

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Regular Meeting
Thursday, December 13, 2018
6:30 PM***

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476*

Open Meeting

6:30 PM APS Updated Manual A-I, (J, K, L) Mike Gilbert, MASC Field Director

7:00 PM Public Participation

7:10 PM AHS, OMS, Gibbs, FY 20 Budget Needs Request Presentation, Principals

7:55 PM Arlington Education Association (AEA) Budget Needs Request for Middle and High School, J. Levy

8:10 PM Discussion of Value Engineer Areas of AHS

8:40 PM Superintendent's Report, K. Bodie

9:00 PM Consent Agenda

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:

Approval of Warrant: Warrant# 19103 Dated, 11/29/2018, Total Amount of Warrant: \$649,163.92

Approval of Minutes: Regular School Committee Minutes 11/29/2018

*Approval of Trips: AHS UPenn, Model Congress Trip, March 28, 2019
OMS London and Environs 4/2020.*

9:05 PM Subcommittee/Liaison Reports/Announcements

Budget: Len Kardon, Chair

Community Relations: Jennifer Susse, Chair

Curriculum, Instruction, Assessment & Accountability: Jeff Thielman, Chair

Facilities: Bill Hayner, Chair

Policies & Procedures: Paul Schlichtman, Chair
Legal Services Review: Bill Hayner; Len Kardon
Arlington High School Building Committee: Jeff Thielman, Kirsi Allison-Ampe
Gibbs Committee: Jane Morgan
Liaisons Reports
Announcements
Future Agenda Items

9:20 PM Executive Session

To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

Discuss Superintendent Bodie Contract

9:30 PM Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Kirsi Allison-Ampe, MD, Chair

Correspondence Received:

Warrant# 19103, Dated 11/29/2018
School Committee draft minutes 11/29/2018
AHS UPenn Model Trip Approval
OMS London Trip Approval
Policy Manual Update A-I, J, K, L. sections for First Read or vote
Budget request for FY 2020 AHS, Gibbs, OMS, and AEA
AHS Internship Program Celebration of Achievement
Stratton, Thompson, OMS emails
Kathy Bodie contract
December 2018 Enrollment numbers



Town of Arlington, Massachusetts

Meeting Location

Summary:

Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476



Town of Arlington, Massachusetts

Open Meeting



Town of Arlington, Massachusetts

6:30 PM APS Updated Manual A-I, (J, K, L) Mike Gilbert, MASC Field Director

ATTACHMENTS:

Type	File Name	Description
Policy	Policy_Manual_revisions.docx	Policy Manual revisions 11 29 2018
Policy	A_Index_2018_(1).docx	A Index
Policy	A_Section_2018.docx	A Section Policy
Policy	B_index_2018.docx	B Index
Policy	B_Section_2018.docx	B Section Policy
Policy	C_index_2018_(1).docx	C Index
Policy	C_Section_2018_(1).docx	C section Policy
Policy	D_index_2018.docx	D Index
Policy	D_Section_2018.docx	D Section Policy
Policy	E_Index_2018.docx	E Index
Policy	E_Section_2018.docx	E Section Policy
Policy	F_Index_2018.docx	F Index
Policy	F_Section_2018.docx	F Section Policy
Policy	G_Index_2018.docx	G Index
Policy	G_Section_2018.docx	G Section Policy
Policy	H_Index_2018.docx	H Index
Policy	H_Section_2018.docx	H Section Policy
Policy	I_Index_2018.docx	I Index
Policy	I_Section_2018.docx	I Section Policy
Policy	J_Index_2018_(1).docx	J Index 2018
Policy	J_Section_2018.docx	J Section 2018
Policy	K_Index_2018.docx	K Index 2018
Policy	K_Section_2018.docx	K Section 2018
Policy	L_Index_2018.docx	L Index 2018
Policy	L_Section_2018.docx	L Section 2018

Policy Manual Revisions

AA – Arlington has more history, but otherwise roughly the same. MG likes to remove statutory reference in language. Agreed, use Arlington (Arl) policy and remove references

AB – Same as MASC so keep.

AC – nondiscrimination statement – use MASC with inquiry references from Arl policy as exhibit – age is referenced in Arl policy but not MASC

ACA – Arl did not have. Will add MASC version. Kirsi asked a question about gender. MG said MASC has not added a policy but added language to nondiscrimination policy to address.

ACAB – This is an Arl Town policy so keep but MG asked about Section 7 reference to Affirmative Action Officer at Town Hall. Will amend to include Asst. Superintendent.

ACE – Policy has not changed substantially but removed word handicap and replaced with disability. So replace with MASC.

ACH – MASC does not have similar policy. MG does not think it is needed but Paul thinks it must have been adopted for a reason. So keep.

AD – Vision statement okay. We don't really have a mission statement. So merge vision statement into ADA.

ADA-E – outdated so delete

ADC – recently updated to be more detailed on vaping – adopt MASC version as more comprehensive

ADDA – addition in MASC policy so adopt that

ADDA-R – no change

ADF – Arl is fine. Keep

ADF – E – fine, no change

AE – same, no change

BA – same, no change

BAA – same, no change

BB – Arl is okay so leave

BBA – Send MG Arlington version and discuss at next meeting

BBAA – same, no change

BBB/BBBA/BBBB – merge and adopt MASC version

BBBC – fine

BBBE – fine

BBC – fine

BCA – same, no change

BCB – MG inclined to take it out. Staff conflict of interest policy in section G. Question about legality of Section 7. Kirsi would like to consult other attorney. Hold for now. Send out with other related policies to attorney.

BDA – keep Arl

BDA-E – keep Arl

BDAA – keep Arl

BDB – same, no change

BDD – same, no change

BDE – add reference to Open Meeting Law from MASC

BDEA – keep Arl

BDEB – MG questions need for it – should be a discussion – put on hold –

BDF – Arl is more detailed than standard MASC one. Keep but add reference to Open Meeting Law.

BDFA – Arl is okay but remove statutory references.

BDFA – E-1 – remove deadline for plan to Superintendent – leave in School Committee deadline

BDFA-E-2 – Arl version belongs in section C. Move to CBI. Adopt MASC version but need a date for review to replace July 1.

BDFA-E-3 – adopt MASC.

BDG – Use Arl but revise to delete statutory references.

BDH – MASC does not have. Not typical to have where staff assistant is also staff assistant to the superintendent but not addressed elsewhere. MG to revise and bring back.

BE – Arl policy is more detailed. MG said adjourned meetings are allowed in that matter and public hearing is really just a meeting. Delete adjourned and public hearing from list of meetings. Delete Adjourned Meeting language. For Emergency Meeting, MG recommends adding language “after consulting with legal counsel” language. Otherwise keep.

BEA – discussion around Paul’s proposed change, Kirsii suggested “every effort will be made” – MG to revise accordingly. Change to 20 meetings per year to allow one meeting to be moved to summer.

BEB – Fine, no changes needed.

BEC – Policies are similar. MG to rewrite 2 paragraphs on executive session minutes.

BEDA – MASC version is updated so adopt.

BEDB – Keep Arl with minor revisions

BEDD – Same, no change

BEDF – Use MASC policy

BEDG – Recently updated MASC policy with more detailed requirements as result of recent law changes or guidance so adopt those.

BEDH – Use MASC policy but update to include unique items from ARL policy.

BEE – Same, no change

BG – same, no change

BGA – not needed, delete

BGB – Delete item 1 as that is not Arl practice – add “2nd Reading” to Action Item description

BCG – Delete unneeded paragraphs from Arl version, but keep that policies will be reviewed every 5 years

BCGA – A – Delete

BGD – MASC has minor updates so adopt

BGE – mostly the same – use MASC version with added Arl paragraph at end

BGF – Same, no change

BHC – Same, no change

BHE – Keep with minor updates from MASC version. Len raised question from Jennifer Susse about role of liaison. After discussion, subcommittee members, MG and the Superintendent felt there was not conflict between role of liaison and the requirements of this policy.

BIA – Use MASC version with Arl unique items added

BIA – E – Not needed, delete

BIB/BIBA – Redundant, use MASC one with Arl unique items added

BID – keep Arl version

BIE – not needed, delete
BJ – Same, no change
BK – Same, no change

CA: Adopt MASC version.
CB: Adopt MASC version, remove reference to Mayor
CBD/CBE: Replace with MASC File CBD
CBI: Replace with MASC language. Mr. Gilbert recommended that dates and specifics should be contained in the superintendent's contract. Dates currently in the policy will be folded into an addendum to the current superintendents' contract.
CBI-E: Delete
CH: Adopt MASC version.
CHA: Adopt MASC version.
CHB: Delete
CHC/CHCA: Replace with MASC Files CHC, CHCA, and CHCH-E
CHD: Adopt MASC version
CL/CM: Replace with MASC CL and CM

DBB: Delete
DBD: Adopt MASC version.
DBJ: Add paragraphs 3 and 4 of current policy to MASC policy DBJ, change first meeting in September to second meeting in September.
DD: Adopt MASC version.
DG: Delete
DGA: Adopt MASC version.
DI: In the second paragraph, change "good accounting practices" to "generally accepted accounting practices." Delete last sentence of fourth paragraph, starting with "To the extent practicable, all reports should be distributed at the first school committee meeting following month-end."
DJA: Add language in MASC policy to current Arlington policy, check with Doug Heim to align reference to the Town Manager Act of Arlington to the new gender-neutral language.
DJB-E: Delete
DJE: Adopt MASC version.
DJG: Delete
DK: Add MASC version, check to ensure "municipal auditor" is the correct source.
DKC: Adopt MASC policy but substitute Town Accountant for Committee at end of second sentence.
DKC-R: Delete

EB: Maintain Arlington, use MASC legal references
EBAB: Maintain Arlington, replace in IA, The Arlington Public Schools with The Director of Facilities.
EBB: Use MASC version.
EBBA: Delete

EBBAA: Delete
EBBB-R: Delete
EBC: Use MASC version.
EBCB: Delete (Covered in Section J – Student Welfare)
EBCC: Delete
EBCD: Maintain Arlington, add MASC legal references.
EC: Maintain Arlington.
ECA: Adopt MASC version.
ECAB: Maintain Arlington.
ECAC: Maintain Arlington.
ECAAF: Adopt MASC.
ECB: Delete “operation and maintenance subcommittee of the School Committee and the”
ECD: Maintain Arlington
EDC: Maintain Arlington
EDE: Maintain Arlington
EEA: Delete
EEAA: Maintain Arlington, with a rewrite by Mr. Gilbert of bullet 2.
EEAEA: Merge two policies, remove reference to tuberculosis.
EEAEA-I: Adopt MASC.
EEAEC: Maintain Arlington.
EEAEC-R: Delete.
EEAF: Maintain Arlington.
EEAG: Replace Arlington with a version of MASC, outcome on hold for local legal review of the MASC policy.
EEAJ: Maintain Arlington.
EF: Maintain Arlington.
EFC: Maintain Arlington, add MASC legal references.
EFD: Add MASC (note, new language).
EH: Delete

FA/FB/FBB: Recode as FB, delete paragraph headed Capacity of the Middle and High School.
FA: Adopt MASC.
FAB: Change first paragraph to: “In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program.”
FCB: Adopt MASC
FF/FFA/FFB: Recode as FF, Maintain Arlington.
FFA: Adopt MASC
FM: Delete
GA: Maintain Arlington
GBA: Adopt MASC
GBAA: Maintain Arlington, add cross reference to GBA. Have policy reviewed by counsel.
GBB: Delete
GBD: Delete (exists in BHC)
GBEA: Adopt MASC
GBEB: Maintain Arlington
GBEBC: Adopt MASC

**GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING:
New significant policy. - Adopt MASC
Schedule as a first read at next available meeting (attached).**

GBEC: Maintain with MASC references

GBED: Adopt MASC

GBGA: Delete

GBGB: Adopt MASC

GBGB: Maintain Arlington

GBGE: Maintain Arlington

GBGF: Adopt MASC

GBGFA: Delete

GBI: Adopt MASC

GBJ: Adopt MASC

GBK: Adopt MASC

GCA: Delete “annually” in last sentence, Maintain Arlington.

GCB: Delete

CGBA: Maintain Arlington

GCBB: Adopt MASC

GCBC: Maintain Arlington

G CBD: Delete

GCD: Delete

GCD-E: Needs revision; Mr. Gilbert will provide suggested language to be reviewed at a subsequent meeting.

GCE: Maintain Arlington

GCF: Adopt MASC, add Arlington paragraph 4, replace Assistant Superintendent with HR director.

GCF-R: Delete

GCG: Adopt MASC

G CIA: Maintain Arlington

GCJ: Adopt MASC

GCO: Adopt MASC

GCO-R: Delete

GCQD: Adopt MASC

GCQE: Adopt MASC

GCQF: Maintain Arlington

GCRD: Adopt MASC

GDA: Maintain Arlington

GDB: Adopt MASC

GDBD: Delete

GDC: Delete

GDD: Mr. Spiegel will align to current practice.

GDE/GDF: Delete

GDO: Delete

GDQC: Adopt MASC

GDQD: Adopt MASC

HA/HB: Maintain Arlington
HC: Delete
HE/HF: Delete
HF: Adopt MASC
HK: Delete

IB: Maintain Arlington, replace State with Commonwealth
IC: Maintain Arlington, update legal references
ICA: Maintain Arlington, update legal references
ID: Adopt MASC, delete second paragraph
IE: Adopt MASC
IGA: Eliminate bullet point 1. In bullet point 2, substitute “annually” for “at the beginning of each school year.”
IGB: Adopt MASC, with “superintendent or designee” in place of “(Assistant Superintendent).”
IGBE: Delete
IGBH: Delete (miscoded), adopt MASC IHBH Make sure references to IGBH elsewhere in the policy manual are changed to reference IHBH.
IGD: Adopt MASC
IHA: Adopt MASC
IHA-E: Delete
IHAE: Delete
IHAI: Maintain Arlington with MASC recommended changes, substituting pre-kindergarten for kindergarten and updating references.
IHAM: Maintain Arlington
IHAM-R: Maintain Arlington
IHAM-1: Miscoded, matches MASC IHAMA, delete
IHAMA: Adopt MASC
IHAMB: Maintain Arlington
IHB: Add last two paragraphs of Arlington to the MASC policy.
IHBA: Maintain Arlington with updated reference.
IHBAA: Maintain Arlington
IHBB: Delete
IHBD: Maintain Arlington with updated reference.
IHBEA: Adopt MASC
IHBFB: End of second paragraph, replace “Director of Pupil Services” with “Superintendent or Designee.”
IHBG: Maintain Arlington
IHBG-E: Maintain Arlington
IHBG-R-1: Delete
IHBG-R-2: Delete
IHBH: Adopt MASC (make sure references to IGBH are corrected elsewhere).
IHCA: Adopt MASC
IHD: Maintain Arlington
IJ: Adopt MASC
IJ-R: Maintain Arlington
IJJ: Delete

IJK: Delete
IJL: Adopt MASC
IJL-R: Delete
IJLA: Maintain Arlington
IJM: Delete
IJND: Refer to Director of Technology
IJNDB: Refer to Director of Technology
IJNDB-R: Refer to Director of Technology
IJNDBA: Refer to Director of Technology
IJNDC: Refer to Director of Technology
IJNDD: Refer to Director of Technology
Note: For policy IJOA and IJOA-E, reference to email from Douglas W. Heim, Arlington Town Counsel
IJOA: Adopt version reviewed by Douglas W. Heim.
IJOA-E: Adopt version reviewed by Douglas W. Heim.
IJOB: Maintain with MASC edits, revise reference.
IJOC: Maintain Arlington, add cross-reference suggested by MASC
IK: Adopt MASC
IKA: Delete
IKAB-R: Delete
IKE: Maintain Arlington
IKEC: Delete
IKF: Maintain Arlington
IKFB: Delete
IL: Adopt MASC
ILBA: Delete
ILBA-E: Delete
ILD: Adopt MASC
IMA: Maintain Arlington
IMB: Maintain Arlington
IMD: Adopt MASC
IMDA: Maintain Arlington
IMDC: Delete
IMG: Add legal reference.

JA: Delete
JA-E: Delete
JB: Adopt MASC
JC: Maintain Arlington
JC-E: Maintain Arlington
JCA: No Policy Necessary
JEA: Retain Arlington
JEB: Retain Arlington, revise name of Board of Elementary and Secondary Education; Replace email address with "Research;" Delete specific reference to the Early Childhood Longitudinal Study.
JF: Adopt MASC, replace Principal with District in Paragraph 2. Use MASC references.

JF-E-1: Delete, make sure it is in the high school handbook.
JFAB: Retain Arlington, capitalize J in J-1
JFABC: Retain Arlington
JFABD: Retain Arlington with MASC legal references
JFABE: Adopt MASC
JFABF: Adopt MASC
JFBB: Adopt MASC
JH: Adopt MASC
JH-E: Delete, place in handbook.
JH-E-1: Delete, place in handbook. (Check for parallel policy in Section I.)
JHD: Accept MASC revision.
JHE: Delete, place in handbook
JI: Retain Arlington
JIB: Retain Arlington, use MASC references
JIB-R: Delete
JIC: Adopt MASC
JICA: Adopt MASC
JICC: Use EEAEC
JICC-R: Delete
JICE: Adopt MASC
JICF: Retain Arlington
JICFA: Adopt MASC
JICFA-E: Adopt MASC
JICFB: Retain Arlington
JICH: Adopt MASC
JIE: Adopt MASC
JIH: Adopt MASC
JII: Adopt MASC
JJ: Retain Arlington
JJ-E: Retain Arlington
JJA: Retain Arlington, adopt MASC references
JJD: Retain Arlington
JJDA: Delete (replaced by JJF)
JJE: Adopt MASC
JJF: Adopt MASC
JJG: Delete
JJH: Adopt MASC
JJH-R: Adopt MASC
JJIA: Delete
JJIB: Adopt MASC
JJIB-E: Delete
JJIF-R: Adopt MASC
JJIF: Adopt MASC
JJIF-E-1: Delete
JJIF-E-2: Delete
JJIF-E-3: Delete
JJIF-E-4: Delete

JJIF-E-5: Delete
JJK: Retain Arlington
JK: Adopt MASC
JKA: Adopt MASC
JCAA: Adopt MASC
JL: Adopt MASC
JLA: Adopt MASC
JLC: Adopt MASC
JLCA: Adopt MASC
JLCB: Adopt MASC, retitle IMMUNIZATION OF STUDENTS
JLCC: Adopt MASC
JLCCA: Delete
JLCCB: Retain Arlington
JLCCB-E: Retain Arlington
JLCD: Adopt MASC
JLCE: Retain Arlington
JLD: Retain Arlington
JLD-E: Delete
JLDB: Delete (covered in JL)
JLIB: Delete
JP: Adopt MASC
JQ: Adopt MASC
JR: Retain Arlington with edit suggested in yellow.
JRD: Retain Arlington

KA: Retain Arlington
KAA: Retain Arlington
KAB: Retain Arlington
KBBA: Adopt MASC, delete exhibits
KBE: Adopt MASC
KCB: Retain Arlington
KCBA: Retain Arlington
KCC: Retain Arlington
KCD: Retain Arlington
KDB: Adopt MASC
KDBA: Delete
KDBA-E: Delete
KDC: Delete
KDD: Retain Arlington
KEB, recode Arlington as KE: Retain Arlington
KEC: Delete (In section I)
KAC-R: Delete
KF: Retain Arlington
Do not adopt KF-R in MASC recommendations.
KF-E: Retain Arlington
KFD: Retain Arlington

KHA: Retain Arlington
KHB: Adopt MASC
KHBA: Retain Arlington
KHC: Delete
KI: Adopt MASC, change strongly discouraged to prohibited in second paragraph
KJA: Delete
KLG: Retain Arlington
KLH: Retain Arlington
KLJ: Retain Arlington
CLK: Retain Arlington

LA: Maintain Arlington
LB: Adopt MASC, add language from current Arlington LB.
LBB: Delete
LBC: Adopt MASC
LDA: Adopt LDA

SECTION A
FOUNDATIONS AND BASIC COMMITMENTS

AA	SCHOOL DISTRICT LEGAL STATUS
AB	THE PEOPLE AND THEIR SCHOOL DISTRICT
AC	NONDISCRIMINATION
ACA	NONDISCRIMINATION ON THE BASIS OF SEX\
ACAB	POLICY ON SEXUAL HARASSMENT
ACE	NONDISCRIMINATION ON THE BASIS OF DISABILITY
ACH	POLICY PROHIBITING HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS
ACH-R	PROCEDURES FOR ADDRESSING COMPLAINTS OF DISCRIMINATION OR HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS AND RELATED RETALIATION
AD	VISION AND OVERARCHING GOALS
ADC	TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED
ADDA	BACKGROUND CHECKS
ADDA-R	DCJIS MODEL CORI POLICY
ADF	NUTRITION AND WELLNESS POLICY
ADF-E	NUTRITION AND WELLNESS POLICY GOALS
AE	COMMITMENT TO ACCOMPLISHMENT

SCHOOL DISTRICT LEGAL STATUS

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

The Massachusetts Constitution of 1780, in a statement of principle dealing with schools, reads as follows:

"Wisdom, and knowledge, as well as virtue, diffused generally among the body of the people, being necessary for the preservation of their rights and liberties; and as these depend on spreading the opportunities and advantages of education in the various parts of the country, and among the different orders of the people, it shall be the duty of legislatures and magistrates, in all future periods of this commonwealth, to cherish the interests of literature and the sciences, and all seminaries of them; especially the University at Cambridge, public schools and grammar schools in the towns....

