

## SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district 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 district. 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 out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

~~SOURCE: MASC~~

~~NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.~~

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### ~~SCHOOL COMMITTEE SELF EVALUATION~~

~~The Hamilton Wenham Regional School District School Committee will periodically implement a process through which the School Committee will self evaluate the operations of the Committee to measure performance. The self evaluation will be substantially in the form of the attached survey which may be changed from time to time by a majority vote of the Committee. The Committee shall use reasonable efforts to conduct this self evaluation annually prior to town elections.~~

~~The Committee Chair shall be responsible for initiating the self evaluation process, collecting the completed surveys from members, and ensuring that the members have an opportunity to discuss the results.~~

~~Implied in the concept of self evaluation is an assumption that individuals 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, follow through, and careful assessment of results.~~

~~SOURCE: Hamilton Wenham~~

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## **EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

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 member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. 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.

| ~~SOURCE: MASC~~

**SCHOOL COMMITTEE LEGAL STATUS**  
**HOLD 06/2019 Dorothy would like to revisit wording**

The School Committee is the governing board of the town's public school district. Although it 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.

Established by law

**SOURCE: MASC**

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status  
BBA, School Committee Powers and Duties

~~NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.~~

~~Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.~~

~~Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. 71:14B and 71:16A. A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. 71:63 would be required. The cross references are to related codes in the NEPN classification system.~~

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## ~~SCHOOL COMMITTEE POWERS AND DUTIES~~

~~The regional district school committee, hereinafter called the "Committee", shall have the powers, duties and limitations imposed upon it by law and by the District Agreement, which shall take precedence over any inconsistent provisions of these by laws. The Committee shall at all times be guided by the best interests of the entire District and shall act in a fair and equitable manner. The Committee shall be open to comments and suggestions from and maintain liaison with officials of the towns of Hamilton and Wenham and shall conduct its affairs in an open and ethical manner, being careful not to disenfranchise any member of the Committee or resident of the member towns.~~

~~In carrying out its responsibilities, the Committee shall act as a legislative body, delegating executive functions to the Superintendent of School. It shall act as a committee of the whole. Individual members shall make no commitment for the Committee except when commissioned to do so by the Committee.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BBA

## SCHOOL COMMITTEE POWERS AND DUTIES

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 policymaking.** 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 district 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 thereto, 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.

~~[M.G.L 71:16](#)~~

~~[M.G.L 71:16I](#)~~

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~~

*Hamilton-Wenham Regional School District*

## **SCHOOL COMMITTEE MEMBER AUTHORITY**

### **Authority**

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

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

No member of the Committee, by virtue of their 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 their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that they are 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.

File: BBAA

9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

~~SOURCE: MASC~~

~~NOTE: This category is often used for a statement of the duties and responsibilities of School Committee members, as well as a statement on their authority, just as was done in the above policy.~~

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## SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are 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 their 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.

Established by law

~~SOURCE: MASC July 2016~~

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

~~NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.~~

~~The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.~~

*Hamilton-Wenham Regional School District*

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**SCHOOL COMMITTEE MEMBER RESIGNATION**

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

~~Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.~~

Established by law

SOURCE: — MASC

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

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**UNEXPIRED TERM FULFILLMENT**

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~~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.~~

~~SOURCE:— MASC~~

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

~~**NOTE:** The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portions apply.~~

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## **SCHOOL COMMITTEE MEMBER ETHICS**

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

### **A School Committee member in his/her relations with his/her community should:**

1. Realize that his/her primary responsibility is to the children.
2. Recognize that his/her basic function is to be policy making and not administrative.
3. Remember that he/she is one of a team and must abide by, and carry out, all Committees 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 he/she represents 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 his/her Committee activities.

### **A School Committee member in his/her relations with his/her 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/her professional duties and hold him/her 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.

### **A School Committee in his/her relations with his/her fellow Committee members should:**

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she 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 his/her 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 a question have been presented and discussed.

File: BCA

Adopted: 2/9/12

Note: The MASC Reference Manual replaces all pronouns with the third person, replacing "his/her" with "their", "he/she" with "they" (and fixing the verb where necessary), and "him/her" with "them".

SOURCE: Hamilton Wenham

2 of 2

***Hamilton-Wenham Regional School District***

File: BDA

### ~~SCHOOL COMMITTEE ORGANIZATIONAL MEETING~~

~~The Committee shall organize in each year at its first regular meeting following the annual district election and shall elect and appoint its officers in accordance with the provisions of the District Agreement. The Committee shall by majority vote make such additional internal appointments and assign responsibilities as it desires. Vacancies among the elected or appointed officials of the Committee may be filled by the Committee at any time. Incapacity shall be determined by a 2/3rds vote of the Committee as a whole.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

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### **SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

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

~~In the event the Chair and Vice Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro Tem.~~

~~A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:~~

- ~~1. Nominations for the office of Chair will be made from the floor. The Chair 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.~~
- ~~— Upon election, the new Chair will preside, calling for the election of a Vice Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.~~

~~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.~~

~~SOURCE: MASC~~

~~**NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifics on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. 71:16A; a School Committee participating in a superintendency union should cite M.G.L. 71:63 and correct the content of this policy in accordance with requirements of that section of the law.**~~

## SCHOOL COMMITTEE OFFICERS

~~Chairperson—The chairperson shall be and perform the duties of the chairman as prescribed in Chapter 71, Section 16A of the General Laws and the District Agreement, shall preside at all Committee meetings, shall sign for the District legal documents and contracts which have been authorized by the Committee and shall perform such other duties as the Committee may determine. The chairperson shall be entitled to vote on all matters.~~

~~At public presentation and at meetings with town officials or others at which the chairperson is present in his or her official capacity, the chairperson shall not represent or advocate any position other than the majority Committee position.~~

~~Vice Chairperson—The vice Chairperson shall exercise the powers and perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Incapacity shall be determined by 2/3rds vote of the Committee as a whole.~~

~~Secretary—The secretary shall be responsible for the accuracy of the record of all School Committee business. However, the actual recording, preparation and distribution of minutes may be delegated to the Clerk for the School Committee. The Secretary shall perform the duties specified in the District Agreement and required by law and shall faithfully attest to the actions of the Committee as required.~~

~~Assistant Secretary—The assistant secretary shall exercise the powers and perform the duties of the secretary in the absence or incapacity of the secretary.~~

~~Treasurer—The treasurer, who need not be a member of the Committee, shall be appointed annually by the School Committee. In accordance with general accounting practices, the treasurer may authorize and sign checks for operating expenses of the district. The Treasurer shall receive and take charge of all monies paid to the District or the Committee, and shall deposit the same in such banks as authorized by the Committee. He/she shall render reports of all receipts and disbursements. The treasurer shall sign approved bonds and notes of the District as required by law. He/she will perform all duties required by the Regional Agreement. The Treasurer and the Assistant Treasurer may be compensated by the District. The Treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts (MGL Chapter 41, Sections 35 and 109A).~~

~~Assistant Treasurer—The assistant treasurer, who need not be a member of the Committee, shall act in the absence or incapacity of the treasurer. In accordance with general accounting practices, the assistant treasurer may authorize and sign checks for operating expenses of the district. The assistant treasurer shall be bonded in accordance with the laws of the Commonwealth of Massachusetts. In the absence of the treasurer, the assistant treasurer shall perform the duties of the treasurer and shall have the powers and be subject to the requirements and penalties applicable to the treasurer.~~

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~~Superintendent of Schools—The superintendent of schools shall act as the executive officer of the Committee. In addition to the duties as specified by law and by the position description adopted by the Committee, the superintendent shall maintain the permanent records of the Committee and shall be custodian of the district seal.~~

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~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

2 of 2

## **SCHOOL COMMITTEE OFFICERS**

### **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. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

- 0. ~~Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.~~
  - 0. ~~Consult with the Superintendent in the planning of the Committee's agendas.~~
  - 0. ~~Confer with the Superintendent on crucial matters that may occur between Committee meetings.~~
  - 0. ~~Appoint subcommittees, subject to Committee approval.~~
  - 0. ~~Call special meetings of the Committee as found necessary.~~
  - 0. ~~Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.~~
  - 0. ~~Be responsible for the orderly conduct of all Committee meetings.~~
- As presiding officer at all meetings of the Committee, the Chair will:
- 0. ~~Call the meeting to order at the appointed time.~~
  - 0. ~~Announce the business to come before the Committee in its proper order.~~
  - 0. ~~Enforce the Committee's policies relating to the order of business and the conduct of meetings.~~
  - 0. ~~Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.~~
  - 0. ~~Explain what the effect of a motion would be if this is not clear to members.~~
  - 0. ~~Restrict discussion to the question when a motion is before the Committee.~~
  - 0. ~~Answer all parliamentary inquiries.~~
  - 0. ~~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 Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

**Clerk**

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.

