinephrine or other medication to be administered in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
5. Medications to be administered pursuant to p.r.n. ("as needed") orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.
6. For each school, an updated list of unlicensed school personnel who have been trained in the administration of medications shall be maintained. Upon request, a parent

shall be provided with a list of school personnel authorized to administer medications.

7. Supervision of Unlicensed Personnel:

Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The Avon School Committee, where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

(a) After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, in those categories of school personnel approved by the School Committee, in consultation with the Board of Health when appropriate, who may administer medications. When necessary to protect student health and safety the school nurse may rescind such selection.

(b) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:

1.) the number of unlicensed school personnel the school nurse can adequately supervise on a weekly basis as determined by the school nurse;

2.) the number of unlicensed school personnel necessary, in the nurse's judgment, to ensure that the medications are properly administered to each student.

(c) The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.07 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

1.) The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.

2.) The school nurse shall provide a training review and informational update, at least annually, for those staff authorized to administer medications.

(d) The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to the administration of medication.

(e) The first time that an unlicensed school personnel administers medication, the delegating nurse shall provide supervision at the work site.

(f) The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health, including, but not limited to the following: (i) health condition and ability of the student ; (ii) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated; (iii) the type of medication; and (iv) the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.

(g) Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.

(h) For the individual child, the school nurse shall:

1.) determine whether or not it is medically safe and appropriate to delegate medication administration;

2.) administer the first dose of the medication, if (i) there is reason to believe there is a risk to the child as indicated by the health assessment, or (ii) if the student has not previously received this medication in any setting;

3.) review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;

4.) provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation and/or student assessment;

5.) review all documentation pertaining to medication administration every two weeks or more often as necessary.

II. Self Administration of Medications

"Self administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self administered.

B. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self administration of medication.

C. The student's health status and abilities have been evaluated by the school nurse who then deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self administration of the medication.

D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.

E. There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other

authority permitting the student to consent to medical treatment without parental permission.

F. The licensed prescriber must provide a written order for self administration.

G. The student follows a procedure for documentation of self administration of medication. The student's self administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.

H. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

III. Handling, Storage and Disposal of Medications

A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students.

1. The medication must be in a pharmacy or manufacturer labeled container.

2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.

3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.

C. All medications to be administered by school

personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.

E. Parents or guardians may retrieve the medications from the school at any time during regular school hours.

F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.

G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record-Keeping

A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.

1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.

2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

3. The daily log shall contain:

- a.) the dose or amount of medication administered;
- b.) the date and time of administration or omission of administration, including the reason for omission;
- c.) the full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
- d.) An electronic signature is acceptable if health records are computerized.

4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

5. All documentation shall be recorded in ink or via electronic signature and shall not be altered.

6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self administration shall be filed in the student's cumulative health record. When the parent, guardian or students where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.

C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

V. Reporting and Documentation Errors

A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

1. within appropriate time frames;
(The appropriate time frame should be addressed in the medication administration plan.)
2. in the correct dosage;
3. in accordance with accepted practice;
4. to the correct student.

B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent or guardian.) If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.

C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the Avon Public Schools' files and/or the student health record. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected diversion of, or tampering with, drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VI. Response to Medication Emergencies

Medication emergencies may result from accidental over dosage, accidental omission, or allergic reaction. If a medication emergency is suspected, assessment of the situation should take place, followed by the appropriate response:

A. Life-Threatening/Extremely Urgent

1. Assessment: Signs and symptoms of anaphylaxis (severe allergic reaction), which may result in airway obstruction, swelling of the tongue, difficulty breathing, increased respiratory rate, cool/clammy skin, dizziness.

2. Action: The school nurse or another adult will remain with the student, monitoring vital signs, and administer CPR as necessary. The Emergency Medical System (EMS) (telephone call to 911) will be activated by another staff member and the student will be transported by ambulance to the nearest hospital. The parent/guardian will be notified as soon as possible.

B. Non-Life-Threatening/Urgent

1. Assessment: Severe stomach cramping, nausea/vomiting, not feeling "right", vital signs within normal limits, no difficulty breathing or swallowing.

2. Position for comfort, monitor vital signs. Notify parent/guardian to transport student to medical facility for observation and treatment.

C. Documentation of any medication emergency should include the pertinent medical history leading up to the emergency and any steps taken to resolve the situation. If an allergic reaction to a medication has occurred, the student's medical record should be clearly marked identifying the allergy and the student's prescribing physician should be made aware of the allergic reaction. (See also Section V, part C.)