The legislature has extended authority for conducting public schools to the respective towns and school districts, requiring that "every town shall maintain, a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

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

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

CROSS REF.: BB, School Committee Legal Status

SOURCE: Arlington

THE PEOPLE AND THEIR SCHOOL DISTRICT

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

The Arlington School Committee therefore affirms and declares its intent to:

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

SOURCE: MASC/Arlington

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 2011
M.G.L. 76:16
BESE regulations 603CMR 26.00 Amended 2012
BESE regulations 603CMR 28.00

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination
GBA, Equal Employment Opportunity
JB, Equal Educational Opportunities

UPDATED: June 2012

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

POLICY ON SEXUAL HARASSMENT

1. It is illegal and against Town policy for any worker, male or female, to harass another worker by making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.
2. The creation of an intimidating, hostile, or offensive working environment may include but it is not limited to such actions as persistent comments on a worker's sexual preferences, the display of obscene or sexually oriented photographs or drawings, or the telling of sexual jokes. Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Town will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
3. The Town will not condone any sexual harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.
4. The Town will not condone sexual harassment of its employees by non-employees, and instances of such harassment should be reported as indicated below for harassment by employees.
5. Employees who feel victimized by sexual harassment should report the harassment to their supervisor immediately. If the worker's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior.
6. Appointing Authorities, Department Heads and Supervisors who receive a sexual harassment complaint should carefully investigate the matter, questioning all employees who may have knowledge of either the incident in question or similar problems. The complaint, the investigative steps and findings, and disciplinary actions (if any) should be documented as thoroughly as possible.
7. Any employee who makes a complaint, or who cooperates in any way in the investigation of same, will not be subjected to any retaliation or discipline of any kind. Employees who are dissatisfied with the investigating superior's resolution of a sexual harassment complaint may file a complaint with the Affirmative Action Officer, who will investigate in the manner indicated in #6 above. The Affirmative Action Officer will recommend, to the appropriate appointing authority, actions (if any) to be taken as a result of investigative findings. The Affirmative Action Officer is located at Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476 (781)316-3121.

8. Employees who feel victimized by sexual harassment may also wish to take advantage of any assistance offered by their employee organizations (if any). The Massachusetts Commission Against Discrimination and Equal Employment Opportunity Commission are also available to provide assistance. They are located at:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108
(617) 727-3990

Equal Employment Opportunity Commission (EEOC)
1 Congress Street 10th floor Rm # 1001
Boston, MA 02114
(617) 565-3200

Revised and updated 3/24/2016

SOURCE: Arlington

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of disability.

SOURCE: MASC July 2016

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended
 Education for All Disabled Children Act of 1975
 M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
 Title II, Americans with Disabilities Act of 1992, as amended
 Board of Education Chapter 766 Regulations, adopted 10/74, as amended through
 3/28/78

CROSS REFS.: [IGB](#), Support Services Programs

POLICY PROHIBITING HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS

The Arlington Public Schools is committed to maintaining a school environment free of harassment and discrimination based on race, color, national origin, sex, gender identity, sexual orientation, disability, age or religion. Harassment based upon these protected classifications by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. It is the goal of the Arlington Public Schools to prevent harassment through on-going and appropriate means of developing and maintaining staff and student awareness, staff training, and policy dissemination. However, should an incident of harassment occur, the school district will take prompt steps to prevent recurrence and to ensure that individuals impacted are not restricted from participating in their education or work with the Arlington Public Schools.

DEFINITION OF HARASSMENT

In General Harassment includes unwelcome communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, national origin, sex, gender identity, sexual orientation, disability, age or religion, when such communication or conduct is sufficiently serious to deny or limit the ability of an individual (1) to participate in or benefit from applicable educational programs or school sponsored-events or (2) to perform his or her duties as an employee or other participant.

By law, the particular communication or conduct is viewed from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another. Therefore, prior to engaging in particular conduct, individuals are expected to consider how their words and actions might reasonably be viewed by others.

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

Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.

Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.

The conduct creates an intimidating, hostile or offensive work environment or school environment.

HARASSMENT AND RETALIATION PROHIBITED

Harassment in the work place or school environment is unlawful and is absolutely prohibited. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has filed a complaint of harassment or who cooperates in an investigation of possible harassment is unlawful and is prohibited.

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

REPORTING HARRASSMENT

Students:

A student who believes that he or she has been subject to harassment should report the matter to a teacher, counselor or administrator, who in turn will notify the building principal. In the alternative, a student may report the matter directly to the building Principal.

Employees and Others:

All Arlington Public Schools employees and others in the school environment who observe or become aware of potential harassment must promptly notify the building principal or his designee. All adults in the school environment are expected to take every report of harassment seriously.

Employees or others in the school environment who believe that they have been subject to harassment should report the matter to the building principal. If an individual is not assigned to a particular school, if the individual does not wish to discuss the issue with the building principal, or if the building principal does not address the problem in an effective manner, the individual should inform an identified central office administrator, as published annually on the District's website. Any allegation of harassment by the Superintendent should be reported to the Chair of the School Committee.

INVESTIGATIONS AND CLOSURE OF A COMPLAINT

The Arlington Public Schools will promptly investigate complaints of harassment in accordance with its Complaint Procedure found at Policy ACA-R. If the district determines that harassment has occurred, it will take appropriate action to prevent recurrence and to ensure that individuals who have been impacted are not restricted from participating in their education, work, or other activities within the Arlington Public Schools.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. The Arlington Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse. In addition, the district will report conduct of a serious nature to law enforcement if it is determined that criminal charges may be pursued.

When an investigation has been completed, school personnel will inform the complainant of the results, subject to confidentiality requirements. For example, school officials will generally not inform the complainant of disciplinary action taken against another individual, unless it involves a stay-away order or other directive the complainant should be aware of in order to report violations. School personnel will also file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

STATE AND FEDERAL AGENCIES

The Arlington Public Schools urges all individuals in the school community to bring any complaints of harassment or other discrimination to the attention of school personnel so that they can address the issue as appropriate. Individuals may also make inquiries regarding the filing of a complaint with the following agencies: Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148 (telephone 781-338-3000) (fax 781-338-3391) (TTY 1-800-439-2370); Massachusetts Commission Against Discrimination ("MCAD"), One Ashburton Place, Boston, MA 02108 (telephone 617-994-6000) (fax 617-994-6024) (TTY 617-994-6196); the United States Department of Education, Office for Civil Rights (OCR), 5 Post Office Square, 8th Floor, Boston, MA 02109 (telephone 617-289-0111) (fax 617-289-0150) (TTY 1-800-877-8339); and the Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (telephone 1-800-669-4000) (fax 617-565-3196) (TTY 1-800-669-6820).

(Contact information above last updated in March of 2014)

Revised, voted and adopted by the Arlington School Committee, April 10, 2014

SOURCE: Arlington

**PROCEDURES FOR ADDRESSING COMPLAINTS OF DISCRIMINATION
OR HARASSMENT BASED UPON PROTECTED CLASSIFICATIONS
AND RELATED RETALIATION**

I. WHERE TO FILE A COMPLAINT

Any student, employee or other individual in the school environment who believes that he/she (1) has been subject to discrimination or harassment in the Arlington Public Schools because of his or her race, color, national origin, sex, gender identity, sexual orientation, disability, age, or religion or (2) retaliation for reporting or cooperating in an investigation of such alleged conduct may file a complaint with the building principal. If the individual is not assigned to a particular school or if the individual does not wish to discuss the issue with the building principal or the building Principal does not address the problem in an effective manner, the employee should notify an identified administrator, as published annually on the District's website. Any allegation of harassment by the Superintendent should be reported to the Chair of the School Committee. The Principal, the identified administrator, the School Committee Chair or their designees (all of whom are hereinafter referred to as the "Investigator") will be responsible for addressing the complaint in accordance with the procedures outlined below.

Process For Certain Complaints Based Upon Disability: A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational services or placement of a student pursuant to MGL c. 71B or the Individuals with Disabilities Education Act must use the procedure outlined in the Parents' Notice of Procedural Safeguards published by the Massachusetts Department of Elementary and Secondary Education, rather than this Complaint Procedure. A copy of these Safeguards is available from the Superintendent or designee, as published annually in the District's website. A person with a complaint involving discrimination on the basis of a disability other than that described in this paragraph may use this Complaint Procedure.

II. CONTENT OF COMPLAINT

The Arlington Public Schools encourages individuals who experience conduct that is of concern to them based upon a protected classification to immediately report the matter, so that it can be addressed effectively and promptly. The District also asks that the individual ("Complainant") provide a written statement of the complaint. If the Complainant chooses not to submit a written statement, the Investigator will record the allegations and read them to the Complainant to confirm accuracy. The complaint should include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the Complainant.
2. The name and address and telephone number of the Complainant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment ("Respondent").
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.

6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of steps the complaint believes would resolve the complaint.

III. INVESTIGATION

Prior to Investigation: Even prior to completing a full investigation, if necessary, the Investigator will take immediate steps to provide for or restore an appropriate educational and/or work environment for those who may be impacted. Consideration will also be given to obligations to report instances of suspected child abuse to the Massachusetts Department of Social Services pursuant to M.G.L. c. 119, 51A or whether a report to the police may be appropriate.

Informing the Respondent: Respondents will be informed of the complaint against them as soon as the Investigator deems appropriate based upon the nature of the allegations, the investigation required, the action contemplated, and any applicable collective bargaining agreements.

Interviews and Gathering Information: The Investigator will interview witnesses whom she or he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Confidentiality of those involved in the complaint or investigation will be maintained, to the extent consistent with the Arlington Public Schools' obligations to investigate complaints and the due process rights of individuals affected. Where appropriate, the Investigator will remind individuals that retaliation against someone who files a complaint or who may have information about it is strictly prohibited and could result in discipline.

Determination. The Investigator will weigh all of the evidence objectively to determine whether the alleged event occurred, using a "preponderance of the evidence" standard. If the events have been established, the Investigator will also determine whether they meet the definition of harassment. However, nothing in this policy is intended to restrict the district's authority to impose discipline or take other corrective action, even absent a finding of harassment.

IV. RESOLUTION OF THE COMPLAINT

If harassment is substantiated, the district will take steps reasonably calculated to prevent recurrence and to correct its effect. This may include not only discipline for the Respondent, subject to applicable procedural requirements, but also implementation of targeted or school-wide programs to increase appreciation of diversity and steps to support those impacted by the harassment.

In most instances, the Investigator will meet with the Complainant to review the information gathered and, if applicable, to discuss plans for preventing recurrence of discrimination or harassment and correcting its effect. However, any such communication is subject to the requirements of confidentiality. For example, school officials are generally prohibited from informing the Complainant of specific disciplinary action taken against another individual —unless it involves a "stay-away" or other directive that the Complainant should be aware of in order to report violations.

The Investigator will file a report with the Coordinator for Title IX/Section 504/Chapter 622 or other appropriate administrator containing the name of the Complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Following the closure of the complaint, the Investigator or other personnel or designee will contact the Complainant within a reasonable time period to determine whether there has been any recurrence of harassment, if appropriate.

V. TIME LINES AND FOLLOW-UP

Investigators will endeavor to complete interviews and other investigatory steps within 10 school days of receiving the complaint and to communicate with the Complainant and/or representative within (10) school days thereafter, with written disposition made within ten days following that communication.

These time lines will be implemented unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the time lines specified above are not met, the reason(s) for not meeting them must be clearly documented.

VI. APPEALS

If the Complainant not satisfied with a disposition by the Investigator, the Complainant or representative may appeal the disposition to the Superintendent or designee, who can be reached as follows: [Superintendent, Arlington Public Schools, 869 Massachusetts Avenue, Arlington, MA 02476, Phone: (781) 316-3502] The Superintendent will issue a written response on the appeal to the Complainant within ten (10) school days of receiving the appeal.

Appeals regarding the disposition of allegations of harassment by the Superintendent may be appealed to the School Committee.

LEGAL REFS.: Title VI, 42 U.S.C. Sec. 2000 et seq. (prohibition of discrimination based on race, color, or national origin)
Title IX, 20 U.S.C. Sec. 168 et seq. (prohibition of discrimination based on sex or gender)
Title II of the Americans with Disabilities Act, 42 U.S.C. Sec. 12134 (prohibition of discrimination based on disability)
M.G.L. 71: 37H (student handbooks required to state disciplinary measures applicable to "violations of other students' civil rights")
M.G.L. 76:5 (prohibition of discrimination "on account of race, color, sex, gender identity, religion, national origin or sexual orientation", in access to "advantages, privileges and courses of study")
M.G.L. 151C (Fair Education Practices Act, includes prohibition of sexual harassment)
M.G.L. 151B (Fair Employment Practices Act, includes prohibition of sexual harassment)

(Contact information above last updated in March of 2014)

Revised, voted and adopted by the Arlington School Committee, April 10,2014

SOURCE: Arlington

VISION AND OVERARCHING GOALS

Introduction

Overarching goals provide a broad vision for the school district, are strategic in nature, define the district's hopes and dreams for its students, articulate the district's top priorities, and generally are achievable within a ten-year period. Overarching goals guide the development of annual district goals developed by the Superintendent and approved each fall by the School Committee.

Vision for the Arlington Public Schools

All students will achieve at their full social, emotional, creative and academic potential, and will be prepared for higher-level academics, workforce success, active citizenship and life-long learning.

Goal One - Student Achievement

The Arlington Public Schools will ensure that every graduate is prepared to enter and complete a post-secondary degree program, pursue a career, and be an active citizen in an ever-changing world by offering a rigorous, comprehensive, standards-based and data-driven K-12 system of curriculum, instruction, and assessment that integrates social, emotional and wellness support.

Goal Two - Staff Excellence and Professional Development

The Arlington Public Schools will recruit, hire, retain, and build the capacity of a diverse staff to be excellent teachers and administrators by providing high quality professional development aligned to needs, instructional support, coaching, and an evaluation framework that fosters continuous improvement.

Goal Three - Resources, Infrastructure and Educational Environment

The Arlington Public Schools will offer a cost effective education that maximizes taxpayer dollars and utilizes best practices, academic research, and rigorous self-evaluation to provide students and staff the resources, materials and infrastructure required for optimum teaching and learning in a safe and healthy environment.

Goal Four - Operations, Communications and Stakeholder Engagement

The Arlington Public Schools will be run smoothly, efficiently and professionally. The district will operate transparently and engage in effective collaboration and responsive communication with all stakeholders. It will provide timely, accurate data to support financial decision-making, envisioning of the district's future, and long-range planning in partnership with other Town officials. Through these actions it will create broad support for a high quality education system, that is the community's most valuable asset.

The goals shall be revised from time to time by the School Committee to reflect the changing strategies of the Arlington Public Schools

CROSS REF.: BDFA-E-2, District-Wide Goal Setting and Performance Objective Process
CBI, Evaluation of the Superintendent

Adopted: September 27, 2012

SOURCE: Arlington

Arlington Public Schools

TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

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

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

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

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

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

SOURCE: MASC July 2016

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

CROSS REFS.: [GBED](#), Tobacco use on School Property by Staff Members Prohibited

[JCH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

BACKGROUND CHECKS

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

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

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

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

Requesting CHRI (Criminal History Record Information) checks

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

Access to CHRI

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

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

Storage of CHRI

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

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

Retention and Destruction of CHRI

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

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

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

CHRI Training

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

Determining Suitability

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

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

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

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

Relying on Previous Suitability Determination.

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

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

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

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

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

Adverse Decisions Based on CHRI

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

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

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

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4, (9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal

references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

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

The following information will be recorded in the log:

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

Reporting to Commissioner of Elementary and Secondary Education

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

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

C.O.R.I. REQUIREMENTS

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

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

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

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

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

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

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

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

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

children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

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

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

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

SOURCE: MASC October 2014

DCJIS MODEL CORI POLICY

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

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

CONDUCTING CORI SCREENING

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

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

ACCESS TO CORI

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

CORI TRAINING

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

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

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

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

VERIFYING A SUBJECT'S IDENTITY

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

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

INQUIRING ABOUT CRIMINAL HISTORY

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

DETERMINING SUITABILITY

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

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

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

ADVERSE DECISIONS BASED ON CORI

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

SECONDARY DISSEMINATION LOGS

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

Approved and Adopted by the Arlington School Committee , June 26,2014

SOURCE: MASC/Arlington

NUTRITION AND WELLNESS POLICY

The Arlington Public Schools support health, nutrition and physical activity for everyone.

The "Act Relative to School Nutrition" signed into law on July 10, 2010, and the amendment to this Act passed in June, 2012, requires the Massachusetts Department of Public Health to establish standards for competitive foods and beverages sold or provided in public schools during the day. The goal of the standards is to ensure that public schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors. The regulations are part of the Commonwealth's broad-based, collaborative initiative to reduce childhood obesity and prevent its complications in childhood and later in adulthood. This policy has been developed to meet the requirements and is based on the following goals:

1. Students will acquire the knowledge, skills and motivation necessary to achieve and maintain optimum health and lifelong fitness.
2. The Arlington Public School District is committed to providing school environments that promote children's health, well-being, and ability to learn by supporting healthy eating and physical activity.
3. The Arlington Public School District will offer ongoing physical activities to assess, plan, implement, promote and evaluate student and staff wellness.

Staff and administration will work to incorporate physical activity during the school day as well as promote before and after school physical activity opportunities.

The Arlington Public Schools will strive to improve the health and wellness of our school community. Healthy children are the foundation of a healthy society and through healthy diet and maintenance of healthy body weight, we can reduce chronic diseases. Healthy, active, well-nourished children are better able to learn. Eating, health, and activity habits developed in youth will affect health throughout life. Following the principles of the Dietary Guidelines for Americans, a healthy diet includes foods from all food groups with limited portions of foods high in sugar, saturated and trans fat, and salt.

Nutrition

The nutrition standards and associated regulations promulgated by the Massachusetts Department of Public Health and Department of Elementary and Secondary Education apply to competitive foods and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends. Foods and beverages sold in vending machines must comply with the standards at all times.

Food Sold For Fundraising The Arlington Public Schools will allow only non-food items to be sold as part of school-sponsored fundraising activities during the school day. This mandate extends from 30 minutes before to 30 minutes after the school day. Bake sales for an election day that corresponds to a school day are exempt. Also, food sold for fundraising not for immediate consumption in school, but to take home shall be permitted.

School sponsored events to raise funds that do not take place during the school day are strongly encouraged to include healthy alternatives.