~~Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)~~

~~If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions. When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.~~

~~City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.~~

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### **SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP**

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. 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 may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they 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.

| **SOURCE:** MASC July 2016

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## ~~WORKING GROUP ORGANIZATION~~

~~Special working groups, which may include non-Committee members, may be organized with the approval of the Committee to advise the Committee but shall not determine policy or act without the authority of the Committee. Working groups shall be authorized annually with specific charge. Special working groups must comply with the Open Meeting Law, MGL c. 30A, Sec. 18-25.~~

~~The appointment of working group members shall be made annually by majority vote of the Committee.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

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### **SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

~~The School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.~~

- ~~0. The subcommittee will be established through action of the Committee.~~
- ~~0. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.~~
- ~~0. The subcommittee will be provided with a list of its functions and duties.~~
- ~~0. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.~~
- ~~0. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.~~

~~SOURCE: MASC~~

~~LEGAL REF.: M.G.L. 30A:18-25~~

~~CROSS REF.: BEC, Executive Sessions~~

~~**NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).**~~

~~The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.~~

~~If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.~~

### **ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve.
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
  - c. The resources the School Committee will provide.
  - d. The approximate dates on which the School Committee wishes to receive major reports.
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

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9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

~~SOURCE: MASC~~

LEGAL REF.: M.G.L. 30A:18-25

CROSS REF.: JIB, Student Involvement in Decision-making

~~NOTE: This category is for filing a general policy on advisory committees made up entirely or largely of non-school personnel. Supporting regulations may be needed.~~

~~If there is a general staff advisory committee for making all types of recommendations to the School Committee, statements about the advisory committee would be filed in ABB (Also GBB), Staff Involvement in Decision making. However, statements about staff committees that function in special areas, or groups composed only of administrators, are better filed elsewhere and cross referenced from here or from ABB, as appropriate.~~

~~The cross reference on the above policy is to a closely related topic, which pertains to the student advisory committee required by law.~~

File: BDFA

## **SCHOOL COUNCILS**

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.
- 4.5 At the secondary level, the School Committee shall approve the student handbook.

~~SOURCE: MASC~~

LEGAL REFS.: M.G.L. 71:38Q, 71:59C

***Hamilton-Wenham Regional School District***

### **SCHOOL IMPROVEMENT PLAN**

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 review of 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 parent/guardian 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.

SOURCE: MASC

### **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

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.

SOURCE: MASC

File: BDFA-E-3

### **CONDUCT OF SCHOOL COUNCIL BUSINESS**

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Sections 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

### SCHOOL ATTORNEY

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 to them. They 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 them to offer the necessary legal advice.

~~A decision to seek legal advice or assistance on behalf of the school district 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 legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

~~The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.~~

~~SOURCE: MASC~~

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

~~NOTE: Town or city charters often state that the town counsel or city solicitor will provide certain services for the School Committee. References to such sections(s) of a charter should be added to the legal references. In addition, it is important that a School Committee establish guidelines for access to legal counsel by individual members. In most cases this is allowed only with prior approval of the whole Committee.~~

~~File: BE~~

## ~~SCHOOL COMMITTEE MEETINGS~~

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~~The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:~~

- ~~1. **Regular meeting:** the usual official legal action meeting, held regularly~~
- ~~2. **Special meeting:** an official legal action meeting called between scheduled regular meetings to consider specific topics.~~

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

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~~SOURCE: MASC~~

~~LEGAL REFS.: M.G.L. 30A:18-25~~

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

~~**NOTE: The above policy covers both regular and special meetings and thus is filed under the general term School Committee Meetings, code BD. More extensive policies on regular and special meetings might be separated and filed under the codes pertaining to each type, BEA and BEB, respectively.**~~

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~~The cross references are to codes in which information directly related to School Committee meetings is filed in this manual.~~

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File: BEA

## **REGULAR BOARD MEETINGS**

~~Regular meetings will be held at least two times per month during the academic school year at such times and places as the Committee shall from time to time determine. The School Committee will approve a tentative schedule of meetings for the coming year by the first School Committee meeting in June. Regular meetings falling on holidays will not be held unless the Committee votes to do so, in which event the meeting shall be held on a date on which the Committee may lawfully act. Notice of all meetings shall be given in accordance with the provisions of M.G.L. c. 30A, Sec. 18-25. In addition to the notice required by law, notice of any change in the time, place or date of regular meeting shall be communicated by the Secretary or designee to any members of the Committee who may have been absent from the meeting at which such change was made.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEB

## **SPECIAL BOARD MEETINGS**

~~Special meetings may be called by the chairperson and the superintendent acting jointly and shall be called by either of them upon the request of three members. In addition to the notice required by law, a notice of all special meetings shall be given to each member of the Committee at least 48 hours prior to the time scheduled for the meeting. Under emergency situations, special meetings may be held with less than 48 hours' notice provided that 2/3rds of all the members of the Committee agree and are present at such special meeting.~~

~~Notice of every special meeting shall indicate the matters to be considered thereat and no other business shall be acted upon thereat, except by a 2/3rds vote of those members present.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEC

***Hamilton-Wenham Regional School District***

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## EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session, the section of the law dealing with the exemption and 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.

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 states ten specific purposes for which an executive session may be held, and emphasizes that these are the only reasons for which a public body may enter executive session.

The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal or complaints or charges brought against, a member of the committee, a school department employee or student, or other individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties;
2. To conduct strategy with respect to conduct collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
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. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

File: BEC

7. To comply with or act under the authority of, any general or specific law of federal grant-in-aid requirements;
8. To consider and interview applicants for employment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening. (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.);
9. To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
  - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
  - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by the governmental body as an energy supplier.

The School Committee is not required to disclose the minutes, notes or other materials used in an executive session where the disclosure of these records may defeat the lawful purposes of the executive session. Once disclosure would no longer defeat the purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless they are within an exemption to the Public Records law, or the attorney-client privilege applies. The School Committee will review its executive session minutes at least once each year to determine whether continued non-disclosure is warranted, and such determination will be included in the minutes of the next meeting. The School Committee has not performed a review to determine whether the records are subject to disclosure, it must do so prior to its next meeting or within 30 days, whichever is sooner.

LEGAL REF: M.G.L. [30A:21:30A:22](#)

~~SOURCE: Hamilton-Wenham~~

### **EXECUTIVE SESSIONS**

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

- ~~0. The Committee will first convene in an open session for which due notice has been given.~~
- ~~0. The Chair (or, in their 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.~~
- ~~0. 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.~~
- ~~0. The Chair 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 real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.~~
- ~~7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.~~
- ~~8. 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~~

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

~~CROSS REFS.: BDE, Subcommittees of the School Committee  
BE, School Committee Meetings  
KEB, Public Complaints about School Personnel~~

~~**NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BEC-E.**~~

File: BEDA

### **~~NOTIFICATION OF SCHOOL COMMITTEE MEETINGS~~**

~~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 subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."~~

~~Notification of the dates, times, and places of regular meetings 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~~

**~~NOTE: Notification to the public as well as to School Committee members can be included under this code.~~**

File: BEDB

## **SCHOOL COMMITTEE AGENDA**

~~The agenda and supporting information shall be prepared by the superintendent, in consultation with the chairperson, and shall be provided to each committee member sufficiently in advance of the meeting to allow for study. Any committee member may place an item on the agenda by notifying the Superintendent or Chairperson in advance of its being assembled for distribution.~~

~~The agenda must be posted at least 48 hours in advance of the meeting excluding Saturday, Sundays, and legal holidays. The notice shall be printed in legible, easily understandable format and shall contain the date, time, meeting location and a listing of topics the chair reasonable anticipates will be discussed at the meeting. In an emergency, the meeting notice may be posted as soon as reasonably possible prior to the meeting.~~

~~The agenda shall show all tabled and principal pending items.~~

~~The superintendent shall be given the opportunity to make recommendations on all issues to be voted upon by the Committee.~~

Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18

SOURCE: Hamilton Wenham

***Hamilton-Wenham Regional School District***

File: BEDB

### **AGENDA FORMAT**

~~The Superintendent, conferring with the Chair 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

