

## Acton-Boxborough Regional School Committee Policy Subcommittee Policy Overview and Training

- **Definitions**

**Policy** School Committee established educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education. Policies shall be in the form of general principles and statements of intent.

**Procedures**

Administrative actions to implement policies and/or to perform school and district functions. The Superintendent (or designee) is responsible for developing the procedures to ensure implementation of the School Committee policies.

- **Process**

**Policy** Policy Subcommittee writes and/or reviews and edits policies with the support of school administrators. The policy subcommittee recommends draft policies to the School Committee for their review and suggestions. The final policy is voted and approved by the full School Committee after two readings.

**Procedures**

Written and approved by school and district administration.

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.

- **Policy Development**

Review applicable law; include high level philosophy as appropriate; review MASC model policy; possibly review policies from other districts. Confer with appropriate staff.

- **Recommended Resources**

MASC Website Model Policies

ABRSD Policy Website – become familiar with current policies and related policies

MGL Selected Massachusetts General Laws 2018 For School Committees and School Personnel

MGL Website – search engine

School Administrator related to policy topic

*(It is recommended that subcommittee members bring device to look at website and MGL book to each policy subcommittee meeting)*

- **File Coding**

Policies A-F separated by categories

Procedures (Regulations) –R

Forms/Exhibits -E

## Policy Sections and File Numbers

### **Section A Foundations and Basic Commitments (14)**

Policies with very varied topics, mostly legally based  
School District Legal Status; Harassment; Nondiscrimination; CORI and Fingerprinting; Wellness; Website Accessibility; Tobacco Use; Long Range Strategic Plan/Mission, Vision, Values; Allergies; Sustainability

### **Section B School Board Governance and Operations (25)**

Policies about the School Committee protocols and responsibilities  
Policy development; Voting Method; Unexpired Terms; Superintendent School Committee Relationship; School Councils; School Committee member ethics and conflict of interest.

### **Section C General School Administration (15)**

Policy Development and Procedure Implementation; Superintendent of Schools; Superintendent Evaluation; Handbooks;

### **Section D Fiscal Management (7)**

Finance Policies  
Budget, Donated funds

### **Section E Support Services (20)**

Policies related to safety and operations  
Threats; Emergency Plans; Transportation; Food Services

### **Section F Facilities Development (4)**

Naming, retiring facilities and memorials

### **Section G Personnel (20)**

Policies related to employees  
Hiring; Evaluation; Staff Conduct; Harassment; Ethics; Conflict of Interest; FMLA; Technology Acceptable Use; Drug Free Workplace

- Section H      Negotiations (2)**  
Negotiations Legal Status; Negotiating Agents of the School Committee
- Section I      Instructional Program (45)**  
Policies related to teaching and learning  
Curriculum and materials; Library Materials; Class Size Guidelines; Field Trips;  
Home Schooling, English Learners; 504's
- Section J      Students (45)**  
Policies related to students  
Equal Educational Opportunities; Harassment; Enrollment; Student Records; Allergies;  
Student Conduct; Allergies; Child Abuse and Neglect Reporting
- Section K      School-Community Relations (12)**  
Policies related to the community  
Use of school facilities; Advertising; MOA with Police; Visitors to schools; Public's right  
to know

## SCHOOL COMMITTEE POLICY DEVELOPMENT

According to Chapter 71, Section 37, the School Committee “shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Board of Education.”

Policies and/or revisions may be proposed by any member of the Committee, any member of the public and any member of the staff. The Superintendent shall have the responsibility of recommending policies for adoption and/or revisions of existing policies. These policies shall be in the form of general principles and statements of intent. The Superintendent is responsible for developing the procedures to ensure implementation of the School Committee policies.

The School Committee shall have two readings of any proposed policy/revision to allow for input from interested parties. A vote shall be taken on the second reading. Only under emergency conditions will a policy be adopted on the first reading.

The Committee shall periodically review policies to maintain their timeliness and relevance.

Policies will be available to the public by being posted on the District website.

CROSS REFS.: BGF, Suspension of Policies  
CH, Policy Implementation

Approved: 12/12/13

## **POLICY IMPLEMENTATION**

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 District employees and students will comply with them.

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.

CROSS REFS.: BG, School Committee Policy Development  
BGF, Suspension of Policies

**Approved on: 12/12/13**

*Acton-Boxborough Regional School District*

## DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district 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.

Approved on: 12/12/13.

*Acton-Boxborough Regional School District*

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

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 direction from 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 Department of Education for information purposes only.) Standards of conduct will be included in staff and student handbooks.

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

Approved: 12/12/13

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