Healthy Classroom Parties and School Celebrations

The Arlington Public Schools recognize that classroom parties and celebrations are tradition at school. However, with the current goals of promoting healthy eating, parents are strongly encouraged to not send in any food items to share with the class. As of September of 2013, all classroom Birthday celebrations will be food free. Until then, all foods must meet the nutrition guidelines. All other classroom parties and school celebrations that contain food must be approved by the building Principal.

Curriculum Based Foods

Curriculum based food activities run by a teacher will need the teacher's approval as well as the building principal approval.

Nutrition Education

The Arlington Public Schools are dedicated to providing students with the knowledge and means to make healthy food choices, healthy lifestyle, and physical activity choices. This is accomplished by increasing awareness of the benefits of eating healthy, getting the recommended amount of daily physical activity, defining nutrition and physical activity goals through an integrated approach of nutrition topics in grades K-12.

Students Bringing in their own Food

Parents/Guardians may send their individual students to school with whatever food they deem appropriate. Food should not be shared.

Access to Water

The Arlington Public Schools will make water available to all students during the day without charge.

Physical Fitness

The Arlington Public Schools values physical activity and physical fitness.

Daily Recess

All elementary school students will have daily-supervised recess, preferably outdoors, during which schools should encourage, verbally and through the provision of space and equipment, moderate to vigorous physical activity. To the extent possible, schools will endeavor to schedule recess prior to lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Teachers will strive not to withhold recess or physical education as a punitive measure.

Physical Activity Opportunities Before and After School

The Middle and High School will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The Middle and High School as appropriate will offer interscholastic sports programs and other sports programs. The Arlington Public Schools will offer a range of activities that meet the needs, interests, and abilities of all students.

Food Services

The Arlington School Food Service Department will comply with all provisions of the Healthy, Hunger-Free Kids Act of 2010 as well as the Massachusetts Department of Public Health Nutrition Standards for Competitive Foods and Beverages in Public Schools. This includes the requirements for the National School Lunch and Breakfast Programs.

Wellness Committee

The Arlington Public Schools Wellness Committee, established by policy in 2006, shall continue to consist of at least one parent, student, nurse, school food representative, School Committee member, school administrator, member of the public, and other community members as appropriate. The Wellness Committee will provide oversight of the policy and regulations.

Measurement and Evaluation

Evaluation and measurement of progress toward the wellness goals is an integral component of the process to ensure and sustain student health, good nutrition and physical activity. Information relevant to school wellness and nutrition will be available to the School Committee and the public, except where it infringes on the right to privacy of students and staff. In particular, all contracts of the Arlington Public Schools and the School Food Service related to the sale or marketing of foods and beverages will be public information, available for inspection upon request from members of the community.

To promote steady, feasible, improvements in school meals year after year, the Superintendent or designee will provide a report to the School Committee by the first meeting in September for the previous academic year, describing the activities and financial status of the School Food Service (including sales of school meals in the free, reduced-price and full-price categories, and sales from vending machine) setting specific goals for nutrition and wellness improvements in the coming year, and summarizing the progress on the goals for the year just completed.

The Superintendent or his/her designee will provide a report to the School Committee at the end of each school year describing the implementation of this Wellness Policy. The report will include but not be limited to: information about the staff that have been assigned nutrition and wellness responsibilities, available statistics about the health and wellness status of students, progress and hurdles on implementing the wellness policy provisions, any exceptions that the Superintendent authorized to those provisions, goals and specific actions for improving nutrition and wellness in the coming school year, achievement of the goals and actions from the year just completed, and any recommendations for future revisions to the Wellness Policy itself.

- LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2004, section 204, P.L 108-265
The Richard B. Russell National School Lunch Act, 42, U.S.C. 1751-1769h
The Child Nutrition Act of 1996, 42 U.S.C. 1771-1789
- CROSS REFS.: ADC, Smoking on School Premises
DJG, Vendor Relations
EBBA, First Aid
EFC, Free and Reduced-Cost Food Services
GBGA, Staff Health
IHAE, Physical Education
IHAM, Health Education
IHAMA, Teaching About Alcohol, Tobacco, and Drugs
JLCCB, Students with Life Threatening Allergies
KI, Public Solicitations/Advertising in District Facilities
- GENERAL REFS.: Acceptable Foods List ("A-List") by the John C. Stalker Institute of Food and Nutrition.
At a Glance Sheet, by the Arlington Wellness Committee.
Healthy Students, Healthy Schools: Revised Guidance for Implementing the Massachusetts School Nutrition Standards for Competitive Foods and Beverages, June 2012. Developed by: Massachusetts Department of Public Health, Massachusetts Department of Elementary and Secondary Education, John C. Stalker Institute of Food and Nutrition and Framingham State University, Harvard School of Public Health and Boston Public Health Commission.
The Institute of Medicine's *Nutrition Standards for Foods in Schools* and the *Dietary Guidelines for Americans*, 2010.
American Dietetic Association, Society for Nutrition Education, and American School Food Service Association 2003 "*Nutrition services: an essential component of comprehensive health programs.*" *Journal of the American Dietetic Association* 103:505-514.
U.S. Department of Health and Human Services, Office of the Surgeon General. 2001. The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity.
Food and Nutrition Board, Institute of Medicine, the National Academies, 2005. *Preventing Childhood Obesity: Health in the Balance*. Jeffrey P. Koplan, Catharyn T. Liverman, Vivica I. Kraak, editors.

Revised and approved by the Arlington School Committee, January 10, 2013

SOURCE: Arlington

NUTRITION AND WELLNESS POLICY GOALS

Nutrition Education

A healthy school nutrition environment gives students consistent, reliable health information and ample opportunity to use it. A healthy school nutrition environment includes:

- A commitment to nutrition and physical activity
- Quality school meals
- Other healthful food options
- Pleasant eating experiences
- Nutrition education
- Marketing healthful foods and beverages

The Superintendent is encouraged to inform the Arlington community at large of the nutrition and wellness goals and activities of the schools. The town leadership and community organizations are encouraged to voluntarily adopt a similar program of changes to provide a consistent message and improve the overall wellness environment for the children of Arlington.

The Arlington Public Schools will seek to achieve the following goals:

- provide integrated classroom instruction in nutrition K-10, including nutritional knowledge, the benefits of healthy eating, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, safe food preparation, handling and storage, and food allergies; nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels, accessing and critically evaluating nutrition information, misinformation and commercial food advertising; how to assess and manage one's personal eating habits, set goals for improvement and achieve those goals; and how to communicate, make healthy decisions and advocate for developing lifelong healthy habits.
- provide ongoing professional development to staff responsible to teach nutrition including teachers, coaches, counselors, nurses, and food service staff. Information will be shared on food choices, supplements, diets, and food allergies.
- promote healthy nutrition through signage, leaflets, and positive advertising in cafeterias.
- encourage healthy food choices and prohibit the advertisement of unhealthy food choices.

Physical Activity

Research indicates that physical activity has a positive impact on academic performance including improved concentration and memory, improved mathematics, reading and writing test scores, reduced stress, and reduced disruptive behavior. Physical Education provides opportunities for all students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to regularly participate in physical activity, to understand the short and long term benefits of a physically active lifestyle, and to plan for lifelong activity.

A comprehensive physical activity program encompasses opportunities for students to be physically active, including: physical education, recess, walk-to-school programs, after-school physical activity programs, and physical activity breaks within regular classrooms.

The Arlington Public Schools will seek to achieve the following goals:

- require regularly scheduled physical education in all grades for all students K-10 and offer and encourage regularly scheduled physical education for grades 11 and 12.
- assure that no less than 50% of the time scheduled in physical education class shall be moderate to vigorous activity as recommended by the Centers for Disease Control and Prevention.
- assure that physical educators participate in professional development related to their teaching assignments.
- assure that physical education classes are safe, developmentally appropriate, sequential, inclusive, and are based on national and state standards for fitness and health.
- promote a healthy physically active lifestyle by including 10 minutes of recess on days when students do not attend physical education, at the elementary level, when feasible.
- promote a healthy physically active lifestyle by encouraging schools to offer and post physical activity and athletic programs available throughout the community.
- permit high school students to have access to outdoor space adjoining or near the cafeteria at the end of their lunch period, where feasible.
- Work with families and the larger community to increase physical activity so that students can meet the guidelines, recommended by the Centers for Disease Control and Prevention, of 150 minutes per week for grades K-5, and 225 minutes per week for grades 6-12.
- Consider time for physical activity to be a priority in a child's day, just as time for academic study is a priority.

Health Education

Evidence indicates that comprehensive health education programs have a positive impact on health behaviors of students, including mental health, which can lead to better school performance. (Hawkins, et al., 1999; Murphy et al., 1996; Lindmark et al., 1996; Simun, 1996; Botvin et al., 1997) Some students who have participated in school health education programs, compared to similar students who have not participated in such programs have increased cognitive development and awareness, better school attendance, higher graduation rates, increased goal setting and better application of decisionmaking skills. (U.S. Senate, 1993; Pitway Charitable Foundation, 1992; Mahai, 1991; Executive summary of the Health Protection Fund, October 1999) Substance use, violence, teen pregnancy, emotional factors, sedentary living, obesity, and stress are all related to diminished school performance. Physical activity, good nutrition, a safe and inclusive environment, mental health and prevention of depression, stress management, hygiene, and rest are important factors in enhancing students' academic performance. These studies suggest that if students are not in good health, they will not be able to learn and achieve at their highest potential.

Comprehensive health education addresses the knowledge and skills for both reducing risk behaviors and increasing actions that increase wellness.

The Arlington Public Schools will seek to achieve the following goals:

- provide a comprehensive and sequential Health Education program in grades k-10 and offer and encourage in grades 11-12, consistent with the Massachusetts Health Frameworks.
- provide teachers responsible for Health Education with professional development on health curriculum, teaching social competence, and cultural inclusion.
- research based health curricula will be incorporated.
- ensure that classroom instruction in health will engage students in active learning, including opportunities to practice skills across the curriculum.

Nutrition Standards for All Foods Available on School Campus during the School Day

The Arlington Public Schools support the Dietary Guidelines for Americans. These guidelines stress variety and moderation in food choices. They encourage increased consumption of fruits and vegetables, fish, whole grains, and low-fat milk and dairy products, within the context of an overall diet that is moderate in total calories. They recommend choosing a diet with lower amounts of added sugar, saturated fat and trans fat, and salt. The 2005 revision of the Guidelines also promotes physical activity.

The Federal Government has rules for meals served through the National School Lunch Program and School Breakfast Program. The standards in this wellness policy ensure that “competitive foods,” which are foods and beverages outside of the federal programs, do not undermine the policy’s other advances in the school nutrition environment.

The Arlington Public Schools will seek to achieve the following goals:

- ensure that the school breakfast and lunch programs meet or exceed all dietary guidelines for the National School Lunch and Breakfast Programs.
- minimize the risk of exposure to food allergens that pose a threat to students, educate the community about allergies, and maintain and regularly update a system-wide protocol for responding to the needs of students with allergies.
- encourage the Food Service Director to seek to offer attractive appetizing healthy meals that are low in sugar, saturated fat, trans fat, and salt, and high in fruits, low-fat dairy, vegetables and whole grains.
- for all foods and beverages sold or provided on school property, other than the school breakfast and lunch programs, direct principals to work with school councils, school food service, teachers, and parents to encourage food and beverages choices that conform to the “Massachusetts A La Carte Food & Beverage Standards to Promote a Healthier School Environment.”¹ Manufactured foods that meet this standard are listed on the convenient “Acceptable List” from the John C. Stalker Institute of Food and Nutrition at Framingham State University.”²
- assure that food service employees participate in annual professional development on allergies, choking, universal precautions, and hygiene and safety related to food service. A plan will be developed and implemented to certify all food service staff.
- direct principals to ensure that there is sufficient time allotted to school lunch for both eating and social interaction.

- encourage portion sizes appropriate for all age groups, including young elementary school students.
- designate a healthy snack time each day, K-5.
- encourage the use of non-food rewards for accomplishments.

GENERAL REFS.: American Dietetic Association, Society for Nutrition Education, and American School Food Service Association. 2003. *"Nutrition services: an essential component of comprehensive health programs."* Journal of the American Dietetic Association 103:505-514.

U.S. Department of Health and Human Services, Office of the Surgeon General. 2001. *The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity*. Available at <http://www.surgeongeneral.gov/topics/obesity/> (accessed May, 2006). Washington, DC: U.S. Government Printing Office.

Food and Nutrition Board, Institute of Medicine, the National Academies. 2005. *Preventing Childhood Obesity: Health in the Balance*. Jeffrey P.Koplan, Catharyn T.Liverman, Vivica I. Rraak, editors. Available at <http://fermat.nap.edu/catalog/11015.html> (accessed May, 2006). Washington, DC: The National Academies Press.

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Center on Hunger, Poverty, and Nutrition Policy. *Statement on the Link between Nutrition and Cognitive Development in Children*. Medford, MA: Tufts University School of Nutrition, 1995.

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U.S. Department of Health and Human Services. *Guidelines for school health programs to promote lifelong healthy eating*. *Morbidity and Mortality Weekly Report Recommendations and Report* 1996 Jun 14; 45:RR-9;

Barnard, A. Study links school breakfast, results. Boston Globe 2000 Nov 29;

Minnesota Department of Children Families and Learning. *School breakfast programs energizing the classroom* 1998;

Murphy, J.M. et al. *Effects of a universally free, in-classroom school breakfast program: results from the Maryland Meals for Achievement Evaluation*. *Initial Report* 1999 May 4;

NASPE, Executive Summary, Shape of the Nation 2001;

Revised: September 26, 2006

SOURCE: Arlington

COMMITMENT TO ACCOMPLISHMENT

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

Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.

Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.

Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.

Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.

Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

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

SOURCE: MASC/Arlington

SECTION B

BOARD GOVERNANCE AND OPERATIONS

BA	SCHOOL COMMITTEE OPERATIONAL GOALS
BAA	EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES
BB	SCHOOL COMMITTEE LEGAL STATUS
BBA	SCHOOL COMMITTEE POWERS AND DUTIES
BBAA	SCHOOL COMMITTEE MEMBER AUTHORITY
BBBA/ BBBB	SCHOOL COMMITTEE MEMBER QUALIFICATIONS/ OATH OF OFFICE
BBBC	SCHOOL COMMITTEE MEMBER RESIGNATION
BBBE	UNEXPIRED TERM FULFILLMENT
BBC	SCHOOL COMMITTEE MEMBER INSURANCE
BCA	SCHOOL COMMITTEE MEMBER ETHICS
BDA	SCHOOL COMMITTEE ORGANIZATIONAL MEETING
BDA-E	SCHOOL COMMITTEE NORMS AND STANDARDS
BDAA	ELECTION OF SCHOOL COMMITTEE OFFICERS
BDB	SCHOOL COMMITTEE OFFICERS
BDD	SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP
BDE	SCHOOL COMMITTEE SUBCOMMITTEES
BDEA	SCHOOL COMMITTEE STANDING SUBCOMMITTEES
BDEB	SCHOOL COMMITTEE LIAISONS TO INDIVIDUAL SCHOOLS

BDF	ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE
BDFA	SCHOOL COUNCILS
BDFA-E-1	SCHOOL IMPROVEMENT PLAN
BDFA-E-2	SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN
BDFA-E-3	CONDUCT OF SCHOOL COUNCIL BUSINESS
BDG	SCHOOL ATTORNEY
BDH	SCHOOL COMMITTEE ADMINISTRATIVE ASSISTANT
BE	SCHOOL COMMITTEE MEETINGS
BEA	REGULAR SCHOOL COMMITTEE MEETINGS
BEB	SPECIAL SCHOOL COMMITTEE MEETINGS
BEC	EXECUTIVE SESSIONS
BEDA	NOTIFICATION OF SCHOOL COMMITTEE MEETINGS
BEDB	AGENDA FORMAT/PREPARATION AND DISSEMINATION
BEDD	RULES OF ORDER
BEDF	VOTING METHOD
BEDG	MINUTES
BEDH	PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS
BEDH-E	GUIDELINES FOR PUBLIC COMMENT
BEE	SPECIAL PROCEDURES FOR CONDUCTING HEARINGS
BG	SCHOOL COMMITTEE POLICY DEVELOPMENT

BGB	POLICY ADOPTION
BGC	POLICY REVISION AND REVIEW
BGD	SCHOOL COMMITTEE REVIEW OF PROCEDURES
BGE	POLICY DISSEMINATION
BGF	SUSPENSION OF POLICIES
BHC	SCHOOL COMMITTEE-STAFF COMMUNICATIONS
BHE	USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS
BIA	NEW SCHOOL COMMITTEE MEMBER ORIENTATION
BIB	SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES
BID	SCHOOL COMMITTEE MEMBER COMPENSATION
BJ	SCHOOL COMMITTEE LEGISLATIVE PROGRAM
BK	SCHOOL COMMITTEE MEMBERSHIPS

SCHOOL COMMITTEE OPERATIONAL GOALS

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

The Arlington School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry 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. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

SOURCE: MASC/Arlington

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The Arlington 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 Arlington 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/Arlington

SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

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

... seven members of the School Committee for terms of three years.

The Arlington School Committee is the governing board of the town's public school system. 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

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

SOURCE: Arlington

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 system to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

Personnel Matters

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

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

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the Arlington 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 anyway 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 individual member of the Committee, any subcommittee, or any advisory committee to the School Committee will, by virtue of his or her office, exercise any administrative responsibility with respect to the schools or command the services of any school employee. All requests for administrative time to fulfill information, data, analysis or research requests shall be subject to majority vote of the School Committee or one of its subcommittees or advisory committees.

The Arlington 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. Any draft motions that are submitted by individual members in advance of a formal session shall be forwarded to the Committee's Executive Secretary, who shall in turn facilitate their further distribution, so as to avoid the appearance of deliberation outside the meeting.

In keeping with the spirit of the unit action concept, School Committee members should not accept any long-term or ongoing assignments within the schools except with the expressed permission of the full Committee. Specific visits by members, singly or in groups, to see programs or for any other committee business should be properly arranged and appropriate administration notified.

Duties

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

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and school department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other Committee members without trying either to dominate the committee or neglect his 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 he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.
10. To comply with the accepted code of ethics for School Committee members.

Approved by School Committee January 12, 2012

SOURCE: MASC/Arlington

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 he/she is elected or appointed and must take an oath of office as required by law.

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

From the Town 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 Town 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;

SCHOOL COMMITTEE MEMBER RESIGNATION

The Arlington School Committee member may resign his office by filing a resignation thereof in the office of the town clerk, and such resignation shall be effective forthwith unless a certain time is specified therein when it shall take effect.

Should an Arlington School Committee member move out of the town which elected him/her to the Committee, he/she shall be deemed to have vacated his/her office.

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

SOURCE: Arlington

UNEXPIRED TERM FULFILLMENT

The Town Manager Act of Arlington provides that:

"When a vacancy occurs in the membership of the School Committee, the remaining members of the School Committee shall, after a one week's notice, fill such vacancy by ballot. A majority of the ballots of the members entitled to vote shall be necessary to such election. The person so appointed shall perform the duties of the office until the next annual election, at which the voters shall elect a member of the School Committee for the remainder of the un-expired term."

The School Committee shall by majority vote commence the process described below to fill the vacancy.

1. The School Committee shall inform the public through all available media, including the School Department's website, that a position on the School Committee is vacant. Per the Town Manager's Act, the opening shall be posted for one week.
2. The notice of vacancy shall invite all residents of the Town who are interested in serving to submit an application for membership on the Committee by a date certain. The notice shall include the date and time at which candidates can speak about their candidacy before an open meeting of the School Committee.
3. Said application shall include a statement of the candidate's reasons for serving on the Committee, a resume, and any other information the candidate wishes to present regarding his or her interest in serving on the School Committee.
4. All candidates for membership on the Committee shall be invited to an open meeting to make a case for their appointment, and each member of the School Committee may ask the candidates questions. The appearance of the candidates will be determined by lot prior to the first speaker. The order of the questions from School Committee members shall be by rotation. The Chair of the School Committee has the discretion to set an appropriate time limit for each candidate's presentation and for questioning by the School Committee.
5. Once all candidates have presented, the School Committee shall take a roll call vote to select the new member. Balloting shall continue until one candidate secures a majority. The candidate with the least amount of votes shall be excluded in the next round of balloting. Upon winning a majority, the new member shall begin service on the School Committee after taking the oath of office.