**NOTE: ~~When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.~~**

File: BEDB-E

## **SCHOOL COMMITTEE AGENDA**

~~The regular meetings of the School Committee should include:~~

- ~~• Call to Order~~
- ~~• Opportunity for Public Comment~~
- ~~• Reports & Communications~~
- ~~• Old Business~~
- ~~• New Business~~
- ~~• Approval of Minutes~~
- ~~• Adjournment~~

~~The chairperson shall have the authority to deviate from the normal order of business in order to give priority time to items and to accommodate guest. Any such decision or other parliamentary decision by the chair may be overruled by a majority of the Committee present.~~

~~The Chair may add to the agenda items that he/she did not reasonable anticipate needed to be discussed at the meeting. No item not on the agenda, except for brief informative comments, may be introduced for Committee action unless agreed to by 2/3rds vote of those present.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

***Hamilton-Wenham Regional School District***

File: BEDB-E

**AGENDA FORMAT**

~~At regular meetings, the following will be the customary order of business:~~

- ~~0. Call to order~~
- ~~0. Roll call of Committee members~~
- ~~0. Approval of minutes~~
- ~~0. Payment of bills, financial report~~
- ~~0. Delegations, visitors, etc.~~
- ~~0. Communications~~
- ~~0. Reports and recommendations of the Superintendent~~
- ~~0. Unfinished business~~
- ~~0. New business~~
- ~~0. Reports of special committees~~
- ~~0. Recommendations or questions from individual Committee members~~
- ~~0. Adjournment~~

~~SOURCE: MASC~~

~~File: BEDC~~

**QUORUM**

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~~A quorum for the transaction of business shall be a majority of the members of the Committee. A meeting may not be convened without a quorum.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

File: BEDD

**RULES OF ORDER**

~~Robert's Rules of Order shall govern the Committee proceedings except when those rules are in conflict with these by laws.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton Wenham~~

File: BEDD

**RULES OF ORDER**

~~Robert's Rules of Order, Newly Revised will govern the proceedings of the 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.~~

~~SOURCE: MASC~~

~~**NOTE: Also include under this code any rules of order, in addition to Robert's Rules, that the Committee has adopted.**~~

*Hamilton-Wenham Regional School District*

~~File: BEDF~~

## ~~VOTING METHOD~~

### ~~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. 30A:18-25; 71:42; 71:50

~~**NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.**~~

~~**If sections of a town or city charter apply, the appropriate references should be added to the legal references.**~~

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## **MINUTES**

The agenda and approved minutes of open sessions of all Committee meetings shall be public documents and open for inspection by the public as required by law and placed on the District website. They shall be distributed to such other persons as the committee from time to time determines.

All votes taken in Executive Session shall be recorded roll call votes and shall be part of the record of the Executive Sessions. Minutes of Executive Sessions held in compliance with the Open Meeting Law, the recording or other materials used in the preparation of such minutes and all documents and exhibits used at the session may be withheld from disclosure to the public in their entirety as long as publication may defeat the lawful purposes of the executive session, but no longer. Minutes and related material involving litigation, negotiations, or bargaining position of the School Committee must be disclosed if the litigation, negotiation, or collective bargaining position of the School Committee is no longer jeopardized by the disclosure.

The Committee, the Chair or its designee must at reasonable intervals review the executive session meetings to determine if the provisions of Section 30A Section 22 warrant continued non-disclosure. The determination as to whether the executive session minutes should remain confidential shall be announced at the School Committee's next meeting and included in the minutes of the public meeting.

If the Committee received a request to inspect or copy executive session minutes, the Committee must respond to the request within ten (10) days of receipt of the request and shall release the minutes not covered by the confidentiality exemption under Section 21 f., if the Committee or its designee has not reviewed the minutes, the Committee, the Committee Chair or its designee must review the minutes and release the non-exempt minutes or portion of the minutes within thirty days or the next School Committee meeting whichever occurs first.

Any meeting of the Committee may be adjourned to any succeeding day by vote of a majority of the Committee in attendance of the meeting.

The minutes of the meeting shall include the Aye and Nay votes and abstentions on the items voted on. Names of those voting in the minority and abstaining shall be so recorded on all main motions and amendments to main motions. There shall be no votes by secret ballot.

Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18

SOURCE: Hamilton-Wenham

File: BEDG

## **MINUTES**

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

***Hamilton-Wenham Regional School District***

Minutes will include:

- 0. ~~The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting.~~
- 0. ~~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.~~
- 0. ~~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. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.~~

~~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.~~

SOURCE: ~~MASC, July 2018~~

LEGAL REFS.: ~~M.G.L. 30A:22; 66:10; 940-CMR 29.00~~

CROSS REF.: ~~KDB, Public's Right to Know; BEC, Executive Session~~

~~**NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.**~~

## **PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

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

The School Committee encourages the full participation of citizens in the governmental processes associated with the education of the students in the Hamilton-Wenham Regional School District. One means of such participation occurs at the School Committee meeting. While Massachusetts Open Meeting Laws do not require that School Committee meetings in the Commonwealth be opened to public participation, this adopted policy specifies that community members in Hamilton and Wenham shall have an opportunity to present their questions, observations, and concerns to the Committee at its regular and special meetings.

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.

### **I. Policy**

1. At or near the opening of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the entire public participation segment of the meeting shall be determined by the Committee Chair. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify himself or herself by name and address. Speakers will be allowed three (3) minutes to present their material. No citizen may speak more than once without the permission of the Chair. The presiding Chair may permit extension of this time limit.
3. Topics for discussion are limited to those items on the School Committee meeting agenda for that evening. Citizens wishing to introduce a new topic are advised to contact either the Superintendent of Schools or the Committee Chair in writing at least one week prior to the date of the meeting. However, the School Committee may choose to add to the agenda a topic proposed by a guest who wishes to address the Committee, if a majority of School Committee members at that meeting approve the agenda change.
4. At the discretion of the Chair, guests may be asked to reserve their comments until the meeting has proceeded to the point in the agenda when the relevant topic is scheduled for discussion.
5. 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 Chair may terminate that individual's privilege of address.

File: BEDH

6. No person shall disrupt the proceedings of the School Committee. 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.
7. All remarks will be addressed through the Chair of the meeting.
8. Speakers may offer such objective criticisms of the school operation 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.
9. 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.

**~~I. Procedures & Financial Implications~~**

~~0. Whenever appropriate, the Chair may choose to outline these policies at the outset of a school committee meeting.~~

~~0. There are no financial implications associated with this policy.~~

LEGAL REF.: 30A:20(f).

~~Adopted: 1/21/99  
Reviewed: 1/5/12~~

~~SOURCE: Hamilton-Wenham~~

File: BEDH

### **~~PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS~~**

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

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

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

- ~~0. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.~~
- ~~0. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.~~
- ~~0. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.~~
- ~~0. 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 Chair may terminate that individual's privilege of address.~~
- ~~0. All remarks will be addressed through the Chair of the meeting.~~
- ~~0. 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.~~
- ~~0. 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 July 2016

## **GUIDELINES FOR PUBLIC COMMENT**

### General

~~All regular and special meetings of the School Committee shall be open to the public. These meetings are business meetings held in public settings. The public is excluded from valid executive sessions pursuant to the Open Meeting Law.~~

~~The School Committee will generally set aside a period of time at each regular meeting to hear from the public about issues that affect the District and are within the scope of the School Committee's responsibilities. Special meetings will generally not include such period of time unless specifically called to solicit public input.~~

~~If the School Committee believes that an issue requires a dialogue with the District community, the School Committee may schedule a separate public hearing on that open issue.~~

~~The School Committee welcomes individuals in the District to attend its open meetings so that they may become better acquainted with the operations and programs of our local public schools. However, pursuant to M.G.L. Chapter 30A Section 20(f), an individual is not permitted to disrupt a meeting of a public body and at the request of the chair, all members of the public shall remain silent. If, after clear warning, person continues to be disruptive, the chair may order the individual to leave the meeting and, if the person does not leave, the chair may authorize a constable or other officer to remove the person.~~

### Written Request to Make a Presentation Before the School Committee

~~Any individual, who wishes to make a presentation to the School Committee on an item that is within the scope of the Committee's responsibilities, may request that item 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 that explain the scope and intent of the agenda item. The Chair of the Committee and the Superintendent 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 where to place an item on the agenda and all parameters to be required of the presenter.~~

~~If a group of individual's wishes to make a presentation to the School Committee on an item that is within the scope of the School Committee's responsibilities, it should designate one member of the group to act as the spokesperson and follow the above procedure.~~

### Public Comment

- ~~0. Public comment shall be for a period of not more than 20 minutes and shall generally follow the opening of the meeting. It is within the Chairman's authority to recognize one spokesperson for each group who wishes to speak. The School Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.~~

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- ~~0. Individuals wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes unless specifically authorized by the Chair. No person may speak more than once without permission of the Chair. All persons shall speak to the full Committee through the Chair and shall not address individual members of the School Committee or administrators.~~
- ~~0. 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.~~
- ~~0. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.~~
- ~~0. Individuals may offer such objective criticisms of the school operations and programs that concern them, but in public session the School 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.~~

~~Adopted: 3/20/14  
Reviewed: 4/27/17~~

~~SOURCE: Hamilton Wenham~~

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## **GUIDELINES FOR PUBLIC COMMENT**

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 them 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.