VII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

Such information shall include an outline of these medication policies and shall be available for parents' and guardians' review upon request.

VIII. Resolving Questions Between the School and a Parent Regarding the Administration of Medication

A. Initially the parent/guardian may arrange to speak with the school nurse in an attempt to clarify any questions. An

appointment may be arranged through contacting her/him during school hours.

B. If the parent is not satisfied with the results of the meeting; a conference may be arranged with the building principal, the school nurse, and the consulting school physician.

C. If, after conferring with the building principal, the parent feels that the matter has not been satisfactorily resolved, the parent may then bring this matter to the attention of the Superintendent of Schools.

D. If, after discussing the matter with the Superintendent the parent feels the matter has not been satisfactorily resolved, the parent may then bring this matter to the attention of the School Committee.

IX. Policy & Procedure Review and Revision

Review and revision of the policy and procedures shall occur as needed, but at least every two years

AVON PUBLIC SCHOOLS

Administration of Medication Policies

JLCD – R1

It is the policy of the Avon Public Schools that a designated school nurse shall be the supervisor of the medication administration program for the Avon Public Schools. The school nurse, the consulting school physician and the administrative team shall develop policies and procedures relating to the administration of medications. Procedures shall be in compliance with Massachusetts laws and Department of Public Health guidelines M.G.L. c. 112, s. 12F, 105 CMR 210.000: M.G.L. c 94C, 7(g): c 71, 54B. Review and revision of these procedures shall occur as needed, but *at least every two years*.

Legal Ref: 105 CMR 210.000: M.G.L. c.94C, & (g):c.71, 54B
M.G.L. c.112, s.12F

Proposed: September 4, 1996
Adopted: September 4, 1996
Amended: April 24, 2006
Amended: November 18, 2013
Reviewed: February 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student with “Comfort Care” Order/Do Not Resuscitate (DNR)

JLCE

The Avon Public Schools recognizes that children with terminal illnesses have the right to attend school. As the status of a child’s health declines, a family may make the difficult decision not to prolong the child’s life and request a “Do Not Resuscitate” (DNR) order.

In accordance with the Massachusetts Department of Public Health (MDPH) “Comfort Care/DNR Order Verification Protocol” if the parent/guardian wishes a DNR order be adhered to by the school staff and pre-hospital emergency care providers, the parent/guardian must provide the school with a fully executed Comfort Care/DNR order Verification form. A copy of this fully executed document is acceptable. It is recommended that the child also wear a Comfort Care bracelet.

Respecting the family’s wishes will involve much preplanning. The child will only be placed in a school that has a full time registered nurse.

In accordance with the Massachusetts Department of Public Health Comfort Care/Do Not Resuscitate Order Verification Protocol, if the school is not provided with a fully executed Comfort Care/DNR Order Verification form, first responders will provide emergency treatment, including resuscitation, in accordance with standard protocols and the child will be transported from the school to a hospital.

REF: MDPH/HHS “Children with “Do Not Resuscitate” or “Comfort Care” Orders in the School Setting
MDOE “Students with Comfort Care/Do Not Resuscitate Orders”
MDPH, Office of Health and Human Services “Comfort Care Program Update” effective 1/22/07 and “Overview of Comfort Care (DNR)”

Adopted: February 26, 2007
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Guidance Program

JLD

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. This process should assist students in the development of their potential; their decisions relating to prevocational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, attitudes, interests, needs, goals, desires, and values.
2. Conditions are improvable. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him in arriving at his own satisfactory solutions.

Guidance services will include: educational guidance, testing programs, occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REF.: M.G.L. 71:38A through 71:38F, 71:46G; 76:5
603 CMR 26.00

Adopted: July 14, 1981
Reviewed: February 13, 2006
Rescinded: October 16, 2006
Re-approve: November 7, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Fees, Fines, and Charges

JQ

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

A school may exact a fee or charge only upon committee approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for, lost and damaged books, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Adopted: February 27, 2006
Amended: June 19, 2006
Amended: November 7, 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Student Scholarships – Formal Agreement to Establish

JQA

The Avon School Committee recognizes that, on occasion, individuals, groups and/or organizations may determine it desirable to establish a scholarship to benefit Avon students. In order to effectively manage the scholarship process, it shall be the policy of the Avon school committee that a formal agreement shall be entered into between the Committee and the respective benefactor(s).