Approved and revised by Arlington School Committee March 8, 2012

SOURCE: Arlington

File: BBC

SCHOOL COMMITTEE MEMBER INSURANCE

Arlington School Committee members are indemnified, subject to appropriation, for expenses or damages incurred in defense of claims arising out of the exercise of their official duties.

Revised and Approved by School Committee: May 13, 2008

SOURCE: Arlington

SCHOOL COMMITTEE MEMBER ETHICS
(Massachusetts Association of School Committees Code of Ethics)

Preamble

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

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: (1) community responsibility; (2) responsibility to school administration; and (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 Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that 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 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 their own Committee or from members of other committees who may be seeking help or information on school problems.
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: MASC/Arlington

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

Officers of the Arlington School Committee shall be elected at an organization meeting held only for this purpose each year. The organization meeting shall be scheduled for a date and time after the annual town elections, and prior to the first regular School Committee meeting of the month.

Officers shall be elected separately for terms of one year. A majority vote of the members present shall constitute an election.

That member with the earliest date of Committee membership shall preside as Chairperson pro tempore until the new officers are elected. The Chairperson shall conduct the election of all School Committee officers, following the methods set forth in *Robert's Rules of Order*.

For the purpose of defining seniority of School Committee members under File BDA and File BDAA, the following rule shall apply. When two or more members are elected for the first time at the same election, and, when both members have had identical lengths of service on the Committee, the senior member shall be determined by the member receiving the greater number of votes received in the election in which the members were first elected.

Approximately one month prior to the School Committee Organizational Meeting, School Committee members interested in officer positions will notify the administrative secretary and/or Chairperson.

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.

"At each organizational meeting the newly elected Chair shall read aloud the Standards and Norms of the Arlington School Committee, attached hereto as BDA-E, and invite each member to publically sign the document. All members shall be provided with BDA-E prior to the organizational meeting."

CROSS REFS.: BBB, School Committee Elections
 BDAA, Election of School Committee Officers
 BDA-E, School Committee: Norms and Standards
 BE, Regular School Committee Meetings

Revised: March 22, 2012

SOURCE: Arlington

SCHOOL COMMITTEE NORMS AND STANDARDS

We, the Arlington School Committee, acknowledge that a School Committee meeting is a meeting of School Committee members that is held in public and not a public meeting and that we will make every effort to ensure that meetings are effective and efficient. To that end, we acknowledge the importance of subcommittees and we and the Superintendent agree to utilize them to focus on specific topics in-depth and to prepare for presentation, deliberation, and possible action by the School Committee.

We, the Arlington School Committee, set forth these Standards and Norms that we will all commit to abide by as individuals and as a Committee:

1. Represent the needs and interests of all students in the district.
2. Exercise leadership in vision, planning, policy making, evaluation, and advocacy on behalf of the students and district, not in managing the day-to-day operations of the district.
3. Conduct our business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Provide full disclosure. Each member will provide input, encouragement, express concerns and positions rather than withhold information from other members. When a Committee member feels that there has not been full disclosure, an objective process for revisiting the issue will be used.
5. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Committee members will work together to clarify and restate discussions in order to strive for full understanding.
6. Keep an open mind and accept that they can change their opinions by recognizing that they are not locked into their initial stated positions.
7. Make decisions on information and not on personalities. Committee members will act with the best information available at the time considering data, the superintendent's recommendations, proposals, and suggestions. Committee members will strive to make the best decision at the time.
8. Debate the issues, not one another. The Committee will engage in critical thinking, expecting all Committee members to freely offer differing points of view as part of the discussion, prior to making a board decision.
9. Not take unilateral action. A Committee member's authority is derived only through a majority decision of the Committee acting as a whole during an open, public meeting.

10. Attend meetings well prepared to discuss issues on the agenda and will be prepared to make decisions, striving for efficient decision making.
11. Strive to have no surprises for the committee or superintendent. All members will receive the same information on all topics in a timely manner.
12. Strive to reach decisions by consensus. Discuss with respect, disagree without acrimony. When consensus is not possible, all members will publicly abide by the majority decision.
13. Understand and respect the chain of command as it concerns roles and responsibilities and direct others to do the same.
14. Review and revise our standards and norms, as needed, as part of the committee's self-evaluation.

Arlington School Committee adoption and approval on March 22, 2012

SOURCE: Arlington

ELECTION OF SCHOOL COMMITTEE OFFICERS

It is the intent of this policy to encourage all board members to assume leadership roles based on their tenure on the Committee and interest in representing the Committee in a leadership capacity.

Nominations for each officer position - Chair, Vice-Chair, and Secretary ~ will be made from the floor at the School Committee organizational meeting, which shall be convened as described in File BDA. Each officer shall be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote for a particular office, the election shall be declared null and void, and nominations will be reopened.

Members willing to accept nomination for the office of Chair, Vice-Chair, or Secretary shall declare such willingness approximately one month prior to the Annual Town Election by providing written notice to the Chair and the Administrative Secretary. Senior members who have not held a particular office are strongly encouraged to submit their names as potential nominees.

For the purpose of defining seniority of school committee members under File BDA and File BDAA, the following rule shall apply. When two or more members are elected for the first time at the same election, and when both members have had identical lengths of service on the committee the senior member shall be determined by the member receiving the greater number of votes received in the election in which the members were first elected.

Ideally, the individual assuming the role of Vice-Chair will rotate into the role of Chair. The Committee considers it advisable that members complete at least two years with the Committee before serving as Chair and one year before becoming Vice-Chair or Secretary.

CROSS REFS.: BDA School Committee Organizational Meeting

Revised and approved by the Arlington School Committee March 23, 2010

SOURCE: Arlington

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

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

1. Sign, or cause to be signed when permissible, the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee
2. Perform such duties as prescribed by action of the School Committee.
3. Consult with the Superintendent in the planning of the Committee's agendas
4. Confer with the Superintendent on crucial matters that may occur between Committee meetings
5. Appoint all subcommittees and representatives to town committees when requested by other town officials, subject to approval by the School Committee
6. Serve as liaison, or designate another Committee member to serve as liaison between the School Committee and bodies not otherwise having formal School Committee representation including, but not limited to, the Finance Committee, the Board of Selectmen, and Town Meeting
7. Call special meetings of the Committee as found necessary
8. Arrange for orientation of new Committee members by the Superintendent and his/her assistants within two weeks after the organizational meeting.
9. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others
10. Be responsible for the orderly conduct of all Committee meetings.

The Chairperson shall also be responsible for ensuring the appropriate, timely and informative presentation of the annual school budget, as well as other issues pertinent to the schools, to Town Meeting.

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

1. Call the meeting to order at the appointed time

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

Duties of the Vice-Chairperson

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

Secretary

The Secretary will perform or cause to be performed the following:

- Keep an accurate journal of all committee meetings
- Comply with state law and Committee policy regarding notification of meetings
- Render such reports as may be required by the state or the town.

LEGAL REFS.: M.G.L. 71:36

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

Revised: October 9, 2007

SOURCE: MASC/Arlington

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

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

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

SOURCE: MASC/Arlington

SCHOOL COMMITTEE SUBCOMMITTEES

The Arlington School Committee acknowledges that the exercise of its responsibilities demands ever-increasing time and effort of Committee members. The division of some of the Committee's tasks among subcommittees is authorized with the hope of increasing efficiency in Committee operations. The subcommittee structure provides an opportunity to enrich the School Committees' deliberations by offering alternate conduits for introducing issues and ideas.

When the Committee finds it necessary or advisable, the Chairperson may appoint a subcommittee for a specific purpose, subject to the approval of the Committee. Certain standing subcommittees may be authorized by the Committee to continue from one year to the next, with new or renewed appointments made annually by the Chairperson. A subcommittee shall consist of no more than three members. Each special (ad hoc) subcommittee shall terminate upon completion of its assignment or at the annual organizational meeting, whichever comes first.

1. The subcommittee will be established through action of the Committee.
2. The subcommittee chairperson and its members will be appointed by the Committee Chairperson, subject to approval by the Committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee Chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.
7. The subcommittee chair shall set the agenda for each subcommittee meeting and shall ensure that the agenda is distributed to all School Committee members three days prior to the subcommittee meeting. (E-mail distribution is permissible) In addition the subcommittee chairs will coordinate with the administrative secretary to ensure that meetings are posted and that arrangements are made for note taking and minutes preparation.
8. As soon as they are available, draft and approved minutes of each subcommittee meeting shall be distributed to all School Committee members at the next regularly scheduled School Committee Meeting.
9. Subcommittees shall report on their work at the full School Committee meetings.
10. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

The School Committee Chairperson shall appoint the Chairperson of each subcommittee and may be an ex officio member of all subcommittees.

CROSS REFS.: BDB, School Committee Officers
BEC, Executive Sessions

Revised: September 28, 2004

SOURCE: Arlington

Arlington Public Schools

SCHOOL COMMITTEE STANDING SUBCOMMITTEES

There are five standing subcommittees that are appointed by the chair and remain in place until mid-May of each year or until new committees are appointed or reappointed, such appointments to be confirmed by majority vote of the School Committee.

Subcommittees - with their core charters — are:

1. Policies and Procedures

- Perform annual review of selected sections of School Committee policy manual.
- Develop recommendations for policy revisions, additions, or deletions, as initiated by the subcommittee, requested by the School Committee or Administration, or required by law.
- Hear requests for the full or partial suspension of selected policies, and forward recommendations regarding such requests to the full School Committee.

2. Curriculum, Instruction, Assessment and Accountability

- Work with the Superintendent on the development of annual goals, objectives, and measures.
- Examine evidence of completion of annual goals and objectives, and report on the same to the full School Committee.
- Consider recommendations for curriculum changes, and receive complaints and recommendations concerning the effectiveness of instructional programs.
- Address special education issues referred to the subcommittee by the full School Committee.

3. Community Relations

- Work with community and governmental organizations to develop recommendations for the full School Committee concerning partnerships and joint activities.
- Consider applications by residents for appointment by the School Committee to advisory and other committees, and forward recommendations to the full School Committee.
- Develop communications strategies and plans to assist the Administration in publicizing and disseminating information about the activities of the Arlington Public Schools.

4. Budget

- Develop annual timeline for budget development, recommend public outreach activities, and coordinate - in consultation with the School Committee Chair and the Superintendent and Chief Financial Officer - logistics surrounding the School Committee's annual budget hearing.
- Recommend improvements to budgeting and financial oversight procedures.
- Review budget recommendations and reports prior to their presentation to the School Committee and/or other venues.

5. Facilities and Property

- Review School Department capital plans, prior to their formal submission to the Capital Planning Committee.
- Consider proposals for the sale, lease, or declaration as surplus of School Department property, as well as granting of rights of way and easements, and forward associated recommendations to the full School Committee.
- Assist the Administration in the preparation of facilities maintenance and improvement plans, capacity reviews, and recommendations for associated funding and related action.

Subcommittees may assume other tasks, as requested by the School Committee Chair or referred by the full School Committee.

There should be a minimum of two subcommittee meetings per standing committee during the school year.

CROSS REF.: BDE, School Committee Subcommittees

Approved by School Committee, January 12, 2012

SOURCE: Arlington

SCHOOL COMMITTEE LIAISONS TO INDIVIDUAL SCHOOLS

There shall be one School Committee member appointed to each school in the District as a liaison. Appointments shall be made by the Chair and confirmed by vote of the full School Committee.

Wherever practicable, members shall not be assigned as liaison to a school where they currently have children in attendance.

Minimum responsibilities of liaisons shall be to:

- Connect with the principals and PTO/parent advisory council presidents or chairs at their assigned schools, provide contact information, and offer to attend meetings to provide district updates.
- Attend school events as practicable, and be available to respond to questions.

Nothing in this policy shall be construed to prevent School Committee member response to inquiries from and attendance at events of schools beyond those to which they are assigned as liaison.

Liaison assignments shall last from the time of appointments to the issuance of new assignments during or shortly following the School Committee's annual organizational meeting.

The School Committee Chair shall request that the PTO/parent advisory councils of the district's schools name liaisons to the School Committee.

Approved by the Arlington School Committee, January 12, 2012

Revised and approved by the Arlington School Committee, October 10, 2013

SOURCE: Arlington

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The Arlington School Committee recognizes the advantages to the School Committee, the school department and the community of establishing advisory committees for specific purposes. The School Committee shall seek the advice of the Superintendent before establishing any advisory committee.

Types and Function

Advisory committees shall serve primarily as fact-finding groups to assist the School Committee and staff.

This policy describes the procedure which will apply to the composition, appointment, governance, and operations of advisory committees, unless otherwise specified by School Committee policy or applicable state or federal law.

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.

The specific purpose for which each committee is established shall be clearly defined by the School Committee. An approximate or definite date shall be set for completion of the committee's objectives.

Method of Appointment

The method of appointment of advisory committees should be flexible and appropriate to the reason for which the committee is being created. However, the following shall be applied where appropriate:

1. Appropriate groups should be involved in recommending members.
2. The advisory committee should be broadly representative of the appropriate group(s) to be involved in or affected by the recommendations of the committee.
3. All appointments of citizens shall be confirmed by the School Committee, following a procedure to be specified and implemented by the Community Relations Subcommittee.
4. All appointments of staff members should be made by the Superintendent with the approval of the School Committee. When staff members are appointed to a citizens' advisory committee, they shall constitute a minority of such committee.
5. All vacancies occurring on an advisory committee should be filled as soon as possible, using the procedures stated herein.

Organization

1. Elect officers: Chairperson, Vice-Chairperson, and Secretary.
2. Comply with the provisions of the Open Meeting Law.
3. Conduct meetings on a regular schedule, sending notices of all meeting to all committee members, the School Committee, and Superintendent.
4. Meet at a convenient location provided by the school department.
5. Keep written records of meetings and communications.
6. Conduct its business within the guidelines of this policy on advisory committees and according to any additional instructions from the School Committee and/or the Superintendent. When appointed, each member shall receive a copy of this and any other relevant policies, as well as standard advisories for public bodies regarding compliance with the Open Meeting Law.
7. Tenure of committee members will be up to one year, unless the member is reappointed.
8. 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.
9. Recommendations of committees will be based upon research and fact.

Resources

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system.

Requests for staff time to perform analysis or to satisfy major information inquiries shall be channeled through the School Committee liaison.

Personnel

Clerical and professional staff assistance shall be made available in keeping with the ability of the School Committee to provide it, as determined by the Superintendent. The Superintendent shall designate a staff member to process requests for materials and clerical assistance for each advisory committee.

Material

Material necessary for notices, records, and reports shall be provided under the direction of the Superintendent or his designee insofar as the School Committee is able to provide the same.

Financial

After appropriation by the School Committee, the expenditure of any funds by an advisory committee shall be made only after approval by the Superintendent and under his/her direction.

Liaison

Liaison with the School Committee and administration shall be accomplished by attendance of a member of the School Committee and/or the Superintendent or his/her designee, at advisory committee meetings. A person designated to attend in place of the Superintendent shall report concerning all business of the committee, according to instructions from the Superintendent.

Reports and Correspondence

1. An advisory committee shall provide written timely progress reports to the School Committee.
2. At the end of the committee's assignment, a preliminary report shall be presented in writing to the School Committee Chairperson and the Superintendent, prior to preparation of the final report.
3. The final report shall be received by all School Committee members and appropriate administrators at least one week prior to the meeting at which the report is to be discussed for any possible action.
4. Any reports or publicity releases to the community or other concerned groups shall be made only through the Superintendent or his/her designee.
5. Any correspondence between the advisory committee and the School Committee which requires action shall be delivered through the School Committee liaison for presentation to the School Committee at least one week prior to a regular meeting.

Dissolution

The life of an advisory committee shall be for the school year in which it is appointed, unless its final report is accepted by the School Committee prior to the end of that school year or unless the School Committee, by majority vote at a regular meeting, continues the committee beyond either time.

The School Committee may, by majority vote at a regular meeting, dissolve an advisory committee at any time during the life of the committee. However, the Committee shall seek the advice of the Superintendent before taking any such action.

All current advisory committees shall be reviewed annually at the first meeting in June.

All advisory committees are subject to the Open Meeting Law.

CROSS REFS.: BDEA, School Committee Standing Committees
 JIB, Student Involvement in Decision-making

Approved by School Committee, January 12, 2012

File: BDFA

SCHOOL COUNCILS

This policy is designed to insure the consistent implementation throughout the Arlington Public Schools of provisions of Massachusetts General Law 71:59C which requires the establishment of School Councils in each of the public schools in the Commonwealth of Massachusetts. The Superintendent and the Principals shall be responsible for familiarizing themselves and ensuring full compliance with law.

At each school there shall be a School Council composed in accordance with law, and elected as required therein. The School Committee encourages schools to hold School Council elections prior to the end of each school year in June. School Councils should be broadly representative of the racial and ethnic diversity of the school building and community. School Councils are considered municipal agencies and their members are considered municipal employees for purposes of the conflict of interest law.

The school Principal shall co-chair the council, and will be responsible for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairman shall be selected.

The School Council shall meet regularly during the school year. Meetings of the School Council shall be subject to the provisions of the Open Meeting Law, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, on the official Town bulletin board outside the Town Clerk's office, and that minutes of the meeting shall be maintained as required. Each council is encouraged to set its calendar of regular meetings for the year at its first meeting of the school year, and to post these meetings on the District website and/or their own school website in addition to the posting required by Massachusetts law. Where circumstances warrant, the council may choose to call additional meetings. The scope of the school council does not require, and therefore does not qualify for, executive session.

The School Council shall assist in the identification of the educational needs of the students attending the school, shall assist in the review of the annual school budget and in the formulation of a school improvement plan.

The School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. The council shall have no authority over matters that are subject to the collective bargaining law.

At least once per year, the School Committee shall facilitate the provision of training for all interested School Council members, said training to be provided by the Massachusetts Association of School Committees or a comparable training provider.

LEGAL REFS.: M.G.L. 30A:18-25; 71:59C; 150E; 268A

Approved by Arlington School Committee, January 12, 2012

SOURCE: Arlington

SCHOOL IMPROVEMENT PLAN

The Principal of each school, in consultation with the School Council, shall on an annual basis, in conformity with the provisions of law, develop and submit for approval by the Superintendent a school improvement plan. Said plan shall be prepared in a manner and form prescribed by the department of education and shall conform to the appropriate policies and practices of the Arlington Public Schools.

The plan should be drafted with the following in mind:

1. Support of and tight integration with the approved district goals.
2. 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 consistent with district goals.
3. An assessment of the needs of the school consistent with district goals.
4. The means to address student performance consistent with district goals.

School improvement plans shall be submitted to the Superintendent each year for approval, as required by law. Approved plans will be received by the School Committee by November 30th of each year.

LEGAL REFS: M.G.L. 69:11

Revised and Approved by School Committee: January 8, 2008

SOURCE: Arlington

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 each 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

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

The increasing complexity of Arlington School Committee responsibilities requires legal advice in the best interests of the school department and the town.

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

The Arlington School Committee may request the services of the legal counsel of the Town of Arlington on legal matters other than collective bargaining which come before it in the conduct of its business; or, may employ legal counsel when circumstances warrant, within the provisions of law.

The Arlington School Committee shall employ legal counsel for collective bargaining purposes on an annual basis within the provisions of law.

LEGAL REFS.: M.G.L. 71:37E & F
 Town Manager Act, Sec. 28

SOURCE: Arlington

SCHOOL COMMITTEE ADMINISTRATIVE ASSISTANT

Administrative Assistant

The Arlington School Committee may employ an administrative assistant to help the Committee and its elected secretary in the tasks of record-keeping, correspondence, and the posting and recording of meetings. The administrative assistant shall report directly to the Committee, with the chair monitoring and managing the workload.