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

~~SOURCE: MASC~~

## REMOTE PARTICIPATION

### I. Policy

#### 1) Policy

It is the policy of the Hamilton-Wenham Regional School District to allow remote participation of members of the School Committee and any of its subcommittees or working groups (public body) at any of its meetings subject to the requirements of this policy.

The regulations of the Office of the Attorney General of Massachusetts on Remote Participation, 940 CMR 29.10 et seq., are adopted as modified to serve as the policy of the Hamilton-Wenham Regional School District.

#### 2) Minimum Requirements for Remote Participation.

- a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;
- b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by [M.G.L. c. 30A, sec 20\(d\)](#);
- c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of [M.G.L. c. 39, sec. 23D](#)

#### 3) Permissible Reasons for Remote Participation.

A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in section (5), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- a) Personal illness;
- b) Personal disability;
- c) Emergency;
- d) Military service; or
- e) Geographic distance.

#### 4) Technology.

- a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body

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member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- i. telephone, internet, or satellite enabled audio or video conferencing;
  - ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
  - c) The public body shall determine which of the acceptable methods may be used by its members.
  - d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.
  - e) The amount and source of payment for any costs associated with remote participation shall be determined by the School Committee.

5) Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request. If the person chairing the meeting determines that the member has previously remotely participated in two meetings within the current fiscal year, then the request shall be brought to the full public body for a participation determination as the first agenda item at the meeting. If the person chairing the meeting determines that technology necessary to enable remote participation at the meeting will not be available, then all requests for remote participation at that meeting shall be denied.

At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under section (3) for his or her remote participation. This information shall also be recorded in the meeting minutes.

All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

2 of 3

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**~~I.— Policy Review and Revision~~**

~~This policy shall be reviewed one year after its adoption to determine the future suitability of its provisions.~~

LEGAL REFS.: M.G.L. 30A:20D, 22; 39:23D  
940 CMR 29.10 et seq.

~~Policy Review: September 28, 2017~~  
~~Approved: October 19, 2017~~

~~SOURCE: Hamilton Wenham~~

File: BEE

### **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

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

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available 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 Chair or acting Chair 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 accordance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic.

To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

~~Adopted: 12/5/13~~  
~~Reviewed: 4/27/17~~

~~SOURCE: MASC/Hamilton-Wenham~~

***Hamilton-Wenham Regional School District***

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## SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

~~SOURCE: — MASC~~

~~NOTE: One of the first policy needs of a School Committee is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by a Massachusetts School Committee.~~

File: BGB

## **POLICY ADOPTION**

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

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Committee according to the following procedures.

### **Readings**

1. The Policy Working Group provides copies of the first draft of the proposed policy to the School Committee members for their review prior to the First Reading.
2. The First Reading is held at a School Committee meeting. Time is allowed for consideration of the proposed policy or policies as recommended by the Policy Working Group, including a response from the Superintendent, discussion by the School Committee and directions for any redrafting or approval at a First Reading.
3. If the proposed policy impacts teacher performance standards, a meeting with the collective bargaining representative is arranged in accordance with G.L. Chapter 71 § 38.
4. If the proposed policy is revised, it is presented at a School Committee meeting for a Second Reading and is discussed and adopted or rejected. Amendments to the policy at the Second Reading will not require repetition of the sequence, unless the School Committee so directs.
5. By majority vote, the School Committee may dispense with the above sequence to meet emergency conditions.
6. After discussion, and any amendments, the School Committee takes a vote on the finalized policy.

### **Adoption**

1. The formal adoption of a policy is recorded in the School Committee minutes. Each policy adopted supersedes any existing policies that may be in conflict with the new policy.
2. Policies will be effective on the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
3. Adopted policies are entered into the existing policy manual (both paper based and online).
4. Copies of the policy are distributed to School Committee members, Administrators, Principals, Teacher Association Presidents, and put on the District website.

~~Adopted: 9/18/13~~  
~~Reviewed:~~

~~SOURCE: Hamilton-Wenham~~

***Hamilton-Wenham Regional School District***

**~~POLICY ADOPTION~~**

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

~~To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:~~

~~0. Information item – distribution with agenda~~

~~0. Discussion item – reading of the proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; Committee discussion and directions for any redrafting~~

~~0. Action item – discussion, adoption or rejection.~~

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

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

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

~~SOURCE: MASC~~

~~**NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.**~~

File: BGBA

### **CONFLICTS BETWEEN DISTRICT POLICY & COLLECTIVE BARGAINING AGREEMENTS OR STATE & FEDERAL LAWS**

In the event of a conflict between a policy herein and any collective bargaining agreement, the collective bargaining agreement shall have precedence. In the event of a conflict with state or federal law, state of federal law shall have precedence.

~~Adopted: 9/18/13  
Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

File: BGC

### **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a three-year cycle.

~~Policies will be reviewed on a three year cycle. In the first year, Policy Sections "A" through "D" will be reviewed. In the second year, Policy Sections "E," "F," "G" and "P" will be reviewed. "Section H" will be reviewed in the third year. This procedure will not prevent the Committee from reviewing individual policies out of this sequence when the need arises.~~

The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.

***Hamilton-Wenham Regional School District***

~~Adopted: 9/18/13~~  
~~Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

File: BGC

### **~~POLICY REVISION AND REVIEW~~**

~~In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.~~

~~The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.~~

~~The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.~~

~~The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.~~

SOURCE: — MASC

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## ~~AMENDMENTS~~

~~These By-Laws may be amended by a vote of the majority of the Committee as a whole at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been mailed to each member at least seven days prior to the regular or special meeting at which the proposed amendment is to be acted upon.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

File: BGD

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

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 district 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 procedure 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

***Hamilton-Wenham Regional School District***

~~NOTE: It is important to point out that a School Committee is required to approve many regulations—either by law (one example is cited above) or the dictates of good judgment.~~

File: BGE

## **POLICY DISSEMINATION**

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School 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. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

The School Committee Policy Manual is a public record and will be available for inspection at the Superintendent's Office, principal's office at each school and on the Hamilton-Wenham Regional School District's Website.

~~Adopted: 9/18/13~~  
~~Reviewed: 3/16/17~~

~~SOURCE: Hamilton-Wenham~~

File: BGE

### **~~POLICY DISSEMINATION~~**

~~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 district, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.~~

~~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 official policy manual will be considered a public record and will be available for inspection at the Superintendent's office.~~

~~SOURCE: MASC~~

~~File: BGF~~

~~**SUSPENSION OF POLICIES**~~

~~The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of 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.~~

~~SOURCE: MASC~~

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**SEVERABILITY**

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~~If any article or section of any article of these by laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these by laws shall not be affected thereby.~~

~~Policy Revisions Adopted: 06/05/97, 06/19/97, 04/08/10, 12/01/16, 10/19/17, 10/10/18~~

~~SOURCE: Hamilton-Wenham~~

File: BHC (also GBD)

**SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

Unless otherwise agreed to by 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 for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided 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.

**School Committee Communications to Staff**

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

**Visits to Schools**

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

Reference: HWRSC Policy G7014: "Staff Complaints and Grievances" [This reference will need to be edited \(6/2019\)](#)

***Hamilton-Wenham Regional School District***

~~Adopted: 5/21/12~~  
~~Reviewed: 4/27/17~~

~~SOURCE: Hamilton-Wenham~~

## **SCHOOL COMMITTEE STAFF COMMUNICATIONS**

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

### **Staff Communications to the School Committee**

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided 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.

### **School Committee Communications to Staff**

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

### **Visits to Schools**

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

SOURCE:—MASC

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## **~~USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS~~**

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

~~Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to 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 the 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 chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. 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.~~

### **Policy Review and Revision**

~~This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.~~

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

~~Adopted: 10/21/04  
Reviewed: 12/11/08~~

~~SOURCE: Hamilton Wenham~~

File: BHE

### **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), 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 REFS.: M.G.L. [4:7](#); [30A:18-25](#); [66:10](#)

File: BIA

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to 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 Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and employment contracts of School Committee appointed positions
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine. The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or 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.

CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office  
LEGAL REF.: M.G.L. [71:36A](#)

~~SOURCE: MASC/Hamilton-Wenham~~

***Hamilton-Wenham Regional School District***

File: BIBA

### **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

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 district.
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 REF.: M.G.L. [40:5](#)

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

File: BID

**SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**  
**HOLD 6/2019**

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for their 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 district in which their 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.

SOURCE: MASC

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

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

File: BJ

**SCHOOL COMMITTEE LEGISLATIVE PROGRAM**  
**HOLD 6/2019**

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a person--who may or may not be a member of the Committee--to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

SOURCE: MASC

File: BK

### **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee may 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.

| ~~SOURCE: MASC~~

## SECTION C

### GENERAL SCHOOL ADMINISTRATION

CA	ADMINISTRATION GOALS
CB	REGIONAL SCHOOL SUPERINTENDENT (HW)
CB	REGIONAL SCHOOL SUPERINTENDENT (MASC)
CBD	SUPERINTENDENT'S CONTRACT (HW)
CBD	SUPERINTENDENT'S CONTRACT (MASC)
CBI	EVALUATION OF THE SUPERINTENDENT (HW)
CBI	EVALUATION OF THE SUPERINTENDENT (MASC)
CCB	LINES OF RESPONSIBILITY/ORGANIZATIONAL CHARD (HW)
CCB	LINE AND STAFF RELATIONS (MASC)
CE	ADMINISTRATIVE COUNCILS AND COMMITTEES (HW)
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES (MASC)
CFA	PRINCIPALS
CH	POLICY IMPLEMENTATION
CHA	DEVELOPMENT OF PROCEDURES
CHAA	RULES PERTAINING TO STAFF AND STUDENT CONDUCT
CHC	PROCEDURES DISSEMINATION
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD	ADMINISTRATIVE RESPONSIBILITY IN THE ABSENCE OF COMMITTEE POLICY (HW)
CHD	ADMINISTRATION IN POLICY ABSENCE (MASC)
CK	CONSULTANTS
CL	ADMINISTRATIVE REPORTS
CM	SCHOOL DISTRICT ANNUAL REPORT (HW)

**CM**

**SCHOOL DISTRICT ANNUAL REPORT (MASC)**

## ADMINISTRATION GOALS

It is the intent of the Committee that the District employs 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 District 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 of communication will be established so that the recommendations and decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Superintendent and the Committee.

The organization and administration of the District will balance responsibility with commensurate authority, subject to the reserved legal powers of the 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 District to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to **his/her** area of operation.

Adopted: 3/7/13

Reviewed: 4/12/18

*Note: The MASC Reference Manual replaces “his/her” with “their”*

SOURCE: Hamilton-Wenham

## **REGIONAL SCHOOL SUPERINTENDENT**

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 U.S. Department of Education, Massachusetts Board of Education, and the Commonwealth's Department of Elementary and Secondary Education, and shall submit materials for the Committee's annual reports to the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

Except as provided by law or regulation, the Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committee. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

LEGAL REFS:        M.G.L. 71:59, 72:3

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **REGIONAL SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Mayors of member cities and the selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

SOURCE: MASC July 2016

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

## **SUPERINTENDENT'S CONTRACT**

The Committee, upon the appointment of a candidate or upon reappointment of the incumbent 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.

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

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **SUPERINTENDENT'S CONTRACT**

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.**

## **EVALUATION OF THE SUPERINTENDENT**

Through evaluation of the Superintendent, the Committee and the Superintendent will strive to:

1. Work to develop annual goals based on the District's Strategic Plan.
2. Clarify for the Superintendent his/her role in the school system and the immediate priorities among his/her responsibilities as mutually agreed upon.
3. Develop a professional working relationship.
4. Assure administrative leadership of excellence for the School District.
5. The Superintendent's evaluation will be conducted in accordance with 603 CMR 35.00 - 35.10.

The Committee will annually develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **EVALUATION OF THE SUPERINTENDENT**

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 their 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 REF: M.G.L. 30A:18-25  
603CMR35:00

## **LINES OF RESPONSIBILITY/ORGANIZATIONAL CHART**

The Superintendent has the responsibility to organize the administration of the District to insure appropriate supervision and accountability and provide for the efficient conduct of business throughout the system. The lines of responsibility within the system will be clearly delineated in an organizational chart prepared by the Superintendent for review by the Committee. A copy of the organizational chart is available at the Superintendent's office.

The Superintendent will ensure that positions required by state law are filled. Where state law requires that a position be appointed or approved by the School Committee, the Superintendent will ensure that such appointment or approval is appropriately obtained.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator overseeing the immediate area will take appropriate action. If the issue cannot be resolved, the administrator or the staff member can refer such matters to the next higher administrative level.

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

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **LINE AND STAFF RELATIONS**

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

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.

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 district.

SOURCE: MASC

## **ADMINISTRATIVE COUNCILS AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, and committees created by the Superintendent may make recommendations for submission to the Committee through the Superintendent.

Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

All councils and sub-committees created by the Superintendent function in an advisory capacity.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Committee will be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Pre-Approved expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the District.

Adopted: 3/7/13

Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC July 2016

## **PRINCIPALS**

Principals are the educational administrators and managers of their schools. Principals, subject to the supervision and direction of the Superintendent, supervise the operation and management of their school and property and evaluate all building level staff.

Each Principal, working in conjunction with the local advisory council, will develop and implement appropriate guidelines and standards for student behavior and staff conduct to ensure a safe, supportive learning environment. All such guidelines will be consistent with District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education.

Each Principal will work cooperatively with other District administrators to ensure equity among schools and consistency of curriculum development and delivery.

The duties of Principals are defined in their contracts of employment, District policies, state law and procedures of the Massachusetts Department of Elementary and Secondary Education. The job descriptions for these positions are on file in the Superintendent's office.

Adopted: 3/7/13

Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out the policies established by each Committee through written procedures.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the District. Consequently, it is expected that all 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 procedures and for seeing that they are implemented in the spirit intended.

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: MASC/Hamilton-Wenham

## **DEVELOPMENT OF PROCEDURES**

The Superintendent will be responsible for specifying required actions and designing the detailed procedures under which the District will operate in accordance with Committee policy. These detailed procedures will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the District are 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 advice given by representatives of staff, student, and community organizations. He/she will inform the Committee of such advice when 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 approved, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

Adopted: 3/7/13

Reviewed: 4/12/18

*Note: The MASC Reference Manual replaces "he/she" with "they"*

SOURCE: Hamilton-Wenham

## **RULES PERTAINING TO STAFF AND STUDENT CONDUCT**

Under Massachusetts law, the Superintendent is required to publish "rules and procedures 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 Councils. The Superintendent will annually review staff and student handbooks to ensure they are consistent with District policies and provide the School Committee with a report on any handbook changes.

LEGAL REFS:        M.G.L. 71:37H

Adopted: 3/7/13  
Reviewed: 9/26/18

SOURCE: Hamilton-Wenham

## **PROCEDURES DISSEMINATION**

It will be the responsibility of the Superintendent to see that the procedures developed to implement the Committee's policies and administer the District are appropriately coded and included as procedures in the District's Policy Manual.

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

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: MASC/Hamilton-Wenham

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

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

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

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

SOURCE: MASC

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

**NOTE: Refer to the policy coded BGD for another example of how School Committees incorporate the requirements of M.G.L. 71:37H into policy statements.**

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

1. Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon or a controlled substance, may be subject to expulsion from school by the Principal.
2. Any student who assaults any employee of the School District may be subject to expulsion from school by the Principal.
3. Any student who is charged with a violation of either (1) or (2) above shall be notified in writing of their opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled shall have the right to appeal to the Superintendent.
5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

SOURCE: MASC

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

**ADMINISTRATIVE RESPONSIBILITY IN THE ABSENCE OF COMMITTEE POLICY**

The Superintendent shall have the authority to implement action within the District if an emergency situation should develop for which the Committee has provided no administrative guidelines. However, the Superintendent's decision shall be brought to the attention of the Committee at its next regular meeting. In each instance the Superintendent shall notify the School Committee Chair as soon as possible.

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

**ADMINISTRATION IN POLICY ABSENCE**

When action must be taken within the school district where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

SOURCE: MASC

## **CONSULTANTS**

Consultants and other appropriate resource personnel may be used to augment the District's personnel when needed and recommended by the Superintendent of Schools, and consistent with the School Committee approved budget. When appropriate, consultants and resource personnel should be CORI checked.