Proposed: September 18, 1996
Adopted: October 30, 1996
Amended: November 20, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Certificate of Attainment

JQB

The Avon School Committee may award to a student, in lieu of a high school diploma, a Certificate of Attainment provided the student meets all the following requirements:

1. The student has completed his/her senior year of high school
and
2. The student has failed to meet the Massachusetts Competency Determination requirement prior to his/her graduation date
and
3. The student has completed a program of studies prescribed by the Avon School Committee or the student's IEP team which satisfies all Avon High School graduation requirements, including attendance requirements.

A student who qualifies to receive a Certificate of Attainment may participate in graduation and be presented the certificate during the ceremony in which diplomas are awarded.

LEGAL REFS.: M.G.L. 69:11

Adopted: 06-06-05
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Records

JRA

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974
P. L. 93-380, Amended
P. L. 103-382, 1994
M.G.L. 66:10 71:34A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/77,
June 1995 as amended June 2002
603 CMR: Dept. Of Education 23.00 through 23:12 also
Mass. Dept. of Education publication Student Records: Questions,
Answers and Guidelines, Sept. 1995

Adopted: July 14, 1981
Amended: November 20, 2006
Reviewed: 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Photographs

JRD

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

Enhance the safety of students through visual identification in an emergency situation.

Facilitate the social, educational, and administrative activities conducted in the school.

Provide a service to parents and students.

Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

**Adopted: December 4, 2006
Amended: November 7, 2016**

Avon School Committee

K SERIES: SCHOOL-COMMUNITY RELATIONS

This section provides a repository for statements on relations with the general public and with other community and public agencies except other educational agencies and groups.

KA	Schools-Community Relations Goals
KBA	School/Parent Relations Goals
KBBA	Non-Custodial Parents Rights Policy
KBE	Relations with Parents Organizations
KCB	Community Involvement in Decision-making (Community Participation)
KCD	Public Gifts to the Schools
KDB	Public's Right to Know
KDD	News Media Relations/News Releases
KE	Public Complaints
KF	Community Use of School Facilities and/or School Buses
KG	Public Conduct on School Property
KHA	Public Solicitations in the Schools
KHB	Advertising in the Schools
KI	Visitors to the Schools
KLK	Relations with Police Authorities

AVON PUBLIC SCHOOLS

School/Community Relations Goals

KA

The School Committee believes that the public schools belong to the people who created them by consent and support them by taxation, and the support of the people must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the Committee declares its intent:

1. To keep local citizens regularly and thoroughly informed through all available channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts, those of the Superintendent, and such information officers as may be appointed.
2. To solicit the studied counsel of the people through advisory committees selected from the community and appointed to consider problems that vitally affect the future of our children.

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

Adopted: January 17, 1977
Amended: July 14, 1981
Approved: March 21, 1990
Amended: December 4, 2006
Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

School/Parent Relations Goals	KBA
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It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communications with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Adopted: November 21, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Non-Custodial Parents' Rights

KBBA

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent/guardian may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent/guardian may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent/guardian is eligible to obtain access to the student record unless the school or district has been given documentation that:

1. The parent/guardian has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent/guardian has been denied visitation, or
3. The parent/guardian's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent/guardian.

(b) The school shall place in the student's record documents indicating that a non-custodial parent/guardian's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent/guardian must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent/guardian by certified and first class mail, in English and the primary language of the custodial parent/guardian, that it will provide the non-custodial parent/guardian with access after 21 days, unless the custodial parent/guardian provides the principal with documentation that the non-custodial parent/guardian is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent/guardian from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent/guardian that it shall cease to provide access to the student record to the non-custodial parent/guardian.

LEGAL REF.: M.G.L. [71:34D](#); [71:34H](#)

603 CMR [23.07](#) (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC January 2007

LEGAL REF: M.G.L. 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

Adopted
Amended: December 4, 2006
Amended: November 7, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Relations with Parent Organizations

KBE

The Committee believes that it is important to foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students.

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish this and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building.

Adopted: July 14, 1981
Amended: December 4, 2006
Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

COMMUNITY INVOLVEMENT IN DECISION MAKING

KCB

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect, and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsible, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, to the staff, to any appointed advisory bodies, and to the Committee.