During periods when the administrative assistant is not available, the superintendent will arrange for a substitute.

The administrative assistant will be annually evaluated by the Superintendent with input from the Committee Chair, who may also solicit input from other members of the Committee.

Revised: November 9, 2004

SOURCE: Arlington

SCHOOL COMMITTEE MEETINGS

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

Time and Place

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee.

Meetings shall take place at the School Committee Room on the 6th floor, Fusco Building, Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

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

Adjourned Meetings

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting.

The administrative secretary will attempt to notify any member who was absent when the decision was made regarding the adjourned meeting.

Emergency Meetings

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent after consultation with legal counsel.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee.

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. 30A:18-25; 66:17C

CROSS REFS.: BDA, School Committee Organizational Meeting
BE subcodes (all relate to School Committee Meetings)
BEC, Executive Sessions
BEDA, Notification of School Committee Meetings

Revised and approved by School Committee 1/25/2011

SOURCE: Arlington

REGULAR SCHOOL COMMITTEE MEETINGS

The School Committee shall schedule 20 Regular Meetings during each school year. Regular meetings shall be scheduled on Tuesday evenings, with specific dates to be set by a vote of the Committee at the time of the adoption of the annual school calendar.

The approved School Committee calendar shall be distributed to all Principals and administrators with instructions that every effort shall be made to avoid scheduling evening events on School Committee meeting nights.

Regular Meetings shall begin promptly at 6:30 p.m. and adjourn by 10:00 p.m., unless the rules are suspended by a two-thirds vote of the members present. A time shall be set by majority vote of the Committee members present for completion of the business.

CROSS REFS.: BE and BD and subcodes (all relate to School Committee meetings)

Revised and approved by the Arlington School Committee 6/12/14

SOURCE: Arlington

SPECIAL SCHOOL COMMITTEE MEETINGS

The Arlington School Committee may meet in special session for specific purposes (re-organization, etc.). Only the matter(s) which the meeting was called to consider may be discussed.

Special meetings shall be called by the administrative secretary either when so directed by the Chairperson (or Vice-Chairperson in the absence of the Chairperson) or at the written request of a majority of the Committee.

At least 48 hours notice of a special meeting shall be given to each member by telephone call from the Chairperson, Vice-Chairperson, or secretary, to be followed by delivery of written notice. If this direct contact fails, the posting of a letter by registered mail to a member's home or known temporary address will constitute notice. Notice shall be given to the public and press as required by law.

CROSS REFS.: BE, School Committee Meetings
 BEDA, Notification of School Committee Meetings

SOURCE: Arlington

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 Chair (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The 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. When necessary, the School Committee may enter executive session to review and approve executive session minutes using reason 7 above and citing the Open Meeting Law.

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

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 ~~will~~ 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 ~~or~~, 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

AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative assistant of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative assistant later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative assistant shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included, but not limited to, items of business to be considered at each regular meeting:

- Public Comment
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

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.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the Committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE: AEA (UnitA&B)

CROSS REF: BEDH, Public Participation at School Committee Meetings

Revised and approved: November 20, 2014

SOURCE: Arlington

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/Arlington

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

MINUTES

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

Minutes will include:

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

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

When approved, minutes of each meeting shall be forwarded to the Arlington Teachers' Association through its president.

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.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

LEGAL REFS.: M.G.L. 30A:22; 66:10

CROSS REF.: KDB, Public Right To Know

Revised: October 20, 2005

SOURCE: MASC/Arlington

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:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public comment period shall be 20 minutes unless the Chair chooses to extend the time.
2. Speakers shall identify themselves and will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

SOURCE: MASC July 2016

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

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

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

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

SOURCE: MASC

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 printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chairperson of the Committee will preside at the hearing.

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

In conformance with customary hearing procedures, statements and 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.

SOURCE: MASC/Arlington

SCHOOL COMMITTEE POLICY DEVELOPMENT

The Arlington 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 system. 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.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future School Committees. The School Committee will welcome suggestions for ongoing policy development.

SOURCE: MASC/Arlington

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Arlington 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 in the following sequence:

1. Discussion item - (first reading) of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting, at the same meeting
2. Action item — discussion, adoption or rejection at a subsequent regular or special meeting.

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

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.

CONTRACT REFS.: AEA (Units A and B), II-C
AEA (Unit C), XXV-B

REVISED AND APPROVED: October 9, 2007

SOURCE: MASC/Arlington

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 but not less than every five (5) years. Dates of review and revision shall be placed on each policy.

The policies and procedures subcommittee shall present recommendations to the School Committee for policy development or amendment as prescribed within these policies and procedures.

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 administrative assistant to periodically recall all policy and regulations manuals for administrative updating and Committee review.

CROSS REF.: BGCA, Policy Appeal Process
 APS Policy Manual Introductory Page

Revised: March 9, 2004

SOURCE: MASC/ Arlington

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

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a 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

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 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.

All physical 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 may be subject to recall at any time deemed necessary for purposes of updating.

The Committee's administrative assistant will keep and maintain a calendar of actions required by the various policies. This calendar will summarize, by policy and by month, the required actions of the School Committee and the School Department. The administrative assistant will endeavor to update this calendar promptly as policy changes are adopted by the School Committee, but in any event not less than once per year, by the end of March.

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

SUSPENSION OF POLICIES

The operation of any section or sections of Arlington 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/Arlington

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, 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 firsthand 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/Arlington

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 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 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](#), [23B](#); [66:10](#)

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, Ethics/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 contracts
- 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.

SOURCE: MASC July 2016

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

CROSS REF.: BBBA/BBBB School Committee Member Qualifications/Oath of Office

SCHOOL COMMITTEE MEMBER DEVELOPMENT OPPORTUNITIES

To provide continuing in-service training and development for its members, the Arlington 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. A calendar of School Committee conferences, conventions and workshops will be maintained by the Committee secretary. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
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 accord with the travel expense policy for staff members.
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.
5. Exchange of ideas through joint meetings with neighboring School Committees.
6. Exchange of ideas through joint meetings with other boards or committees of the Town of Arlington.

LEGAL REFS.: M.G.L. 40:5

SOURCE: MASC/Arlington

SCHOOL COMMITTEE MEMBER COMPENSATION

Arlington School Committee members shall serve without compensation. However, members shall be entitled to reimbursement for expenses incurred in attending workshops, meetings, and conferences, which will aid in performance of their duties as Committee members. Reimbursement will be at rates comparable to that permitted staff members on authorized trips.

1. No member of a School Committee in any town shall be eligible for the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his town participates.
2. 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.
3. Unreimbursed expenses by School Committee members shall be characterized as contributions to the Arlington Public Schools.

LEGAL REF.: M.G.L. 71:52

CROSS REF.: DKC, Expense Reimbursements

Revised: October 26, 2004

SOURCE: Arlington

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Arlington 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.

The Chair shall designate said legislative representative annually, by April 30. At least twice each year, the Chair shall place on the agenda of a full Committee meeting a review of the legislative program.

Revised and Approved by School Committee: May 13, 2008

SOURCE: MASC/Arlington

SCHOOL COMMITTEE MEMBERSHIPS

The Arlington School Committee recognizes the advantages to the Committee, its members and the Town of Arlington of maintaining contact with other school committees in this geographical area, in the Commonwealth and in the nation.

Regional

The Committee shall encourage its members to participate in the activities of Division II of the Massachusetts Association of School Committees.

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.

State

The Committee shall maintain membership in the Massachusetts Association of School Committees, support its activities, and encourage its members to participate in the statewide activities of the Massachusetts Association of School Committees.

Revised: September 14, 2004

SOURCE: MASC/Arlington

SECTION C

GENERAL SCHOOL ADMINISTRATION

CA	ADMINISTRATION GOALS
CBD	SUPERINTENDENT'S CONTRACT
CBI	EVALUATION OF THE SUPERINTENDENT
CCB	LINE AND STAFF RELATIONS
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CH	POLICY IMPLEMENTATION
CHA	DEVELOPMENT OF PROCEDURES
CHC	PROCEDURES DISSEMINATION
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES
CHD	ADMINISTRATION IN POLICY ABSENCE
CL	ADMINISTRATIVE REPORTS
CM	SCHOOL DISTRICT ANNUAL REPORT

ADMINISTRATION GOALS

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

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

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

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

SOURCE: MASC

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

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

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

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

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

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

SOURCE: MASC July 2016

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

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 system.

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 system.

SOURCE: MASC/Arlington

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and regulations 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 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 his/her 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 system, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC/Arlington

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all School Committee 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.

SOURCE: MASC July 2016

DEVELOPMENT OF PROCEDURES

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

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

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

SOURCE: MASC July 2016

PROCEDURES DISSEMINATION

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

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

SOURCE: MASC July 2016

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 system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved 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 his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE: MASC

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

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

ADMINISTRATION IN POLICY ABSENCE

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

SOURCE: MASC

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 system.

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

An annual report covering the diversified activities of the school system 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 will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and conditions of the town's public schools.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 72:4

SECTION D
FISCAL MANAGEMENT

DA	FISCAL MANAGEMENT GOALS
DB	ANNUAL BUDGET
DBC	BUDGET DEADLINES AND SCHEDULES
DBD	BUDGET PLANNING
DBG	BUDGET ADOPTION PROCEDURES
DBJ	BUDGET TRANSFER AUTHORITY
DD	FUNDING PROPOSALS AND APPLICATIONS
DGA	AUTHORIZED SIGNATURES
DH	BONDED EMPLOYEES AND OFFICERS
DI	FISCAL ACCOUNTING AND REPORTING
DIE	AUDITS
DJ	PURCHASING
DJA	PURCHASING AUTHORITY
DJE	PROCUREMENT REQUIREMENTS
DK	PAYMENT PROCEDURES
DKC	EXPENSE REIMBURSEMENTS

FISCAL MANAGEMENT GOALS

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

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

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

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

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

SOURCE: MASC/Arlington

ANNUAL BUDGET

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

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

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

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

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

SOURCE: MASC/Arlington

BUDGET DEADLINES AND SCHEDULES

The school department budget shall be prepared and reviewed in accordance with a timetable established by the School Committee. It is the intention of the Committee to conform to deadlines set by state and local law.

LEGAL REF.: M.G.L. 71:38N
 Town Manager Act, Secs. 31 and 32

CROSS REFS.: Other DB subcodes (all relate to school budget)

SOURCE: Arlington

BUDGET PLANNING

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

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

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

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

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

SOURCE: MASC August 2016

BUDGET ADOPTION PROCEDURES

Following its deliberations on the budget, the School Committee will vote final approval of the proposed budget and will send it to the Town Manager, the Selectmen, and the Town Finance Committee for review.

Formal adoption of the annual budget shall take place following this review and after presentation of the school budget to the public at an open hearing held for this purpose at least two weeks prior to the opening of the annual town meeting. Announcement of the time and place of the hearing shall be made at least seven days in advance, as prescribed by law.

LEGAL REFS.: 71:34, 71:38N
 Town Manager Act, Secs. 31 and 32

CROSS REFS.: DB and other subcodes (all relate to the budget)

SOURCE: Arlington

BUDGET TRANSFER AUTHORITY

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

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

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

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

SOURCE: MASC August 2016

FUNDING PROPOSALS AND APPLICATIONS

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

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

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

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

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

SOURCE: MASC/Arlington

AUTHORIZED SIGNATURES

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

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

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 41:41; 41:52

BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

LEGAL REFS.: M.G.L. 40:5

SOURCE: MASC/Arlington

FISCAL ACCOUNTING AND REPORTING

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

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

The Superintendent shall make a monthly financial report to the School Committee.

The report shall include a presentation of income, expenditure, encumbrances and unexpended balances for the general fund budget and all special revenue fund budgets, i.e., grants. To the extent practicable, all reports shall be distributed at the first School Committee meeting following month-end.

Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

Revised: December 12, 2006

LEGAL REF.: 603 CMR 10:00

SOURCE: Arlington

AUDITS

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

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

SOURCE: MASC/Arlington

PURCHASING

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

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

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

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

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

SOURCE: MASC/Arlington

PURCHASING AUTHORITY

The Town Manager Act of Arlington states:

“The town manager shall purchase all supplies and materials and equipment, except educational supplies, and books for schools, and books for libraries. He shall make purchases for departments not under his supervision only in accordance with requisitions duly signed by the heads of such departments. The town manager may delegate such purchasing power. Except as otherwise herein provided, he shall award all contracts for all departments of the town.”

Purchasing of school supplies and materials shall be performed by the Chief Financial Officer in conformance with requirements of state and local regulations, and the procedures developed by the Superintendent or designee, and approved by the School Committee.

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

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

LEGAL REF.: M.G.L. 30B
Town Manager Act, Sec. 15(h)

CROSS REF.: DGA, Authorized Signatures
Other DJ subcodes (all relate to purchasing)

SOURCE: Arlington

PROCUREMENT REQUIREMENTS

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

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

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

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

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

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

SOURCE: MASC February 2017

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

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

PAYMENT PROCEDURES

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

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

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

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

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

EXPENSE REIMBURSEMENTS

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

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Town Accountant.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC August 2016

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

SECTION E
SUPPORT SERVICES

EB	SAFETY PROGRAM
EBAB	PEST MANAGEMENT POLICY
EBB	FIRST AID
EBC	EMERGENCY PLANS
EBCD	EMERGENCY CLOSINGS
EC	BUILDINGS AND GROUNDS MANAGEMENT
ECA	BUILDINGS AND GROUNDS SECURITY
ECAB	ACCESS TO BUILDINGS
ECAC	VANDALISM
ECAF	SECURITY CAMERAS IN SCHOOLS
ECB	BUILDING AND GROUNDS MAINTENANCE
ECD	GREEN CLEANING
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS
EDE	RECYCLING MATERIALS
EEAA	SAFE TRAVEL POLICY - WALKERS AND RIDERS
EEAEA	BUS DRIVER EXAMINATION AND TRAINING
EEAEA-1	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS
EEAEC	STUDENT CONDUCT ON SCHOOL BUSES
EEAF	SPECIAL USE OF SCHOOL BUSES
EEAG	STUDENT TRANSPORTATION IN PRIVATE VEHICLES
EEAJ	MOTOR VEHICLE IDLING ON SCHOOL GROUNDS
EF	FOOD SERVICES MANAGEMENT
EFC	FREE AND REDUCED PRICE FOOD SERVICES

EFD

MEAL CHARGE POLICY

SAFETY PROGRAM

Accidents are 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 developing policies that support taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

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

The practice of safety will be considered a facet of the instructional program of the schools. Instruction will include accident prevention, fire prevention, emergency procedures, good health practices, traffic, bicycle, and pedestrian safety.

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

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility. To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district's Crisis, Communication and Management Plan.

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

Revised and Approved by School Committee November 20, 2014

SOURCE: Arlington

PEST MANAGEMENT POLICY

The Arlington Public Schools 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. Pest shall be defined as any unwanted and destructive organism, insect or other animal that attacks food, crops, livestock or landscape including gardens, grass, or plants.

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

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

I. Overview and Goals

- a) The Arlington Public Schools 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.

II. Restrictions on use of Pesticides and Herbicides

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

III. 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, will also be posted in a common area and in the outdoor area where they are applied.
- 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, 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 student-attended summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be distributed to the parent email list for that building and sent home in writing with students in the affected building at least 5 days prior to application. In addition, the same information will be provided to workers in any affected building, sent to the Arlington Advocate, and sent to any group hosting a meeting in the building during the time impacted.

IV. Record Keeping

- a) The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, products labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- b) All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. Staff Responsibilities and Education

- a) Designated staff (Director of Food Services, Director of Health, Wellness, and Counseling, 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

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

Revised and Approved by School Committee - October 28, 2008

SOURCE: Arlington

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 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

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 is empowered to close the district schools or to dismiss schools early in the event of hazardous weather or other emergencies, which 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 administration 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 shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principles relating to the fundamental concern for the safety and health of 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 which 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 shall weigh these factors and shall take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures, which will be used to notify them in case of emergency closing.

Revised and approved by Arlington School Committee: November 20, 2014

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

SOURCE: Arlington

BUILDINGS AND GROUNDS MANAGEMENT

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or 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. The Superintendent will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

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

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

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

SOURCE: MASC/Arlington

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

ACCESS TO BUILDINGS

All areas under the care and control of the school department shall be closed at 9 p.m. unless the hours are extended by the written consent of the School Committee. Anyone found in these areas after hours shall be considered to be trespassing.

CROSS REF.: KG, Community Use of School Facilities

SOURCE: Arlington

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, 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 shall report to the Principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The Superintendent is responsible for reporting any acts of graffiti or other vandalism to the Arlington Human Rights Commission when these acts are deemed to violate the equal access and non-discrimination policies of the Town of Arlington. The Superintendent is also 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 the Superintendent sees fit, authority to sign such complaints and to press charges. Parents shall be held financially responsible for acts of vandalism by their children.

CROSS REF.: JFC-E, Student Conduct (Arlington High School);
Town of Arlington By- Laws, Title II, Article 9, Section 2-3, paragraph A

Revised and Approved by School Committee October 28, 2008

SOURCE: Arlington

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

BUILDINGS AND GROUNDS MAINTENANCE

"The town manager...shall be responsible for the maintenance and repair of all town property, including school buildings." (Town Manager Act, Sec. 15 (g).)

Custodial and maintenance services to the schools are provided under the authority of the Town Manager and supervision of the Superintendent of Schools and/or designee.

Established through statute.

LEGAL REF.: Town Manager Act, Sec. 15(g)

CROSS REF.: GDB, Support Staff Contracts and Compensation Plans

Revised: November 23, 2004

SOURCE: Arlington

GREEN CLEANING

The Arlington Public Schools will use green cleaning products and practices to support the goal of maintaining a healthy, safe and clean environment for students, faculty and staff.

Green cleaners are those that are:

- Evaluated and certified by Green Seal and the MA Environmentally Preferable Products Program (EPP).
- Non-irritating
- Environmentally friendly
- No strong fumes or perfumes
- Safe to dispose

The Arlington Public School Staff will be trained on how to use green cleaners and on best practices for cleaning and management.

List of resources:

The Healthy Schools Initiative of the Massachusetts Coalition for Occupational Safety & Health (MassCOSH): www.masscosh.org

The policy from Boston Public Schools: [www.masscosh.org/files/BPS Cleaner Policy.pdf](http://www.masscosh.org/files/BPS%20Cleaner%20Policy.pdf)

Green Seal: www.greenseal.org

Massachusetts Operational Services Division, Environmentally Preferable Products Procurement Program: www.mass.gov/eoaf > Budget, Taxes & Procurement> Procurement Information & Resources> Procurement Programs and Services> Environmentally Preferable Products (EPP) Procurement Program

Adopted by the Arlington School Committee: September 27, 2012

SOURCE: Arlington

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

A fee may be charged for rental or use of specific facilities.

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

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

Revised and Approved by School Committee October 28, 2008

SOURCE: Arlington

RECYCLING MATERIALS

The Arlington School Department shall adhere to all Federal, State and Town of Arlington regulations regarding the disposal of recyclable materials.

Adopted and Approved: Arlington School Committee January 12, 2017

SOURCE: Arlington

SAFE TRAVEL POLICY WALKERS AND RIDERS

The School Committee promotes safe traveling routes for all its public school students, deploying traffic supervisors, as needed, at certain streets/intersection, and/or by providing bus service.

When there is a compelling concern for the safety of children traveling to and from school, the Building Principal shall contact the Safety Officer; an advisory committee of parents and staff may be organized (if appropriate) to address any safety issue(s). All recommendations will be made to the Superintendent.

If appropriate, the Superintendent, with input from the Community Safety Department, will then formulate a plan for consideration and possible vote of the School Committee.

As designated by the School Committee, students in grades K through 6 are eligible for transportation to and from school if they live more than two (2) miles from their assigned school.