Adopted: 2/6/14

Reviewed:

SOURCE: Hamilton-Wenham

## **ADMINISTRATIVE REPORTS**

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school district.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all required statistical and other information.

SOURCE: MASC

## **SCHOOL DISTRICT ANNUAL REPORT**

The Committee and Superintendent will submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method by which annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of such school or schools as may be deemed necessary by the District Committee or by the selectmen of any member town.

Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools.

LEGAL REFS.: M.G.L. Ch. 71:16 (k); 71:4

Adopted: 3/7/13  
Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **REGIONAL SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report shall be submitted to each member community and will be made available to the public and used as one means for informing parents/guardians and citizens, the Commissioner of Education, and others of the programs and conditions of the District's schools. Said report shall contain a detailed financial statement, a statement showing the method which computes the annual charges against each town, and any other information regarding the operation of the School District as may be necessary.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 72:4  
M.G.L. 71:16(k)

**SECTION E**  
**SUPPORT SERVICES**

<b>EB</b>	<b>SAFETY PROGRAM (HW)</b>
<b>EB</b>	<b>SAFETY PROGRAM (MASC)</b>
<b>EBAB</b>	<b>PEST MANAGEMENT</b>
<b>EBB</b>	<b>FIRST AID</b>
<b>EBBG</b>	<b>STAFF ACCIDENT REPORTS</b>
<b>EBC</b>	<b>EMERGENCY PLANS</b>
<b>EBCD</b>	<b>EMERGENCY CLOSINGS (HW)</b>
<b>EBCD</b>	<b>EMERGENCY CLOSINGS (MASC)</b>
<b>EBCG</b>	<b>EMERGENCY RESPONSE</b>
<b>EC</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT</b>
<b>ECA</b>	<b>BUILDINGS AND GROUNDS SECURITY (HW)</b>
<b>ECA</b>	<b>BUILDINGS AND GROUNDS SECURITY (MASC)</b>
<b>ECAC</b>	<b>VANDALISM</b>
<b>ECAF</b>	<b>SECURITY CAMERAS IN SCHOOLS</b>
<b>ECF</b>	<b>ENERGY CONSERVATION</b>
<b>EDB</b>	<b>MAINTENANCE AND CONTROL OF EQUIPMENT</b>
<b>EDC</b>	<b>AUTHORIZED USE OF SCHOOL-OWNED MATERIALS</b>
<b>EDD</b>	<b>MAINTENANCE RECORDS</b>
<b>EEA</b>	<b>STUDENT TRANSPORTATION SERVICES (HW)</b>
<b>EEA</b>	<b>STUDENT TRANSPORTATION SERVICES (MASC)</b>
<b>EEAA</b>	<b>STUDENT TRANSPORTATION (HW)</b>
<b>EEAA</b>	<b>WALKERS AND RIDERS (MASC)</b>
<b>EEAB</b>	<b>TRANSPORTATION FOR STUDENTS ELIGIBLE FOR SPECIAL EDUCATION SERVICES</b>
<b>EEAE</b>	<b>SCHOOL BUS SAFETY PROGRAM (HW)</b>

<b>EEAE</b>	<b>SCHOOL BUS SAFETY PROGRAM (MASC)</b>
<b>EEAEA</b>	<b>BUS DRIVER EXAMINATION AND TRAINING</b>
<b>EEAEA-1</b>	<b>DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS</b>
<b>EEAEC</b>	<b>STUDENT CONDUCT ON SCHOOL BUSES</b>
<b>EEAEF</b>	<b>PASSING A SCHOOL BUS ON SCHOOL PROPERTY WHILE IT IS LOADING OR DISCHARGING STUDENTS</b>
<b>EEAG</b>	<b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES (HW)</b>
<b>EEAG</b>	<b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES (MASC)</b>
<b>EEAJ</b>	<b>VEHICLE IDLING ON SCHOOL GROUNDS POLICY (HW)</b>
<b>EEAJ</b>	<b>MOTOR VEHICLE IDLING ON SCHOOL GROUNDS (MASC)</b>
<b>EEBA</b>	<b>VEHICLE USE</b>
<b>EF</b>	<b>FOOD SERVICE PROGRAM</b>
<b>EF-1</b>	<b>FOOD SERVICE MANAGEMENT</b>
<b>EFC</b>	<b>FREE AND REDUCED COST LUNCH (HW)</b>
<b>EFC</b>	<b>FREE AND REDUCED PRICE FOOD SERVICES (MASC)</b>
<b>EFD</b>	<b>MEAL CHARGE POLICY</b>
<b>EIA</b>	<b>PROPERTY INSURANCE PROGRAM</b>

## **SAFETY PROGRAM**

The District is entrusted with providing a safe and healthy learning environment and will take into account a wide range of possible threats and hazards that may impact the school community.

Within a reasonable time period, the District will comply with safety requirements established by governmental authorities and expect that its staff will adhere to recommended safety practices.

The Superintendent will have overall responsibility for the safety program of the District. The Superintendent will ensure 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.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will be provided in accident prevention as well as fire prevention; emergency procedures; and bus safety.

LEGAL REF.: M.G.L. 71:55C

Adopted: 2/6/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **SAFETY PROGRAM**

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 precautions 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 include 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 district. 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.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 71:55C  
603 CMR 36:00

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

**NOTE: In addition to the subcategories of code EB (all of these file locations relate to safety) there are several other places in the NEPN classification system where policies pertaining to safety may be filed, as indicated by the cross references above.**

## **PEST MANAGEMENT**

### **I. Policy**

The Hamilton-Wenham Regional School District is 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.

#### Overview and Goals

- a) The Superintendent and the Director of Facilities 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.

#### 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.

#### Notification of Pesticide and Herbicide Use

- a) When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, 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.

### 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.

### 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.

## **II. Policy Review and Revision**

This policy and its procedures will be reviewed every two years for compliance with state and federal law. Review and revision of these policies and procedures shall occur as needed, but at least every two years.

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

*Note: The MASC Reference Manual updates the legal references as shown below:*

**LEGAL REF.: M.G.L. 71:68; 132B**

Adopted: 1/22/04

Reviewed: 4/12/18

SOURCE: Hamilton-Wenham

## **FIRST AID**

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

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/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. 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.
5. 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 August 2016

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

CROSS REF.: JLC, Student Health Services and Requirements

## **STAFF ACCIDENT REPORTS**

The School Committee expects the Superintendent to have a procedure in place that informs staff members of their rights and obligations should an accident or injury occur during working hours.

### **PLEASE NOTE:**

All school personnel who receive any kind of injury on the school premises are required to file a written report of said accident within 24 hours. Forms for this purpose are available at the office of each Principal. Failure to follow this procedure may jeopardize eligibility for Workmen's Compensation. Specific instructions for documenting and filing a workman's compensation claim are located in the Nursing Department Policy and Procedure Manual found in each nursing office and front office of a school.

Adopted: 2/6/14

Reviewed:

SOURCE: Hamilton-Wenham

## **EMERGENCY PLANS**

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 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 in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC August 2015

LEGAL REF: M.G.L. 69:8A  
Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings  
JL, Student Welfare  
JLC, Student Health Services and Requirements

## **EMERGENCY CLOSINGS**

The Superintendent or his or her designee 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 or his or her designee 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 or his or her designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.
5. If parents or guardians choose to keep their child or children home because of weather conditions when school is open, students will be counted as absent although the District understands that the parents' or guardians' decision may be prudent.

After appropriate consultations by the Superintendent or his or her designee, students, parents/guardians 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.

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

Adopted: 10/2/11  
Reviewed:4/12/18

SOURCE: Hamilton-Wenham

## **EMERGENCY CLOSINGS**

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

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

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

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/guardians 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.

SOURCE: MASC

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

## **EMERGENCY RESPONSE**

### **I. Policy**

The Hamilton-Wenham Regional School District will have plans in place to respond quickly and appropriately to crisis situations within the schools. Examples of a crisis could include, but are not limited to, criminal acts, disease epidemics, physical injury or death, presence of intruders on school premises, or natural disaster.

The Superintendent shall ensure that proper procedures are in place for all schools. This includes appropriate training, establishment of emergency response teams, consultation and cooperation with community agencies, and publication of emergency procedures.

The Hamilton-Wenham Regional School District shall have, and annually update, a crisis response manual. Following any crisis incident, the administration shall review the effectiveness of the response and if necessary make changes and notify the School Committee.