Residents, who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to assume an active role in school affairs. From time to time, people may be invited by the committee to act as advisors, either individually or in groups.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgments in arriving at decisions.

Adopted: July 14, 1981
Amended: December 4, 2006
Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Public Gifts to the Schools

KCD

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

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

Adopted: July 14, 1981

Amended: March 3, 1984, March 21, 1990

Amended: November 1, 1999

Amended: December 4, 2006

Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Public's Right To Know

KDB

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#)

CROSS REFS.: [BEDG](#), Minutes

[GBJ](#), Personnel Records

[JRA](#), Student Records

Adopted: July 14, 1981

Amended: December 4, 2006

Reviewed: May 2016

Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

News Media Relations/News Releases

KDD

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chairman will be the official spokesperson for the committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide nature are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the principal.
4. All efforts will be made to contact the chairman in the event that the press contacts the Superintendent regarding matters of a sensitive nature, committee policy or any matters deemed necessary by the Superintendent for notification.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

Adopted: June 06, 2005
Amended: December 4, 2006
Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Public Complaints

KE

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18](#)-25

CROSS REFS.: [BEDG](#), Minutes

[GBJ](#), Personnel Records

[JRA](#), Student Records

Adopted: July 14, 1981
Amended: December 4, 2006
Reviewed: July 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Application: Procedure and General Rules

1. All Avon religious, civic and fraternal organizations may have the use of certain school facilities and/or school buses upon properly completing the application form and obtaining the approval of the School Principal.
2. The following order of precedence shall be observed in granting the use of school auditoriums or other facilities:
 - A. Regular school functions conducted under the direction of school principals or teachers.
 - B. Auxiliary school functions, including the Avon Education Association.
 - C. Official public functions approved by the Principal.
 - D. Parent/Teacher Association functions
 - E. Functions associated with local youth groups, such as Boy Scouts, Campfire Girls, local religious, civic and fraternal organizations and Alumni bodies.
 - F. Functions of the general public.

It may be necessary to relinquish reservations granted to youth groups and the general public if requests are received for rentals for plays, annual celebrations, installations, etc., which cannot be scheduled otherwise.

3. School activities or activities related to the school or school organizations shall have precedence, and the use of school facilities and/or school buses by non-school groups must not interfere with the use of the property for school purposes of any kind.
4. The use of school property and/or school buses may, at the discretion and approval of the Building Principal, be granted to outside organizations or individuals only when the requested use conforms to the principles outlined. This policy shall apply to all uses of school facilities and/or school buses. Blanket approval for "free"* rental of school facilities (as defined by fee structure) is understood to be granted by the Avon School Committee to the following outside organizations:
 - A. Official Town Boards or Committees
 - B. Avon School Association
 - C. Avon Boosters
 - D. Local Youth Groups, such as Boy Scouts, Campfire Girls, Girl Scouts, Little League, Community Awareness Group/D.A.R.E., Avon Civic Association, and Local Sports Groups.

*NOTE:

1. The term "**free rental**" is to be understood to mean a waiver of the customary fees assessed for the use of a school facility **during times when "adequate" custodial coverage** is present as determined by the Principal. Should any of the above-named groups conduct an event or activity during times other than when custodial coverage is either present, or insufficient for the planned event/activity, the above-named organization utilizing the facility will be held responsible for payment of the charges assessed for either the basic custodial, or additional support custodial coverage required for preparation, supervision,

and/or clean-up activities related to the event/activity. The insufficiency of the custodial staff for the event will be determined by the building principal.

1. "Free rental" does not apply to the use of school buses.

Organizations which are subject to payment of fees for facility and/or school bus utilization will be so assessed in accordance with a schedule of fees as established by the Avon School Committee.

5. All requests for the use of school facilities and/or school buses should be made at least two (2) weeks before the date desired on forms available in the School Principal's Offices and the Office of the Superintendent of Schools.

6. Responsibility for Damage

All organizations granted the use of school facilities and/or school buses shall provide adequate protection for lives and property. Such individuals or organizations shall be responsible for damage done to property and assume any liability for injuries occurring.

7. Police protection must be furnished by, and at the expense of, organizations or individuals granted the use of any school property required by law, or at the discretion of the Principal.

8. Supervision

No children will be admitted to a school building before the arrival of an adult supervisor who must be at least eighteen (18) years of age. Additionally, children must not remain in the building without such supervision. Custodians are instructed to strictly enforce this regulation.