A student who meets any of the following criteria shall qualify for transportation used in traveling between school and home:

1. Special needs students whose disabilities necessitate transportation between school and home and who are not transported in school department vehicles.
2. The School system will extend the same transportation privilege to private school students who reside and attend school within the town of Arlington to the extent required by law.

It is the intent of this policy that all Arlington Public School children will have safe access to their schools and that parents and staff will have input into planning consistent with system-wide practices.

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

Revised: November 23, 2004

SOURCE: Arlington

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 a medical certificate with school officials.
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. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
6. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.
7. These same standards will be applied to bus drivers directly employed by the Arlington Public Schools.

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

SOURCE: Arlington

**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 the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

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

SOURCE: MASC/Arlington

SPECIAL USE OF SCHOOL BUSES

School department vehicles may be used to provide transportation for student field trips and extracurricular activities in accordance with amounts budgeted for such purposes and subject to rules and regulations established by the Superintendent.

All arrangements for bus services for any special use shall be made through the central office, and final approval shall rest with the Superintendent.

SOURCE: Arlington

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 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

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

The Arlington 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 Arlington 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. 90:16B and 540 CMR 27.00. The prohibitions contained in M.G.L.90:16B shall be enforced by state or local law enforcement agencies.

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

Adopted by the Arlington School Committee: September 27, 2012

SOURCE: MASC/Arlington

FOOD SERVICES MANAGEMENT

The school system shall operate a school food service program in each school, as required by state law, which shall be under the supervision of a director of food services or a food services management company.

In organizational relationship, the cafeteria staff in each school is directly responsible to the director of food services, or food services management company, who in turn is responsible to the Chief Financial Officer. The cafeteria staff shall also cooperate with the Principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria shall rest with the building Principal.

The Committee shall approve the prices set for Type A meals, reduced meals, and milk.

As required for participation in the National School Lunch Program, the Committee agrees to the regulations of that act as well as all amendments.

Students shall also be permitted to bring food from home and to purchase milk and incidental items made available through the food service program.

The goal of food delivery service is to be self-sufficient and cost effective while delivering nutritious food. It will follow the school system's educational policies where applicable and renovate and update equipment and food areas in a timely manner. It will not utilize commercial advertising in attracting student customers. Achieving high participation will not be at the cost of nutrition or food quality.

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

CROSS REF.: EFC, Free and Reduced Price Food Services

Revised: November 23, 2004

SOURCE: Arlington

FREE AND REDUCED PRICE FOOD SERVICES

The public schools shall take part as feasible in the National School Lunch program to assure that all children in the schools receive proper nourishment.

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

The administration shall implement regulations and procedures established by state and federal requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be reported to the Committee from time to time for its approval.

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

SOURCE: Arlington

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 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 parent/guardians have issues with student purchases they should contact food services for assistance.

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

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

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 his/her 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 and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

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

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

SECTION F

FACILITIES DEVELOPMENT

FA	FACILITIES DEVELOPMENT GOALS
FAB	ATHLETIC FACILITIES IMPROVEMENT NEEDS
FB	FACILITIES PLANNING ENROLLMENT PROJECTIONS
FCB	RETIREMENT OF FACILITIES
FF	POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES
FFA	MEMORIALS

FACILITIES DEVELOPMENT GOALS

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

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC August 2016

LEGAL REFS: M.G.L. 70B
 963 CMR 2.00

ATHLETIC FACILITIES IMPROVEMENT NEEDS

In order to ensure equity in athletic programs, the Athletic Director shall compile annually a report on the improvement needs of the various athletic facilities used by the Arlington High School athletic program.

This report will include information on the condition and needs of field, rinks, courts, etc. and associated amenities, as reported by coaches, with consideration of input from participants, parents and others familiar with the facilities. The report shall be made available to Town officials and shall be available to the public.

CROSS REF.: JJ-E, Co-Curricular and Extracurricular Activities

Adopted: September 27, 2005

SOURCE: Arlington

FACILITIES PLANNING ENROLLMENT PROJECTIONS

Each year the administration will make projections of class enrollment for all grades K-12 for the following fall. In addition, 5-10 year projections based on prior enrollments, birth data, and other pertinent data collected should also be given. The results are to be reported to the School Committee in March of each year.

Whenever the total enrollment projected for 1-2 years hence exceeds the capacity of a school building or shows a significant drop in student enrollment, the administration is to begin planning for those projected enrollment and changes needed to buildings to accommodate those new numbers of students.

Recommendations may include closing schools, leasing areas of a school, redistricting, additions or modifications or rebuilding of schools or any combination of these actions necessary to accommodate fluctuations in student enrollment.

The number of elementary school buildings will be based on:

- Projected enrollments of 5-10 years hence
- Educational equity and impact
- Budget considerations
- Safety and travel considerations
- Other matters deemed relevant

Elementary School Capacities

For planning purposes, each elementary school shall compute its capacity as no more than 30 times the number of available rooms for classrooms in that building. Because each of our elementary schools is unique and the number of such available classrooms is variable year to year, capacity numbers for all 7 elementary schools will be computed and reported to the school committee in April of each year.

The yearly calculation of available classrooms in each elementary school must take into account provisions for the following, as possible:

- Central eating area
- Gymnasias
- Special Education Classrooms
- Administrative space
- Nursing station
- Kindergarten space
- Auditoria
- Library
- Art
- Music

- Counseling and Tutoring space
- Before and after school programs
- Special use classrooms such as science labs, computer labs, etc.

Redistricting Elementary Schools

Students are assigned to an elementary school following the policy JC Attendance Areas.

CROSS REF.: JC, Attendance Areas

Revised: September 27, 2012

SOURCE: Arlington

RETIREMENT OF FACILITIES

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

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

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

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

SOURCE: MASC

POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain.

From time to time the School Committee may choose to recognize outstanding service to the youth of Arlington by dedicating or naming an appropriate area (i.e. playground, library, gymnasium, auditorium etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

At the request of the Superintendent or any individual School Committee member the Chairperson will place a dedication request on the agenda of a regular school committee meeting for discussion and a vote to refer via letter from the Chairperson such request to the Public Memorial Committee for an advisory opinion. The Chairperson will place such a proposal before the Committee as soon as the Committee has sufficient biographical and/or other data available to enable the full Committee to adequately reflect or deliberate a formal motion of dedication. Upon receipt of the Public Memorial Committee's advisory opinion or at least thirty days after the referral to the Public Memorial Committee, whichever is sooner, the Chairperson will again place the request on the agenda for a final vote.

If the School Committee approves a dedication, this will be followed as soon as possible by a formal dedication. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individuals' significant contribution to the Arlington Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

It is the policy of the School Committee that the names of existing structures or physical spaces under our jurisdiction will not be changed. Historical preservation and respect for our traditions are a key component in honoring our past.

Revised - April 26, 2005

SOURCE: Arlington

MEMORIALS

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

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

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

SOURCE: MASC August 2016

SECTION G

PERSONNEL

GA	PERSONNEL POLICIES GOALS
GBA	EQUAL EMPLOYMENT OPPORTUNITY
GBAA	MINORITY HIRING POLICY
GBEA	STAFF ETHICS/CONFLICT OF INTEREST
GBEB	STAFF CONDUCT
GBEBC	GIFTS TO AND SOLICITATIONS BY STAFF
GBEBD	ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING
GBEC	DRUG-FREE WORKPLACE
GBED	TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED
GBGB	STAFF PERSONAL SECURITY AND SAFETY
GBGE	DOMESTIC VIOLENCE LEAVE
GBGF	FAMILY AND MEDICAL LEAVE
GBI	STAFF PARTICIPATION IN POLITICAL ACTIVITIES
GBJ	PERSONNEL RECORDS
GBK	STAFF COMPLAINTS AND GRIEVANCES
GCA	PROFESSIONAL STAFF POSITIONS
GCBA	PROFESSIONAL STAFF SALARY SCHEDULES
GCBB	EMPLOYMENT OF PRINCIPALS
GCBC	PROFESSIONAL STAFF SUPPLEMENTARY PAY

PLANS

GCD	PROFESSIONAL STAFF AND OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS
GCE	PROFESSIONAL STAFF RECRUITING/ POSTING OF VACANCIES
GCF	PROFESSIONAL STAFF HIRING
GCG	SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
GCIA	PHILOSOPHY OF STAFF DEVELOPMENT
GCJ	PROFESSIONAL TEACHER STATUS
GCO	EVALUATION OF PROFESSIONAL STAFF
GCQD	RESIGNATION OF PROFESSIONAL STAFF MEMBERS
GCQE	RETIREMENT OF PROFESSIONAL STAFF MEMBERS
GCQF	SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS
GCRD	TUTORING FOR PAY
GDA	SUPPORT STAFF POSITIONS
GDB	SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS
GDD	SUPPORT STAFF VACATIONS AND HOLIDAYS
GDQC	RETIREMENT OF SUPPORT STAFF MEMBERS
GDQD	SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

PERSONNEL POLICIES GOALS

The District's specific personnel goals are:

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

LEGAL REF.: 603 CMR 26:08 paragraph 3,7,8,9

Source: MASC/Arlington

EQUAL EMPLOYMENT OPPORTUNITY

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

SOURCE: MASC March 2018

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

CROSS REF.: AC, Nondiscrimination

MINORITY HIRING POLICY

Our students benefit greatly from contact with teachers and other educators who can serve as multicultural role models. We believe that the widest possible interaction with staff of diverse backgrounds contribute to our students' educational success.

It is the intent of the Arlington School Committee that its staff should not only reflect the demographics of the Town of Arlington but as much as possible, also reflect/mirror society at large.

The Arlington School Committee is committed to equal opportunity for all in its hiring policies. The Arlington School Committee will broaden and deepen its commitment to racial, ethnic, and other forms of diversity by actively promoting the hiring of minority candidates. The school administration will make every possible effort to hire staff members who reflect these goals.

The Superintendent will report to the School Committee on a yearly basis not later than October 15th each year to update them on minority hiring.

CROSS REFS: GBA, Equal Employment Opportunity

SOURCE: Arlington

STAFF ETHICS / CONFLICT OF INTEREST

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

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

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

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

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

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

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

STAFF CONDUCT

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

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

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

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

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

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

SOURCE: MASC/Arlington

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

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

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

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

Class Gifts

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

Gifts for School Use

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

Solicitations

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

SOURCE: MASC December 2012

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

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

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

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

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

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

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

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

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

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

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

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

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

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
 GBEBC, Gifts To and Solicitations by Staff;
 KCD, Public Gifts to Schools

SOURCE: MASC February 2018

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

DRUG-FREE WORKPLACE POLICY

The school district will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

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

CROSS REFS.: JICH, Drug and Alcohol Use by Students
IHAMB, Teaching about Drugs, Alcohol, and Tobacco

SOURCE: Arlington

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

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

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

SOURCE: MASC September 2016

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

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

STAFF PERSONAL SECURITY AND SAFETY

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

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

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

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

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:54; 71:55C

CROSS REFS.: EB, Safety Program

DOMESTIC VIOLENCE LEAVE POLICY

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

- i. the employee, or a family member of the employee, must be a victim of abusive behavior as defined by law;
- ii. the employee must be using the leave from work to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- iii. the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists, the employee shall notify the employer within 3 workdays that the leave was taken or is being taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as referenced above; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

1. a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
2. a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the abusive behavior complained of by the employee or family member;

3. A police report or statement of a victim or witness provided to police documenting the abusive behavior;
4. documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt; or has been convicted of, or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
5. medical documentation of treatment as a result of the abusive behavior;
6. a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee or the employee's family member in addressing the effects of the abusive behavior;
7. a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

Such documentation may be kept in the employee's employment record, but only for as long as required for the employer to make a determination as to whether the employee is eligible for leave. All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- i. requested or consented to, in writing, by the employee;
- ii. ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law;
- iii. required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- iv. necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent or his/her designee shall notify all employees of this policy in a manner that he/she deems appropriate in accordance with the law.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', 'abusive behavior', 'domestic violence', 'employees' and 'family members' may be found in the laws referenced below.

Adopted and approved by the Arlington School Committee: December 18, 2014

LEGAL REF.: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

SOURCE: Arlington

FAMILY AND MEDICAL LEAVE

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and shall ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

SOURCE: MASC

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. 55; 71:44

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the school system, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

SOURCE: MASC

LEGAL REFS.: Family Educational Rights and Privacy Act, Sec. 438, P.L. 90-247
Title IV, as amended
88 Stat. 571-574 (20 U.S.C. 1232g) and regulations
M.G.L. 4:7; 71:42C
Teachers' Agreement

CONTRACT REF.: All Agreements

CROSS REF.: KDB, Public's Right to Know

STAFF COMPLAINTS AND GRIEVANCES

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 150E:5 and 8

CONTRACT REFS.: All Contract Agreements

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions. The Superintendent will present job description changes to the School Committee.

Revised: March 8, 2005

SOURCE: Arlington

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

SOURCE: MASC/Arlington

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the School District under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

SOURCE: MASC September 2016

LEGAL REF: M.G.L. 71:41; 71:59B

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for district-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

SOURCE: MASC/Arlington

PROFESSIONAL STAFF AND OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS

A. General Provisions Relating to Religious Observances

For any and all days of religious observance, the following shall apply:

1. Staff absences shall be excused consistent with provisions of collective bargaining agreements and individual contracts.
2. Ample and flexible accommodations shall be made to assist staff in professional activities, etc. They should be given sufficient time to do so with the expectation that they will not be working on those days.

It is also expected that these and other religious observances will be taken into consideration in a sensitive manner when scheduling ancillary activities such as school photographs, after school and evening programs, etc.

B. Provisions Relating to Specified Religious Observances

On days of major religious observances where school is in session and it is expected that significant number of staff will be absent the following shall apply:

1. For staff, there shall be no key professional meetings scheduled.
2. A list of the religious observances, and their dates for any given year, to which these provisions apply shall be maintained by the Superintendent and provided annually to all staff. Other similar days of religious observances may be added to this list as they are identified.

The dates of these observances shall be duly noted as an integral part of the school calendar; and reminders shall be issued to staff sufficiently in advance of these dates that the intent of the policy can be carried out.

The Superintendent shall take note of religious observances when significant numbers of teachers are absent and shall periodically review the above list of religious observances and report to the Committee any changes to the list.

Adopted: July 2006

SOURCE: Arlington

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

REFS.: Collective Bargaining Agreements

SOURCE: MASC/Arlington

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.
4. The hiring administrator shall seek recruiting, screening and training assistance from the Human Resources Director and the Superintendent or designee.

SOURCE: MASC March 2018

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
BESE Regulations 603 CMR 7:00, 26:00, and 44:00

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

SOURCE: MASC

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development Committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

SOURCE: MASC/Arlington

PROFESSIONAL TEACHER STATUS

The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by **June 15** or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system subject to satisfactory evaluations. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

Established by law and Committee policy

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

SOURCE: MASC

CONTRACT REF.: Teachers' Agreement

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.

The formal evaluations will be written and will be discussed by the supervisor and the person being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the teacher or administrator. In addition, the individual and his department chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

CONTRACT REF.: Teachers' Agreement

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

SOURCE: MASC

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Annually, the Superintendent will inform the Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

SOURCE: MASC

LEGAL REF.: Age Discrimination in Employment Law, P.L. 95-256

CONTRACT REF.: Teachers' Contract

NOTE: Under Massachusetts law (Teachers' Retirement Act), all professional personnel participate in a teachers' retirement plan, which provides several options on time of retirement and benefits granted to those who retire. It also sets limitations on the number of days a retired employee may be re-employed annually on a temporary basis by the school system. Temporary employment up to 90 days or 720 hours per calendar year is permitted at the discretion of the employer.

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the district's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, the Superintendent or the Principal, with subject to review and with prior approval of the Superintendent, may take such action, as follows:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
 - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
 - b. State the reason for the suspension or dismissal.
 - c. Guarantee that all procedures will be in accord with due process of law.
 - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

LEGAL REFS.: M.G.L. 71:42; 71:42D

Revised: June 22, 2004

SOURCE: Arlington

TUTORING FOR PAY

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

Tutoring for pay is not to be done in the school building.

LEGAL REF: M. G. L. 268A Mass. Ethics Commission FAQs for Public School Teachers

SOURCE: MASC 2013

NOTE: A teacher cannot tutor in their own district if the district is going to pay for the tutoring unless the district has included a provision in the teachers' collective bargaining agreement providing a set amount of extra pay for tutoring by teachers that will be included in the teachers' regular paychecks.

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school system must participate intelligently and effectively for the benefit of the children. This school system will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the Committee may abolish a position it has created.

SOURCE: MASC/Arlington

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

In establishing rates of pay and levels of compensation for support staff personnel, the School Committee will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the school department.

Compensation plans will be reviewed annually for all categories of staff. Such review, where applicable, will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units will be considered appendices to this manual and will have the full force of School Committee policy.

The School Committee will set the rates of pay for personnel not covered by collective bargaining agreements.

Overtime

Support staff employees will be paid overtime wages for work performed in excess of 40 hours in a work week.

In counting hours for the purpose of allowing overtime work and pay, supervisors will consider sick leave, vacation time, and holidays as time worked.

Every effort must be made to minimize overtime by scheduling duties during the regular workday. Overtime will be authorized only by the Superintendent and only to cover emergency situations. All such work will be assigned on a fair and equitable basis.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:38

CONTRACT REFS.: All Contracts

SUPPORT STAFF VACATIONS AND HOLIDAYS

Holidays

The school calendar, as adopted by the School Committee, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a 12-month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the School Committee. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the Committee.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his/her absence is approved on the basis of current leave policies.

Vacations

All 12-month employees will be eligible for paid-vacations in accordance with the following:

1-5 years	-- two weeks vacation
5-10 years	-- three weeks vacation
After 10 years	-- four weeks vacation

Support staff members employed on 10-month basis will be granted two weeks' paid vacation after completing 10 full years of services in the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. 4:7; 136:12

CONTRACT REFS. All support staff contracts

RETIREMENT OF SUPPORT STAFF MEMBERS

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

SOURCE: MASC

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal, depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

SOURCE: MASC September 2016

SECTION H
NEGOTIATIONS

HA/HB	NEGOTIATIONS GOALS/NEGOTIATIONS LEGAL STATUS
HF	SCHOOL COMMITTEE NEGOTIATING AGENTS

NEGOTIATIONS GOALS/NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and each recognized employee group are conducted subject to Chapter 150E of the General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

"Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve."