### **II Review and Revision**

Review and revision of this policy shall occur as needed, but at least every two years.

LEGAL REFS.:       Section 363 of Chapter 159 of the Acts of 2000—Multi Hazard evacuation plans  
                          Section 1 of Chapter 77 of the Acts of 2012—Medical emergency response plans

Adopted: 10/18/12  
Reviewed:4/12/18

SOURCE: Hamilton-Wenham

## **BUILDINGS AND GROUNDS MANAGEMENT**

The Regional School District 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 the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent-Director. They will work with member communities, 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 the school is equally well maintained, equipped, and staffed.

The Superintendent-Director 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 school, the building administrator will be responsible for proper care, maintenance, and cleanliness of building, equipment and grounds.

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

SOURCE: MASC

## **BUILDINGS AND GROUNDS SECURITY**

The Superintendent and his or her designee will assure that reasonable procedures are in place to ensure the security of the buildings and occupants at all times

Security requires not only maintenance of a secure building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The School Committee expects the District to cooperate with fire and law enforcement departments and with insurance company inspectors.

Adopted: 3/20/14

Reviewed:

SOURCE: Hamilton-Wenham

## **BUILDINGS AND GROUNDS SECURITY**

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.

SOURCE: MASC August 2016

## **VANDALISM**

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 them 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 they see fit, authority to sign such complaints and to press charges.

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

SOURCE: MASC

## SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, 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 and appropriate signage 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 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

## **ENERGY CONSERVATION**

The District shall promote the wise use of energy, water and other natural resources. To this end, the District shall:

1. Support conservation and efficiency in the use of electricity, gas, oil, water and other resources;
2. Maintain and enhance present resource conservation measures;
3. Develop initiatives to make infrastructure improvements that take advantage of technological advances to conserve resources;
4. Work to educate staff and students about the benefits of and opportunities for resource conservation and the use of alternative sources of energy.

Adopted: 6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

## **MAINTENANCE AND CONTROL OF EQUIPMENT**

The Superintendent shall ensure that equipment, including any vehicles owned by the School District, is periodically inspected and maintained in good working order. The Superintendent may place reasonable restrictions on equipment use.

Adopted: 1/6/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT**

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Permission to use school equipment may be granted by the Superintendent **or his/her designee** upon request by responsible parties or organizations.

School equipment may be used by staff members 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 **or his or her designee** to ensure the user's responsibility for, and return of, all school equipment in the same condition as it was when it was released for use.

*Note: The MASC Reference does not include the highlighted "or his or her designee", but if it did, it would read "or their designee" as the Reference Manual uses the third person plural as a standard*

Adopted: 3/20/14

Reviewed:

SOURCE: Hamilton-Wenham

## **MAINTENANCE RECORDS**

To assure compliance with equipment contracts, the School Committee expects the Superintendent to establish procedures for maintaining adequate maintenance records.

Such records shall be kept in accordance with State and local laws and regulations and with good management practice.

Adopted: 1/6/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **STUDENT TRANSPORTATION SERVICES**

The major purpose of the District's transportation service is to aid students in getting to and from school in an efficient, safe, and economical manner.

The District contracts for transportation services. Contracts are awarded on a competitive bid basis by the District. Bus contractors and taxi contractors, who will be held responsible for the safe operation of transportation services, will comply with all applicable state laws and regulations, including but not limited to: governing buses, drivers, inspections and licensing.

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

LEGAL REFS:       M.G.L. 71:7A, B and C; 71:68; 71B:5; 71B:8; 74:8A; 76:1; 76:12B1  
603 CMR 51.00 (Criminal History Checks for School Employees)  
M.G.L. Chapter 71, § 38R  
McKinney-Vento Homeless Assistance Act

Adopted: 1/26/10  
Reviewed: 4/17/14

SOURCE: Hamilton-Wenham

## STUDENT TRANSPORTATION SERVICES

The major purpose of the school district's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

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

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

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

SOURCE: MASC

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

CROSS REF.: EEAA, Walkers and Riders

**NOTE: For additional information, refer to [Guidelines to School Transportation Services in Massachusetts](#), published by the Department of Education in 1975.**

**NOTE: Regional school districts should refer to M.G.L. 71:16C before formulating a policy in this area.**

**Special publications that offer procedures and informational details can be referred to as a source of additional information, as in the policy above.**

## STUDENT TRANSPORTATION

The transportation policy of this District is aimed at providing a safe and efficient way of transporting all of our students to and from school. Given the rural nature of the towns of Hamilton and Wenham, and that several direct routes to the district's school lack sidewalks, the Hamilton-Wenham Regional School District will provide transportation services in compliance to both statutory requirements and the Hamilton-Wenham Regional School District Agreement.

### Policy

1. The Hamilton-Wenham Regional School District will provide transportation services to students if the distance from their residence and the school or the nearest bus stop exceeds the following guidelines:

<u>Grade Level</u>	<u>Distance to School or Bus Stop</u>
K - 2	1/2 mile
3 - 5	3/4 mile
6 - 8	1 mile
9 - 12	1.25 mile

2. Transportation will be provided at the expense of the Hamilton-Wenham Regional School District.
3. During those times that kindergarten students are dismissed separately from other elementary students, the District will make every attempt to provide transportation to an area as close as possible to that student's destination.
4. Whenever any student must walk one-quarter of a mile or more on a direct route to school that does not have sidewalks, the District may furnish transportation if the situation is considered hazardous. Students who are unable to walk to school for physical or other reasons may be provided with transportation upon a physician's recommendation or such a recommendation which is included as part of a student's, Individual Educational or 504 Plan.
5. If a student wishes to be transported a different destination, requiring a change of bus route, he/she must receive prior permission from his/her school office as the District needs to determine the availability of space on a particular bus.
6. The safety of all student bus rides is of prime importance. Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel and respect for other students. Rules for student behavior on buses will be published and enforced.

### **Procedures and Financial Implications**

1. This policy will be distributed to all the parents or guardians of all children upon their entering the district.
2. There are financial implications associated with this policy. The cost of transporting students is tied to the contractual agreements negotiated with the transportation company(ies) used by the District.

### **Sources and Review**

This policy replaces the “Transportation Policy” adopted by the School Committee on June 17, 1982. Text for the current policy was drawn from M.G. L. c. 71 & 16C, which addresses transportation by regional school districts, the Hamilton-Wenham Regional School District Agreement Document, and review of current practices within the District.

This policy should be reevaluated by the School Committee’s Policy Subcommittee very three years.

Adopted: 6/17/82  
Reviewed: 2/18/99

SOURCE: Hamilton-Wenham

## **WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school district for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the Committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 3: Students living more than one mile from school.

Grades 4 - 6: Students living more than one and one-half miles from school.

Grades 7 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 40:5; 71:7A; 71:68; 71B:5

CROSS REF.: EEA, Student Transportation Services

**NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.**

**TRANSPORTATION FOR STUDENTS ELIGIBLE  
FOR SPECIAL EDUCATION SERVICES**

The Office of the Director of Student Services coordinates Special Education students' transportation needs and services. The determination about transportation and services is part of a special education student's annual Team Meeting. The Team will make all decisions in full compliance with state and federal regulations for specific requirements of team transportation determination.

The Superintendent shall seek reimbursement for transportation costs from the Commonwealth to the full extent allowed by law.

LEGAL REF.: 603 CMR 28.05(5)

Adopted: 6/19/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **SCHOOL BUS SAFETY PROGRAM**

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

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year, preferably in the afternoon, to acquaint student riders with procedures in emergency situations. The District will conduct practice in front and rear door evacuations, at the start of the school year after routes are established and consistent. Drills will be conducted again during the spring.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. As required by state law, classroom instruction on school bus safety will be provided three times per year. This instruction should cover all topics discussed in the “Safe Riders Handbook” and should take place the first week of the school year, the period between the month of September and January, and the period between the month of January and the end of the school year.
5. School bus safety instructions for students and parents will be provided each year in all student handbooks.

LEGAL REFS.: M.G.L. 90:1 et seq.;  
Highway Safety Program Standard No. 17: Pupil Transportation Safety

Adopted: 4/17/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **SCHOOL BUS SAFETY PROGRAM**

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

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

SOURCE: MASC

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986  
M.G.L. 90:1 et seq.; 713:2; 713:7L  
Highway Safety Program Standard No. 17

## **BUS DRIVER EXAMINATION AND TRAINING**

The School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. Only persons who are properly licensed by the state and have completed the driver-training program will be permitted to drive school buses.
4. The contractor will furnish the School Committee with a list of names of drivers and their safety records for the last three years.
5. The contractor will notify school officials as soon as possible of any change of bus drivers.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS  
AND COMMERCIAL VEHICLE DRIVERS**

The District 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 District 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 Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

SOURCE: MASC August 2016

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  
49C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing  
49 C.F.R. Part 391 Qualification of Drivers

## **STUDENT CONDUCT ON SCHOOL BUSES**

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/guardians 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.