9. The number of supervisors assigned to oversee children's or youth's activities shall be in proportion to the total number in attendance. It is recommended that there should be one (1) adult for each fifteen (15) children. The number of supervisors for events other than youth activities are defined below (#12)

10. A responsible officer of the organization making use of the school facilities shall contact the custodian upon entering the building and again when leaving.

11. At least one (1) School Department staff member shall be in attendance when school facilities are being used by other than school organizations, with the custodial staff being given the right of first refusal. For use of the cafeteria, cafeteria personnel will be given the right of first refusal.

12. Fees

Fees reflect a usage of up to four hours. Any usage beyond 4 hours is at an hourly rate of \$25.00

Facility Use Fees	# of Required Supervisors	Fee Schedule
Gymnasium	2	\$200.00
Auditorium	2	\$200.00
Cafeteria	1	\$100.00
Cafeteria and Kitchen	2	\$150.00
Classroom	1	\$ 75.00
Library	1	\$150.00
Computer Room	2	\$150.00
Fee for:		up to \$ 25.00 per hour

Custodians/Cafeteria Staff or other school employees, as necessary

School Buses

\$ 35.00 per hour for those groups stated in #2 A – D

\$ 40.00 per hour for those groups stated in #2 E

All other groups requesting to rent school buses will be charged \$75.00 per hour.

Calculated per vehicle used, on a door-to-door basis, and includes cost of driver, waiting time, fuel, and mileage.

The Avon Public Schools reserves the right to attach a surcharge to the school bus usage fee schedule when warranted by but not limited to the increase in the cost of fuel.

Personnel Charges

Any organization granted the use of any school facility must pay the attending custodial and cafeteria workers assigned specifically to provide service to the organization at a rate equal to one and one-half times their existing compensation rate as contained in the existing agreements with these employee groups.

NOTE: Payment of all fees and personnel charges related to the use of school facilities must be paid in full upon approval of the application. Payment for the use of school buses must be paid upon approval of the application based upon an estimation agreed upon by the rentee and the renter.

13. Reports

If the building/school bus is left in an unsatisfactory condition by the organization using the facility, the custodian/bus driver is to report the matter to the Principal/Bus Coordinator, who will send a written report to the Superintendent. Such instances may result in additional custodial costs, or costs associated with the damage to be paid by the facility/school bus user. Additionally, the Principal/Superintendent may deny future use of the facility/school bus to the organization.

14. Cafeteria and Kitchen

No food, ice cream, or beverages shall be sold, distributed, or consumed in areas other than the kitchen, the cafeteria, or the concession stand and the adjoining foyer in the athletic wing, unless specifically approved by the Principal.

Whenever the cafeteria and kitchen areas are made available to, or are rented by any group, or are used by the organization's caterer, a school custodian or the cafeteria manager shall be present and the use of said areas shall be under his/her supervision, unless waived by the Building Principal.

At all functions when any kitchen equipment, dishes, or silverware is requested, an Avon School Department staff member shall be employed to supervise the use of said equipment and facilities, unless waived by the Building Principal. At the discretion of the Building Principal, an additional staff member may be employed to operate specific equipment, such as ovens, steam kettles, and dishwashing machinery at the cost of the facility user.

It is understood that kitchen and cafeteria facilities shall be left in the condition in which they were found, and that any damaged equipment shall be paid for by the renting organization. Dishes and silverware are not available except for school-related and Parent/Teacher Association functions. Specific permission for the use of dishes and silverware may be granted only to local organizations for a specific occasion, and contingent upon proper washing and rinsing in the dishwashing unit by responsible school personnel.

15. Storage, Lighting or Equipment

Only a duly authorized person delegated by the Building Principal shall be permitted to use equipment demanding a special knowledge or skill. This rule shall apply to the use of stage lighting, PA systems, or other electrical equipment.

16. Smoking

In compliance with the General Laws of the Commonwealth, smoking is prohibited in any school building on school grounds, or on any school bus. This rule must be strictly enforced by responsible officers of the organization using the facilities/school bus.

17. Alcoholic Beverages

There shall be no selling, dispensing, consumption, nor possession of alcoholic beverages on any part of the school premises not on school buses – nor shall a person under the influence of intoxicants be admitted.

18. Gambling

In no school building nor school bus shall games of chance be permitted which are in any way contrary to the laws of the Commonwealth of Massachusetts.