Established through negotiated agreement and statute

LEGAL REF.: cited above

CONTRACT REFS.: AEA (Unit A) and AAA, II-A, III, XXIV
AEA (Unit C) III, XXIV, XXV
Cafeteria/matrons, "Preamble," p. 1, "Miscellaneous provisions"

Revised: June 14, 2005

SOURCE: Arlington

SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for his/her services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
 - b. He/she will direct accumulation of necessary data needed for negotiations, such as comparative information.
 - c. He/she will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.
 - d. He/she will make recommendations to the Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

SOURCE: MASC

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

SECTION I
INSTRUCTION

IB	ACADEMIC FREEDOM
IC	SCHOOL YEAR
ICA	SCHOOL CALENDAR
ID	SCHOOL DAY
IE	ORGANIZATION OF INSTRUCTION
IGA	CURRICULUM DEVELOPMENT
IGB	STUDENT SERVICES PROGRAMS
IGD	CURRICULUM ADOPTION
IHA	BASIC INSTRUCTIONAL PROGRAM
IHAI	OCCUPATIONAL EDUCATION
IHAM	HEALTH EDUCATION (MASC)
IHAM-R	HEALTH EDUCATION
IHAMA	PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION
IHAMB	TEACHING ABOUT ALCOHOL, TOBACCO AND DRUGS
IHB	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS
IHBA	PROGRAMS FOR STUDENTS WITH DISABILITIES
IHBAA	OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS
IHBD	COMPENSATORY EDUCATION
IHBEA	ENGLISH LANGUAGE LEARNERS
IHBF	HOMEBOUND INSTRUCTION

IHBG	HOME SCHOOLING
IHBG-E	HOME SCHOOLING
IHBH	ALTERNATIVE SCHOOL PROGRAMS
IHCA	SUMMER SCHOOLS
IHD	COMMUNITY EDUCATION PROGRAMS
IJ	INSTRUCTIONAL MATERIALS
IJ-R	RECONSIDERATION OF INSTRUCTIONAL RESOURCES
IJL	LIBRARY MATERIALS SELECTION AND ADOPTION
IJLA	LIBRARY RESOURCES
IJND	ACCESS TO DIGITAL RESOURCES
IJNDB	EMPOWERED DIGITAL USE POLICY
IJNDC	INTERNET PUBLICATION
IJNDD	POLICY ON SOCIAL MEDIA
IJOA	FIELD TRIPS
IJOB	COMMUNITY RESOURCE PERSONS/SPEAKERS
IJOC	SCHOOL VOLUNTEERS
IK	STUDENT PROGRESS REPORT TO PARENTS/GUARDIANS
IKE	PROMOTION AND RETENTION OF STUDENTS
IKF	GRADUATION REQUIREMENTS
IL	EVALUATION OF INSTRUCTIONAL PROGRAMS
ILD	STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH
IMA	TEACHING ACTIVITIES/PRESENTATIONS

IMB	TEACHING ABOUT CONTROVERSIAL ISSUES/ CONTROVERSIAL SPEAKERS
IMD	SCHOOL CEREMONIES AND OBSERVANCES
IMDA	VOLUNTARY PLEDGE OF ALLEGIANCE
IMG	ANIMALS IN SCHOOL

ACADEMIC FREEDOM

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth.

LEGAL REFS.: Constitution of the Commonwealth of Massachusetts

SOURCE: Arlington

**SCHOOL YEAR
(And Length of School Day)**

It is required by the State Board of Education that each School Committee establish a school calendar consistent with school regulations. In so doing, the local Committee will determine the earliest possible closing date for that school year.

To accomplish the minimum educational requirements set by the state, schools must be in operation as follows:

- elementary schools (grades 1 through 5), 180 days averaging five hours each, or 900 hours, exclusive of lunch;
- secondary schools, (grades 6 through 12), 180 days averaging five and one-half hours each, or 990 hours, exclusive of lunch and other recess periods.

Instructional hours are defined by the State Board of Education as those during which both students and teachers are present and engaged in regular teaching-learning activities.

Established through State Board regulation

LEGAL REFS.: M.G.L. 4:7; 69:1G; 71:1; 71:4; 71:4A; 71:73; 136:12
 603 CMR 27.00

CROSS REF.: ID, School Day

Revised: November 22, 2005

SOURCE: Arlington

SCHOOL CALENDAR

Annually in the spring, the Superintendent shall submit to the School Committee a proposed calendar for the following school year.

In preparing the calendar, the Superintendent shall comply with all applicable state regulations. As established by negotiated agreement, he/she must consult with representatives of the teachers' bargaining unit.

Final approval of the calendar shall be the responsibility of the School Committee.

LEGAL REFS.: M.G.L. 4:7; 69:1G; 71:1; 71:4; 71:4A; 71:73; 136:12
603 CMR 27.00

Revised: September 27, 2005

SOURCE: Arlington

SCHOOL DAY

The length of the school day is established in the collective bargaining agreements with the various school unions. The specific opening and closing times of the schools will be recommended by the Superintendent and set by the Committee.

Parents and guardians will be informed of the opening and closing times set by the Committee. To help insure the safety of all children, parents will also be notified that students will not be admitted into the school building until the start of the official day unless bus schedules require earlier admittance.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 15:1G; 69:1G; 71:59
603 CMR 27.00

ORGANIZATION OF INSTRUCTION

The District offers a diversified educational program compatible with the needs of the community and state standards.

The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential.

The structure will consist of multiple levels (for example, Primary/Elementary, Middle and Secondary levels).

The Primary/Elementary level includes schools with kindergarten through grade five. The Middle level consists of schools for grades six, seven and eight. The Secondary level consists of schools with grades nine, ten, eleven, and twelve.

Special education services are integrated across each grade level in all schools.

The organization is designed to meet the standards established within the Curriculum Frameworks as required by the Department of Elementary and Secondary Education, Time and Learning regulations, and to serve the needs of all students.

CROSS REFS: IC/ICA School Year / School Calendar

LEGAL REFS: 603 CMR 27.00

SOURCE: MASC October 2016

CURRICULUM DEVELOPMENT

The Arlington Public Schools strive to offer a strong and effective curriculum. This is accomplished by updating and modifying curriculum recognizing the demands made of students in a constantly changing world.

In order to provide curriculum that meets the needs of students and the expectations of the community, the following will be done:

1. Curriculum will regularly be reviewed, evaluated and modified where needed. Under the direction of the Assistant Superintendent for Curriculum and Instruction, Directors, Department Heads or Lead Teachers will set yearly goals for curriculum work which may include needs assessment, curriculum development, implementation of a new program, assessment of an existing program or any other aspect of curriculum development as needed. Principals and teachers will be made aware of all curriculum projects and provide input and consultation on programs. A summary will be presented to the School Committee annually.
2. Consistent with the School Committee's Action Calendar, regular curriculum up-dates will be made to the School Committee by directors, lead teachers, department chairs, when appropriate, but at least every three years.
3. The School Department will be sensitive to changing conditions that may require or suggest corresponding changes in the curriculum. The Assistant Superintendent for Curriculum and Instruction, directors, department chairs and lead teachers will be aware of curriculum offerings in other area schools as well as changing college entrance requirements, changing entry level skills necessary for work, new technologies, new methodological approaches, community needs, etc.
4. Each major curriculum area will be reviewed at least every five years and modified where needed. The appropriate director, department head, lead teacher, and/or Principal is responsible for reviewing the curriculum under the direction of the Assistant Superintendent for Curriculum and Instruction. He/she is also responsible for reporting on the process to the School Committee.
5. When a curriculum has been adopted, it is the responsibility of the staff, directors, department heads, lead teachers, Principals and Assistant Superintendent for Curriculum and Instruction to insure that the program is implemented fully for the students for whom it is intended.

Where appropriate, parents, staff and students, especially at the secondary level, will be included in the curriculum development process at least every five years. In addition, the Superintendent will consider recommendations for curriculum study from the Student Advisory Council, staff, administration, parents, school councils or citizens' groups and may authorize the establishment of curriculum committees to address designated areas of concern.

Effective programs will be commended, validated and continued. Recommendations for revisions will be made, where needed, as part of the recognized, system-wide process of, assessing needs, developing, implementing and evaluating programs under the direction of curriculum leaders (directors, department heads, lead teachers, etc.) and the Assistant Superintendent for Curriculum and Instruction.

Copies of all curriculum documents such as scope and sequence, curriculum outlines, programs of study, etc. should be kept up to date and used by appropriate staff. They will be made available to other staff or community members by request.

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

CROSS REF: Evaluation of Instructional Programs

Revised: September 2009
Approved by School Committee October 13, 2009

SOURCE: Arlington

STUDENT-SERVICES PROGRAMS

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Student Services staff will work in cooperation with building staff and the administration of the District in the coordination and the supervision of the curriculum implementation of the instructional program, and support services programs.

The Superintendent or designee shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned.

SOURCE: MASC October 2016

CROSS REF.: ACE, Nondiscrimination on the Basis of Disability

CURRICULUM ADOPTION

The School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

SOURCE: MASC

LEGAL REF.: M.G.L. 15:1G; 71:1; 69:1E

BASIC INSTRUCTIONAL PROGRAM

State law requires that schools:

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

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

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

The Fundamental Skills

The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

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

SOURCE: MASC October 2016

CROSS REFS: ADF, School District Wellness Program

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

OCCUPATIONAL EDUCATION

The School Committee recognizes that students in pre-kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many vocations available to them.
3. Develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational, cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to such aspects through creative problem solving experiences.

LEGAL REFS.: M.G.L. 71 :37K; 71 :38A through 71:38F; 74:1 et seq.
603 CMR 4.00

SOURCE: Arlington

HEALTH EDUCATION

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education. Health education will be taught as an identified academic discipline and/or as a separate class, depending on grade level.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

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

Revised: November 22, 2005

SOURCE: Arlington

**HEALTH EDUCATION
(Exemption Procedure)**

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

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

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

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

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

SOURCE: MASC/Arlington

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with law, the School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

SOURCE: MASC October 2016

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

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1; 71:96

CROSS REFS.: GBEC, Drug Free Workplace Policy
JICH, Drug and Alcohol Use by Students

Updated by Arlington School Committee, December 15, 2016

SOURCE: MASC/Arlington

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

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

The requirements of law and regulation will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three to twenty-two who have not attained a high school diploma or its equivalent will be eligible for special education.

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

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

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

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

The Special Education Director and Superintendent shall report at least once per year to the School Committee or one of its subcommittees on the progress the district is making on special education district goals. Special Education goals will be developed from an objective assessment process that includes input and involvement from teachers, administrators, and parents/Special Education Parent Advisory Council (SEPAC). The report shall be in writing and include assessment results, progress made towards goals, and recommendations for strengthening the delivery of in-district programs and services.

The Special Education Parent Advisory Council (SEPAC) shall meet regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs.

SOURCE: MASC October 2016

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)
 Rehabilitation Act of 1973
 M.G.L. 71B:1 et seq.
 603 CMR 28:00 inclusive

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students, which will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

SOURCE: Arlington

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
3. When a parent requests an observation of a special needs student or program, approval will be sought from the Director of Special Education and the building Principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation.
4. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent, the parent must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit his/her report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
11. The observer will be instructed regarding the non-disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.

12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s) prior to any follow-up TEAM meeting.

LEGAL REFS.: M.G.L. 71B:3
Massachusetts Department of Elementary and Secondary Education
Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

CROSS REF.: KI, Visitors to Schools

Approved by the Arlington School Committee October 27, 2009

NOTE: The following quotes from the DESE Advisory are important points of understanding to the implementation of this policy.

"School districts and parents have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent or designee is a good starting point for resolving the issue."

"The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- the safety of children in the program during the observation;
- the integrity of the program during the observation;
- and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program."

SOURCE: MASC/Arlington

COMPENSATORY EDUCATION
(Title 1)

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for district students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies.

LEGAL REF.: Title 1, Elementary and Secondary Education Act, as amended

SOURCE: Arlington

ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English, observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with federal law.

SOURCE: MASC October 2016

LEGAL REFS.: P.L. 114-95 Every Student Succeeds Act
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
603 CMR 14.00

HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem. The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school he/she will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Superintendent or designee.

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee.

SOURCE: MASC

HOME SCHOOLING

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

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the appropriate administrator 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children,
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

A student, with the approval of the School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the district's educational standards for graduation.

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

SOURCE: MASC/Arlington

HOME SCHOOLING

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

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

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

The court held that the Canton School Committee had authority to file a petition for care and protection (pursuant to General Laws Chapter 119, Section 24) with respect to three school-age children whose parents had not enrolled them in public school or an approved private school, and who had not been granted permission to educate them at home. The court noted that the compulsory school attendance law (General Laws Chapter 76, Section 1) states that "the School Committee of each town shall provide for and enforce the school attendance of all children (ages 6-16) actually residing therein in accordance here-with," and concluded that one appropriate way for the School Committee to do so is a petition to find the children in need of care and protection with respect to their educational care.

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

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

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

The court concluded that this grant of authority to the Superintendent or School Committee to approve an alternative manner of instruction for a child (specifically, home instruction) is not unconstitutionally vague, because the school officials may draw approval criteria from three

sources. First, the legislatures established a general framework for public education, by mandating the subjects that must be taught in public schools and qualifications public school teachers must meet. (See General Laws Chapter 71, Sections 1, 2, 3 and 38G.) Second, the court stated that proposed home education programs are subject to the same standard of approval as private schools under General Laws Chapter 76, Section 1:

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

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

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

Several United States Supreme Court decisions, cited by the court, have affirmed substantial state interest in the education of its citizenry, with which parents' basic right to direct children's education must be reconciled. The court agreed with the parents that "the state interest in this regard lies in ensuring that the children residing within the state receive an education, not that the educational process be dictated in its minutest detail." However, the court concluded that the approval process required under General Laws Chapter 76, Section 1 "is necessary to promote effectively the state's substantial interest,¹¹ and that the School Committee may use that statutory approval process to impose on home education programs "certain reasonable educational requirements similar to those required for public and private schools.¹¹

IV. Guidelines for approval of home education plans.

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

A. Procedures.

1. Parents must obtain approval prior to removing the children from the public school and beginning the home education program
2. The Superintendent or School Committee must provide the parents with an opportunity to explain their proposed plan and present witnesses on their behalf. A hearing during a School Committee meeting is sufficient to meet this requirement.

3. In obtaining approval from the Superintendent or School Committee, the parents must demonstrate that the home education proposal meets the requirements of General Laws Chapter 76, Section 1, in that the instruction will equal "in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town."
4. If the home education plan is rejected, the Superintendent or School Committee must detail the reasons for the decision, and allow the parents to revise their proposal to remedy its inadequacies. If they begin the home education program without the necessary approval, the School Committee may initiate a truancy proceeding or a care and protection petition, in which it would have to show that the instruction in the home does not meet the statutory standard for thoroughness, efficiency and educational progress.

B. Approval factors.

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

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

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

2. The competency of the parents to teach the children.

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

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

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

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

The Superintendent or School Committee may properly require such testing, and in consultation with the parents may decide where the testing will occur and the type of testing instrument to be used. The court noted that "where practical, a neutral party should administer the test," and that the school authorities and parents may agree to other means of measuring the children's progress, such as periodic progress reports or dated work samples. In addition, it suggested that on-site visits by public school representatives may be included, although "with appropriate testing procedures or progress reports, there may be no need for periodic on-site visits or observations of the learning environment by school authority personnel."

V. Conclusion.

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

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

SOURCE: Arlington

ALTERNATIVE SCHOOL PROGRAMS

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The School Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 71:37I; 71:37J
603 CMR 17.00

SUMMER SCHOOLS

The school system shall make available summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work.

To attend summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted high school students in line with regulations of the School District.

All summer programs will be subject to annual approval by the School Committee.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:28

COMMUNITY EDUCATION PROGRAMS

It is the School Committee's intention to provide ongoing educational opportunity for the adults of the town. Residents who are not attending a day school may enroll.

All community education courses offered by the Arlington Public Schools will be under the supervision of the director of community education, who will be directly responsible to the Superintendent. The Committee will conduct all community programs under applicable state law and regulation, including those pertaining to tuition costs and state funding.

LEGAL REF.: M.G.L. 71:18, 71:20, 71:21

SOURCE: Arlington

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

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

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 30B:7; 71:48; 71:49; 71:50
BESE regulations 603 CMR 26.00

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

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

Religion-Factual, unbiased material on religions has a place in school libraries.

Ideologies-Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/Obscenity-Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

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

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire. If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

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

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

SOURCE: MASC/Arlington

LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

LIBRARY/MEDIA CENTER RESOURCES

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

Definition of Library/Media Center Resources

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

Criteria for Selection of Library/Media Center Resources

The criteria for selection of library/media center resources in the District are:

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

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

Disclosure of Information/Privacy of Circulation Records

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

Re-evaluation (Weeding) of Library/Media Center Resources

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

Among the reasons for withdrawing an item are the following:

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

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

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

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

SOURCE: MASC/Arlington

ACCESS TO DIGITAL RESOURCES

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate manner.

Safety Procedures and Guidelines

The Superintendent, in conjunction with the Director of Technology, shall develop and implement appropriate procedures to provide guidance for access to digital resources. Guidelines shall address teacher supervision of student computer or tablet use, ethical use of digital resources and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of digital resources for prohibited or illegal activities and for the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet as defined by the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA);
- Safety and security of minors when they are using e-mail, instant messaging applications, and other forms of direct electronic communications;
- Preventing unauthorized access, including hacking, viruses, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

The School District shall provide reasonable public notice to address and communicate its internet safety measures.

Empowered Digital Use

All students and faculty must agree to and sign an Empowered Digital Use form prior to the student or staff member being granted independent access to digital resources and district networks. The required form, which specifies guidelines for using digital resources and district networks, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Technology with a written request.

Employee Use

Employees shall use district email, district devices, and district networks only for purposes directly related to educational and instructional purposes.

Community Use

On recommendation of the Superintendent in conjunction with the Director of Technology, the district shall determine when and which computer equipment, software, and information access systems will be available to the community. All guests will be prompted to, and must accept the district's Access to Digital Resources Policy before accessing the district network.

Disregard of Rules and Responsibility for Damages

Individuals who refuse to sign required Empowered Digital Use documents or who violate district rules governing the use of district technology or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network.

Individuals shall reimburse the district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care.

SOURCE: MASC

LEGAL REFS: 47 USC § 254

Adopted: August 2015

Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.

EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

SOURCE: MASC

Adopted: August 2015

INTERNET PUBLICATION

I. PURPOSE

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or his/her designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

IV. SAFETY PRECAUTIONS

A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

SOURCE: MASC

Adopted: August 2015

POLICY ON SOCIAL MEDIA

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using social media or other electronic means.
 - a. Teachers may not friend or follow current students on social media.
 - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
 - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
 - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - f. Inappropriate contact via phone or electronic device is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

SOURCE: MASC October 2016

Arlington Public Schools

FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the School Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students and also bring about better public relations. The School Committee will also encourage field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish regulations to assure that:

1. All students must have a signed "Arlington Public Schools Field Trip Parental Permission to Participate and Release from Liability" form.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

All overnight trips and any day trips or excursions in excess of 150 miles involving Arlington Public School students organized and planned through the schools, except those required for student participation in tournament competition or contest, must have the advance approval of the School Committee. Advance approval should be prior to planning, fundraising or collection of fees. Fundraising activities for such trips will be subject to approval by the appropriate Administrator. ***The School Committee reserves the right to rescind approval should circumstances warrant.***

However, in all cases all students must have a signed "Arlington Public Schools Field Trip Parental Permission to Participate and Release from Liability" form prior to participation in the field trip.

Revised: July 22, 2003

Cross Ref: File JJA, JJA-R, Student Travel
Arlington

COMMUNITY RESOURCE PERSONS/SPEAKERS

Community resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view.

CROSS REF.: ADDA, Background Checks

SOURCE: Arlington

SCHOOL VOLUNTEERS

In keeping with our belief that the educational program of our schools is the concern of all the people of Arlington, it shall be the policy of the Arlington School Committee to promote and encourage volunteerism. In order that our students and professional staff may have the benefit of the ability, talent, and experience of its citizens, a directory of volunteers and their expertise will be published annually (if possible). All arrangements for volunteer services will be coordinated through the office of the Principals.

The Superintendent or his/her designee shall establish the qualifications for volunteer personnel in relation to their role, function, and utilization by the school system. It is the prerogative of the Superintendent or his/her designee to determine the purposes and programs in which citizens volunteer. Recruitment training, orientation and evaluation of the services of volunteers will be periodically reviewed.

Recognition and commendation of valuable services of volunteers may be made, when appropriate. In the event of any conflict, dispute, or misunderstanding regarding the proper role, function, or activity of volunteers, the Superintendent will be the final authority.

CROSS REF.: ADDA, Background Checks

SOURCE: Arlington

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

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

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

In addition to the periodic reports, parents will be notified when a student's performance warrants attention.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant Superintendent, who will submit the proposal to the School Committee for consideration and approval.

SOURCE: MASC/Arlington

PROMOTION AND RETENTION OF STUDENTS

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

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

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

Approved by the Arlington School Committee October 27, 2009

SOURCE: MASC/Arlington

GRADUATION REQUIREMENTS

In order to graduate from Arlington High School, a student must have completed the course of studies articulated in the student handbook and approved by the School Committee annually.

Early Graduation: A student who has completed the courses required for graduation and who has earned the required credits by the end of junior year may be graduated at the discretion of the School Committee.