SOURCE: MASC

**NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.**

**PASSING A SCHOOL BUS ON SCHOOL PROPERTY WHILE IT IS LOADING OR  
DISCHARGING STUDENTS**

While school buses or vehicles designated as such are loading or discharging students in school yards, the driver will illuminate the flashing red lights.

While these lights are on, no vehicle is permitted to pass the school bus or buses.

Staff members and bus drivers are not allowed to direct vehicles to pass school buses while the flashing red lights are illuminated.

In the event that a police officer or Registry of Motor Vehicles officer is present, the bus driver at the direction of the on-site officer may shut off the flashing red lights. The officer may direct vehicle traffic to pass a bus while it is loading or discharging students. This is the only time vehicles are allowed to pass a school bus while it is loading or discharging students.

Adopted: 6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

## STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, transportation in private vehicles driven by district staff or employees may be permitted to take 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. Transportation for ~~T~~the activity has the prior approval of the Superintendent or his or her designee.
2. The owner of the vehicle being used in transporting students has filed evidence with the Superintendent that the vehicle is registered with the Massachusetts appropriate state Department of Motor Vehicles and the driver has a valid driver's license.
- ~~2.~~3. The parents/guardians of students to be transported in this manner has been fully informed as to this means of transportation and signed a statement to this effect.

Adopted: 9/18/14

Reviewed:

SOURCE: Hamilton-Wenham

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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/guardians 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.

SOURCE: MASC

## VEHICLE IDLING ON SCHOOL GROUNDS POLICY

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 Hamilton-Wenham Regional School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The Hamilton-Wenham Regional 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. The wording on the signage shall be in accordance with 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 Hamilton-Wenham Regional 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.

### **Policy Review and Revision**

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

LEGAL REFS.: M.G.L. c. 71:37H, c. 90:16B  
540 CMR 27.00

Adopted: 5/6/10  
Reviewed: 3/6/14

SOURCE: Hamilton-Wenham

## MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

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 \_\_\_\_\_ School District has determined that alternative locations block traffic, impair student safety or are not cost effective.

The \_\_\_\_\_ 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 \_\_\_\_\_ 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 REFS.: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

SOURCE: MASC 2010

## VEHICLE USE

**Purpose:** To inform all town employees using town owned vehicles of the requirements to use energy and other resources efficiently in order to minimize the cost of operations and to protect and preserve the natural environment. This policy also addresses criteria for vehicle replacement and acquisition.

**Policy:** It is the policy of Hamilton/ Wenham to continually improve the cost effectiveness and energy efficiency of all town owned vehicles.

**Responsibility:** It shall be the responsibility of each town's Facilities and Public Works Managers and the HWRSD Facilities Manager to follow this policy and shall be enforced by the Chief Administrative Officer of each entity and /or their designee.

**Regarding:**

**Vehicle Purchases:** In accordance with the Green Communities Act, all non-exempt vehicles shall be replaced with vehicles that meet the fuel efficiency ratings\* below and as updated by Massachusetts Department of Energy Resources Green Communities Program. The towns will purchase only fuel - efficient vehicles for municipal /school use whenever such vehicles are commercially available and practicable.

- 2 wheel drive car: 29 MPG
- 4 wheel drive car: 24 MPG
- 2 wheel drive small pick up truck: 21 MPG
- 4 wheel drive small pick up truck: 19 MPG
- 2 wheel drive standard pick up truck: 17 MPG
- 4 wheel drive standard pick up truck: 16 MPG
- 2 wheel drive sport utility vehicle: 21 MPG
- 4 wheel drive sport utility vehicle: 18MPG

\* Fuel efficiency ratings are derived from a combination of 43% city and 57% highway miles calculated in accordance with the Green Communities Guidance Policy.

Additionally, a cost /benefit analysis will be required before the purchase of all vehicles to include "right sizing", operational needs assessment, cost effectiveness, highest possible fuel efficiency, and a Life Cycle Assessment (LCA.), which will help minimize life cycle costs. A LCA is an investigation and evaluation of the environmental impacts of a given product or service caused or necessitated by its existence.

**Vehicle Idling:** Town vehicles shall not be left idling when parked or standing unless the engine is required to run power auxiliary functions or as required for proper and efficient use. *All areas around school entrances have been designated as Idle Free Zones. No vehicle, city owned or otherwise, may idle in these areas.*

Hamilton/Wenham will reinforce operator awareness to reduce idling time and to adopt conservation driving habits, when feasible, such as gradual acceleration and strict adherence to speed limits.

**Maintenance:** Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation. All vehicles will be inspected monthly to insure proper tire pressure, and oil and coolant levels. The town will purchase ecological products for all vehicles when available and cost efficient. All hazardous materials such as waste oil, lubricants, antifreeze and batteries safely through environmentally responsible practices.

**Annual Vehicle Inventory, Monitoring and Verification:** The Town Administrator/ Manager shall annually provide the Boards of Selectmen and the CMC with a complete inventory of vehicles, fuel usages, fuel efficiency savings and purchasing plans for the next year. The goal is to reduce energy use /cost by 10% for the next two years and 5% for the following three years.

**Employee Programs:** Employees will be encouraged to utilize carpools, bicycling, walking, telecommuting and other commuting alternatives whenever possible. The towns will provide necessary means for securing bicycles and preferred parking for carpools and vehicles utilizing hybrid or renewable energy technology.

**Employees Suggestions Program:** In recognition that each employee is knowledgeable about his or her particular job and is in the best position to make valuable suggestions toward our objective of energy efficiency, employee suggestions concerning energy efficiency will be welcomed and given serious consideration.

Adopted: 2/27/12

Reviewed:

SOURCE: Hamilton-Wenham

## **FOOD SERVICE PROGRAM**

The District shall maintain a food service program to provide well-balanced meals to all its students. The District participates in the National School Lunch Program to provide free and reduced price lunches to eligible students. The Superintendent shall ensure that the food services program conforms to all applicable federal and state laws and regulations and that notice of program eligibility guidelines and applications for free and reduced price meals are made available to all members of the school community.

The Nursing Coordinator will work with the Food Services Supervisor to accommodate those students with documented dietary restrictions who have a nursing health care plan.

LEGAL REFS.:       42 U.S. Code – Chapter 13 – School Lunch Programs, §§ 1751 j, as amended  
                          42 U.S. code – Chapter 13A – Child Nutrition, §§ 1771-1793, as amended  
                          Child Nutrition Programs administered by MA DESE

Adopted: 6/5/14  
Reviewed:

SOURCE: Hamilton-Wenham

## **FOOD SERVICE MANAGEMENT**

The District will employ appropriate personnel to manage the operation of the food service program in accordance with state and local laws and regulations.

The Food/Service Director shall assign personnel and other resources as required to provide cafeterias at each school that serve lunches to students as required by state laws and regulations. He/she shall also develop procedures and accounting practices to ensure that the food services program receives maximum financial assistance from state and federal sources so that costs to students can be kept at a minimum.

Charges shall be consistent with state laws and regulations to make the school lunch program as self-supportive as possible.

Adopted: 6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

## **FREE AND REDUCED COST LUNCH**

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

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

As required by state and federal regulations, the School Committee approves a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS:           42 U.S. Code-Chapter 13-School Lunch Programs, §§ 1751 – 1769 j, as amended  
                              42 U.S. Code-Chapter 13A-Child Nutrition, §§ 1771-1793, as amended  
                              M.G.L. 15:1G; 69:1C; 71:72

Adopted: 6/5/14

Reviewed:

SOURCE: Hamilton-Wenham

## **FREE AND REDUCED PRICE FOOD SERVICES**

The school district 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 their parents or guardians.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

SOURCE: MASC August 2016

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

## **MEAL CHARGE POLICY**

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/guardians 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 email 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 parents/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/guardians 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/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians 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.

### **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 of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. 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/guardians and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for family 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 July 2018

## **PROPERTY INSURANCE PROGRAM**

The Superintendent shall ensure that adequate property and liability insurance is annually reviewed as well as maintained on behalf of the School District.

Adopted: 1/6/14

Reviewed:

SOURCE: Hamilton-Wenham