19. Rights of School Authorities

The Avon School Committee expressly reserves to itself, the Superintendent of Schools, and the School Principals, the right to change the rules and regulations and rental charges without notice, and to revoke, for any reason which they deem sufficient, the permission for use previously granted.

20. No grant of permission to use school property shall carry with it any right to exclude members of the School Committee, Superintendent of Schools, or any representative of said Committee from the property. Any of the aforementioned shall have, at all times, full and free access to any and all parts of the building or its grounds.

21. Payment of Fees

All checks or monies paid by the renter for school properties shall be payable to the **Town of Avon** and addressed as follows:

Office of the Superintendent
Avon Public Schools
Patrick Clark Drive
Avon, MA 02322

22. Use of the Avon Facilities/buses on a Regularly-Scheduled Basis

Use of the Avon Facilities/buses on a regularly-scheduled basis shall be limited to organizations consisting primarily of Avon students and which are primarily identifiable with the Town of Avon in some official or unofficial way.

First Reading: July 10, 1996

Adopted: July 24, 1996

Amended: April 3, 2000

Amended: October 3, 2005

Amended: June 19, 2006

Amended: March 22, 2010

Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Public Conduct on School Property

KG

The Avon School Committee hereby enacts and adopts the following regulations for the maintenance of public order on property owned, leased, or otherwise used by the school district:

1. No person on school property shall:
 - a. Injure or threaten to injure any person or persons.
 - b. Damage the property of another or of the school district.
 - c. Violate any provision of the laws of the Commonwealth or ordinance of the Town relating to the maintenance of public order.
 - d. Conduct himself/herself in such manner as to impede delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property.
 - e. Enter any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Committee.
 - f. Willfully violate other rules and regulations adopted by the Committee.
2. The Superintendent will be responsible for enforcement of this policy, and he or she may designate other administrative officers to take enforcement action.
3. In any case where violations of this policy and implementing rules and regulations do not cease after reasonable warning and in other cases of willful violation of such directives, the superintendent or designees will take appropriate action. In addition, the superintendent or designees may request public law enforcement officials and/or the courts for necessary assistance.

Adopted: July 14, 1981
Amended: February 5, 2007
Reviewed: July 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Public Solicitations in the Schools

KHA

The School Committee will place limits on commercial activities and fundraising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and causes loss of instructional time.
4. No fund-raising activities shall be conducted by any organization on the premises of the schools except as approved in advance by the Avon School Committee.

Following these guiding statements, the superintendent and principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA (or similar groups) and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitation.

Adopted: July 14, 1981
Revised: March 21, 1990
Amended: February 13, 2006
Reviewed: May 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Advertising in the Schools

KHB

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

CROSS REF.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

Adopted: July 14, 1981
Amended: December 4, 2006
Reviewed: May 2016
Amended: December 11, 2017

Avon School Committee

AVON PUBLIC SCHOOLS

Visitors to the Schools

KI

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: [IHBA](#), Observations of Special Education Programs

SOURCE: MASC

Adopted: July 14, 1981

Amended: December 4, 2006

Amended: November 7, 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Relations with Police Authorities

KLG

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make to the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

Adopted: July 14, 1981
Amended: December 4, 2006
Reviewed: July 2016

Avon School Committee

L Series: EDUCATIONAL AGENCY RELATIONS

This section provides a repository for statements which concern the district's relationship with other education agencies – other school districts, regional or service districts, private schools, colleges and universities, educational research organizations and state national agencies.

LA	Education Agency Relations Goals
LB/LBC	Relations with Other Schools and School Districts
LDA	Student Teaching and Internships

AVON PUBLIC SCHOOLS

Education Agency Relations Goals

LA

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies.

Adopted: July 14, 1981 Amended: November 20, 2006 Reviewed: August 2016
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Avon School Committee

AVON PUBLIC SCHOOLS

Relations with Other Schools and School Districts

LB/LBC

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy, the superintendent will include in reports to the committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when this cooperation is not expressly prohibited by law.

LEGAL REFS: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Adopted: July 14, 1981
Amended: November 20, 2006
Reviewed: August 2016

Avon School Committee

AVON PUBLIC SCHOOLS

Student Teaching and Internships

LDA

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will ensure there are procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.

Adopted: December 4, 2006
Reviewed: October 2016
Amended: December 11, 2017

Avon School Committee