Credit for External Programs: Students who are away from Arlington High School for a term or year to participate in a student exchange program or other non-AHS- based program may receive credits toward high school graduation when (1) study plans are approved in writing by the school principal in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the Principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing at Arlington High School.

Approved and adopted by the Arlington School Committee October 27, 2009

SOURCE: Arlington

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Dept. of Elementary and Secondary Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent.

SOURCE: MASC

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
CROSS REF.: JRA, Student Records
SOURCE: MASC February 2018

TEACHING ACTIVITIES/PRESENTATIONS

It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the District's schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those, which have potential for improving the learning program in the District's schools. The Arlington Public Schools will encourage collaboration and sharing of best practices among staff.

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

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

Revised: September 27, 2005

SOURCE: Arlington

TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

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

Teacher-Planned Classroom Discussions

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

Student-Initiated Forums on Controversial Issues

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

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.

2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

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

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

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

SOURCE: MASC/Arlington

SCHOOL CEREMONIES AND OBSERVANCES

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

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

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

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

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

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

SOURCE: MASC

LEGAL REF.: 603 CMR 26:05

VOLUNTARY PLEDGE OF ALLEGIANCE

An American flag shall be appropriately displayed in each classroom in the Arlington Public Schools. The principal of each Arlington Public School shall ensure that every student has the opportunity to say the Pledge of Allegiance each school day if the student so desires. A student, teacher, or administrator may not be compelled to say or lead the Pledge of Allegiance or punished for not saying or leading it.

LEGAL REFS.: M.G.L. 71:69
 Opinions of the Justices to the Governor, 372 Mass. 874, 879-880 (1977)
 U.S.C. Title 36 Chapter 10

School Committee Voted and Approved: August 3, 2010

SOURCE: Arlington

ANIMALS IN SCHOOL

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

The Arlington Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

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

Educational Program

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

Student Health

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

Animals Prohibited from School

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

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

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

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

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

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

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

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

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

- assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs;"
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist mobility-impaired individuals with balance.

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

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

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

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

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

LEGAL REF.: 28 CFR, Part 35

Adopted and Approved by the Arlington School Committee September 22, 2011

SOURCE: Arlington

SECTION J

STUDENTS

JB	EQUAL EDUCATIONAL OPPORTUNITIES
JC	ASSIGNMENT OF STUDENTS TO SCHOOLS/BUFFER ZONES/OPEN ENROLLMENT
JC-E	BUFFER ZONE/OPEN ENROLLMENT GUIDELINES
JEA	COMPULSORY ATTENDANCE AGES
JEB	ENTRANCE AGE
JF	SCHOOL ADMISSIONS
JFAB	ADMISSION OF NONRESIDENT STUDENTS
JFABC	ADMISSION OF TRANSFER STUDENTS
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
JFABE	EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN
JFABF	EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE
JFBB	SCHOOL CHOICE
JH	STUDENT ABSENCES AND EXCUSES
JHD	EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE
JI	STUDENT RIGHTS AND RESPONSIBILITIES
JIB	STUDENT INVOLVEMENT IN DECISION MAKING
JIC	STUDENT DISCIPLINE
JICA	STUDENT DRESS CODE

JICC	STUDENT CONDUCT ON SCHOOL BUSES
JICE	STUDENT PUBLICATIONS
JICF	GANG ACTIVITY/SECRET SOCIETIES
JICFA	PROHIBITION OF HAZING
JICFA-E	HAZING
JICFB	BULLYING PREVENTION
JICH	ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED
JIE	PREGNANT STUDENTS
JIH	SEARCHES AND INTERROGATIONS
JII	STUDENT COMPLAINTS AND GRIEVANCES
JJ	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
JJ-E	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
JJA	STUDENT ORGANIZATIONS
JJD	STUDENT ACTIVITY FEES
JJE	STUDENT FUND-RAISING ACTIVITIES
JJF	STUDENT ACTIVITY ACCOUNTS
JJH	STUDENT LATE NIGHT OR OVERNIGHT TRAVEL
JJH-R	STUDENT TRAVEL REGULATIONS
JJIB	INTERSCHOLASTIC ATHLETICS (MASC)
JJIF	ATHLETIC CONCUSSION POLICY
JJIF-R	ATHLETIC CONCUSSION REGULATIONS

JKK	SCHOOL LOGOS AND TRADEMARKS
JK	STUDENT CONDUCT
JKA	CORPORAL PUNISHMENT
JKAA	PHYSICAL RESTRAINT OF STUDENTS
JL	STUDENT WELFARE
JLA	STUDENT INSURANCE PROGRAM
JLC	STUDENT HEALTH SERVICES AND REQUIREMENTS
JLCA	PHYSICAL EXAMINATIONS OF STUDENTS
JLCB	IMMUNIZATION OF STUDENTS
JLCC	COMMUNICABLE DISEASES
JLCCB	STUDENTS WITH LIFE THREATENING ALLERGIES
JLCCB-E	PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE THREATENING ALLERGIES
JLCD	ADMINISTERING MEDICINES TO STUDENTS
JLCE	SCHOOL BASED PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM
JLD	GUIDANCE PROGRAM
JP	STUDENT GIFTS AND SOLICITATIONS
JQ	STUDENT FEES, FINES, AND CHARGES
JRA	STUDENT RECORDS
JRD	STUDENT PHOTOGRAPHS

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy related condition.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC

UPDATED: March 2018

LEGAL REFS.: Title VI, Civil Rights Act of 1964
 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment
 Opportunity Act of 1972
 Executive Order 11246, as amended by E.O. 11375
 Title IX, Education Amendments of 1972
 M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
 BESE regulations 603 CMR 26:00
 BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

ASSIGNMENT OF STUDENTS TO SCHOOLS/BUFFER ZONES/OPEN ENROLLMENT

The establishment or change of school attendance areas may be required when an overcrowded condition or underutilization exists in an existing school, or when there is development of new residential areas, or when there is the opening of a new school.

The Committee will confer with the community prior to setting new attendance lines, taking active steps to ensure that all stakeholders and residents are informed and notified via outlets where Arlington residents receive information about town related matters. Such notification to take place at least 60 days prior to setting new attendance lines.

The Committee's primary basis for judgment must be equity of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines and/or school assignments for individual children in the best interests of the student and/or the school. The Superintendent may exercise this authority for any of the following purposes:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.
- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.
- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

The Arlington School Committee establishes two other ways in which exceptions in school assignments may be made: Buffer Zones and Open Enrollment

Buffer Zones

The School Committee establishes certain "Buffer zones", addresses on or near certain elementary school district boundaries, as areas from which new students in that elementary school district may be assigned to either one of the immediate elementary school districts. Once a student is assigned a school, that will be his or her school until graduation unless he or she applies for, and is granted, open enrollment or if the child requires a programmatic change or school change as necessitated by the Superintendent or for other unforeseen circumstances. Subsequent assignments of siblings in a given family will be made to the same school.

Use of the buffer zones is only done when there is a material enrollment problem between the two schools. With respect to the assignment of new families residing in Buffer zones, class size equity is the primary driving factor of using the buffer zones. Any use of the buffer zones will strive for neighborhood continuity and cohesion. It should be accomplished with the least amount of disruption to families and the local community.

To determine a material enrollment problem, the Superintendent will calculate the potential class sizes at the schools using the 2011 district boundaries. When the superintendent determines there is a material enrollment issue, it should be addressed through voluntary measures first. These include use of family preferences within the buffers, outreach to families in the district and open enrollment. Family preferences will be granted where they help address a material enrollment problem.

Finally, if voluntary measures are not sufficient to address class equity issues, the Superintendent will make assignments. Any assignment across the 2011 district lines will be made using the following criteria:

- The distribution of students within the buffers to maximize cohesion
- Family and neighborhood equity

For further specificity regarding timeline and priorities please refer to the attached Guidelines JC-E.

The following areas, described in the attached map, are designated as Buffer zones, subject to annual review by the Superintendent of Schools and the School Committee.

The Superintendent of Schools shall have the sole responsibility of the assignment of new families residing in Buffer zones, in accordance with School Committee policy.

Open Enrollment

Open enrollment is defined as a condition whereby a resident of the Town whose child resides in one elementary school district may request admission to a school in another elementary school district. If they do not receive authorization to do so, the family may re-request each year thereafter. Once a child is open enrolled in an elementary school, by default they are in that school for the rest of the elementary years without having to reapply unless there is a redistricting. Redistricting makes all open enrollments null and void and interested parents would have to reapply.

While students have a right to attend the elementary school in the elementary school district where they reside, the Arlington School Committee endorses a policy of open enrollment, subject to certain provisions set forth below which are designed to support the class size policy of the Arlington Public Schools, to ensure even utilization of individual building resources and staff throughout the system, and to protect the educational well-being of the students.

Families residing in buffer zones will have priority to their first choice school over other open enrollment applicants.

The Superintendent will use the following criteria for deciding upon granting of open enrollment requests:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.
- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.

- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

Transportation to and from school is up to the family of the open enrolled student. The superintendent has sole authority of granting open enrollment requests.

The Superintendent of Schools shall have the sole responsibility of the assignment of students who request open enrollment, in accordance with School Committee policy.

Reporting

Each year, by the second meeting in October, the Superintendent will report to the School Committee on the implementation of this policy and its effectiveness. A key focus will be on class size equity and how the policy is impacting and working towards improving it. The report will include but not be limited to a description of buffer use, open enrollment and their effectiveness. It should answer questions like:

- “Are the desired results being achieved, and if so, is this attributable to the buffer zone and open enrollment policy or other factors?”
- “Is class equity improving?”
- “Are imbalances smaller?”
- “What buffers are being activated, by how much and what's the flow between districts?”

The data will include but not be limited to:

- Numbers on class size by school, grade and class including appropriate history for comparison
- Numbers by specific buffer, using the full list of 6E buffer designations, showing the number of students in each sub-buffer and those assigned to other districts
- The percent of family preferences granted and percent of assignments made
- The average class size by school and grade.

The report will be made available to the public on the School Committee website. The data will respect the confidentiality of individuals and families.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: FA/FB/FBB Facilities Planning Enrollment Projections
EEA Student Transportation Services
EEAA Safe Travel Policy Walkers and Riders

SOURCE: Arlington

BUFFER ZONE/OPEN ENROLLMENT GUIDELINES

School assignments are made based on a student's home address. Some street addresses may fall within a Buffer Zone, which is a zone between two elementary schools used to help evenly distribute students to schools.

Buffer Zone Usage:

Buffer Zone school assignments are made by the Superintendent based on enrollments at the partner schools in the Buffer Zone. When a student whose home address is in a Buffer Zone enrolls in the Arlington Public Schools, the Superintendent will assign the student to a school. Once a student is assigned to a school, all siblings will attend the same school.

Buffer Zone FAQs:

1. How do families get to provide input-can they state a preference?

Families may state a preference at the time of enrollment. Their preference can be noted on the enrollment form. Families may include details supporting their preference, such as friends attending a school, neighborhood considerations, or length of residency (documentation required).

2. Is there a "default" school in a Buffer Zone?

No, there is no default school. When a student living in a Buffer zone enrolls, their school assignment is noted as "Buffer Zone" until they are assigned to a school by the Superintendent.

3. What class size differential causes a decision one way or another?

There is no minimum class size differential for the Superintendent to make a determination based on enrollment. It is at the Superintendent's discretion.

4. What other guidelines are used?

Of primary importance is educational equity across the district. For other factors please refer to File JC.

5. Will there be a wait list?

Yes. On the form a family may state whether or not they wish to be put on a wait list if they are not granted their first choice. There will be a space to provide the best and most immediate contact method (i.e. cell phone, home phone, business phone, email, or other). If there is an opening between April and the start of school, the central office will notify the family at the preferred contact method and ask if they wish to be granted their wait list school. If the family is not able to

respond within a reasonable time the central office will go to the next family on the wait list about the opening. Preference will be given to those who meet the factors listed in File JC.

6. What is the timeline to be followed in assigning families?

For Kindergarten enrollment:

In March through early April, Kindergarten enrollment takes place at central registration, and all families submit registration forms.

In April, where material imbalances are projected to occur based on enrollments, the Superintendent will solicit volunteers through outreach to buffers and all schools.

In early May, families living in Buffer zones who enrolled during the Kindergarten registration period receive a letter telling them what school they will attend.

Kindergarten students who enroll after the normal Kindergarten enrollment registration period but before May 23rd will receive their school assignment by June 1st.

After June 1st enrollees are assigned on a rolling admission within 7 business days.

At each stage in the registration process, the waitlist will be reviewed and assignments will be made from the waitlist in accordance with the principles outlined in policy JC.

For move-in and other non-Kindergarten enrollments:

The Superintendent will make a determination within five business days of a student registering. This will apply for summer registration as well as mid-school year registrations.

For Open-Enrollment notification:

By August 1st or for the next round of requests by the Friday before Labor Day.

7. Can a family be assigned before a child gets to school age or before they move into an Arlington residence?

No. In order to register, a family must be enrolling a school age child who lives (sleeps) in the residence. School registration cannot be made on the basis of a purchase and sale agreement, but only after the closing of the real estate transaction and the move into the residence. The Arlington Public Schools require proof of residence.

8. If needed, will the Bishop bus travel to Buffer Zones to transport additional students to the Bishop Elementary School?

Yes, Buffer Zones have been created with potential Bishop School bus routes in mind.

CROSS REF.: FA/FB/FBB Facilities Planning Enrollment Projections
 EEA Student Transportation Services
 EEAA Safe Travel Policy Walkers and Riders
 JC Assignment of Students to Schools/Buffer Zones/Open Enrollment

SOURCE: Arlington

COMPULSORY ATTENDANCE AGES

The State Board of Elementary and Secondary Education has been designated by the legislature as the agent which will determine mandatory and permissible school attendance ages, with exceptions listed in law. Generally, the Board of Elementary and Secondary Education requires that all children be enrolled in school beginning in September of the calendar year in which they attain the age of six, and that they attend school regularly until they reach age 16.

The School Committee shall enforce the school attendance of all children of compulsory school age residing in Arlington.

Established through statute

LEGAL REFS.: M.G.L. 15: 1G, 76:1
 State Board regulation, 7/20/71

SOURCE: Arlington

ENTRANCE AGE

The Arlington Public Schools ("APS") believe a strict cutoff date for the start of Kindergarten and First Grade benefit the educational and social/emotional needs of the student throughout his or her K-12 years. Among the findings of considerable discussion and research were that in reading, mathematics, and general knowledge, older kindergarteners outperform younger kindergartners

At this time the APS will not entertain petitions to accelerate the start date for a student based on age.

The School Committee has the authority, within the limits of the law and State Board of Elementary and Secondary Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS.: JEA, Compulsory Attendance Dates
 JF, School Admissions

SOURCE: Arlington

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the District and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship may also be required by the school administration.

SOURCE: MASC

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26.00

CROSS REFS.: JLCA, Physical Examination of Students
JLCB, Inoculations of Students
JFBB, School Choice
JFABD, Homeless Students: Enrollment Rights and Services

ADMISSION OF NONRESIDENT STUDENTS

The Arlington School Committee may grant permission to any student to attend Arlington Public Schools if a student moves out of Arlington after the end of spring vacation, or a high school senior whose family moves out of Arlington after January 1st. In each case, the student would only be able to stay in the Arlington Public Schools until the end of the school year.

Students attending the Arlington Public Schools on a j-1 visa shall not be charged tuition by the Arlington Public Schools.

LEGAL REFS.: M.G.L. 76:5 and 76:6

CROSS REFS: JFBB, School Choice

SOURCE: Arlington

ADMISSION OF TRANSFER STUDENTS

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student-seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

The Arlington Public Schools will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the Arlington Public Schools including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the Arlington Public Schools, students who enroll in the Arlington Public Schools from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

SOURCES: Massachusetts Department of Elementary and Secondary Education,
Chapter 12, Section 11 of the Acts of 2010

SOURCE: Arlington

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: Arlington

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;
 Interstate Compact on Educational Opportunity for Military Children

EDUCATION OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: *Every Student Succeeds Act* (ESSA);
Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

SOURCE: MASC March 2018

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26.00

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal, by whatever title they may be known, will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title they may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if

applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC October 2014

LEGAL REFS.: M.G.L. [76:1](#); 76:1B; [76:16](#); 76:18; [76:20](#)

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;
- Not being a resident of the District and the District has opted not to participate in the School Choice Law;
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B
 603 CMR 26:00

SOURCE: Arlington

STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the Federal and State Constitutions and Statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights;
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights; and
5. The right to privacy which includes privacy in respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parent/guardians through handbooks distributed annually.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

SOURCE: MASC/Arlington

STUDENT INVOLVEMENT IN DECISION MAKING

In keeping with a requirement of state law, the Arlington School Committee shall meet once every other month, during the months school is in session, with a student advisory Committee consisting of five members elected by the student body of the high school. An agenda item at a regular School Committee meeting shall satisfy this requirement, but other opportunities can be created to establish a productive working relationship.

The duly-elected chairperson of the Student Advisory Committee shall sit as a non-voting member of the School Committee, under guidelines approved by the Committee.

The Student Advisory Committee chairperson may have his or her dissent to any action of the School Committee entered into the minutes of the meeting, where it will be noted alongside the record of the vote or discussion to which he or she objects.

The Arlington Public Schools and the School Committee value the input of the students of the district and will make every effort to seek it when it is relevant to deliberations, policy making, or procedures

LEGAL REFS.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committees to the School Committee

SOURCE: Arlington

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H ¾; 76:17; 603 CMR 53.00

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

SOURCE: MASC

STUDENT CONDUCT ON SCHOOL BUSES

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

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

SOURCE: MASC/Arlington

STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

SOURCE: MASC April 2007

GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to keep district schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

SECRET SOCIETIES

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

SOURCE: MASC/Arlington

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC

LEGAL REF.: M.G.L. 269:17, 18, 19

HAZING

CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. FAILURE TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. COPY OF SECTIONS 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy

of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

SOURCE: MASC July 2018

BULLYING PREVENTION

The Arlington Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a student that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Arlington public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Arlington school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. Observers to bullying incidents may be subject to disciplinary action for failure to report. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall accept anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or his/her designee.

Investigation Procedures

The Principal or his/her designee, upon receipt of a viable report, shall contact the parents or guardians, in a timely manner, of a student who has been the alleged target or alleged student aggressor of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying, to the extent consistent with the school's obligations to investigate and take appropriate action.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. [change of order only] The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found. If a violation is found, the parent of the targeted student will be informed of what steps will be taken to support the student and to prevent further acts of bullying (or retaliation), so long as long as consistent with applicable legal restrictions. For example, specific information about disciplinary action taken will generally not be released to the target's parent or guardian-unless it involves a "stay away or other directive that the target must be aware of in order to report violations.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Disciplinary action for staff who have committed an act of bullying or retaliation shall be in accordance with expectations and standards appropriate to their roles and responsibilities.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality of such reports and related records will be maintained to the extent consistent with applicable law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses who have reliable information about bullying shall be prohibited. Students or staff who engage in retaliation may be subject to disciplinary action.

Target Assistance

The Arlington Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention based on Massachusetts Department of Elementary and Secondary Education ("DESE") guidelines for acceptable programs shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Arlington Public Schools website.

REF.: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VI of the Civil Rights Act of 1964 (*prohibiting discrimination based on race, color, or national religion*)
Title IX of the Education Amendments of 1972 (*prohibiting discrimination based on sex*)

Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990 (*prohibiting discrimination based on disability*)

MGL 71B:3 (*addressing skills for students with disabilities needed to avoid/address bullying*)

MGL 71:370 and 603 CMR 49.00 (*preventing and addressing bullying of students*)

MGL 76:5 and 603 CMR 26.00 (*prohibiting discrimination based on race color, sex, gender identity, religion, national origin or sexual orientation*)

MGL 265:43, 43A (*criminal: stalking, criminal harassment*)

MGL 268:13B (*criminal: intimidation of witnesses*)

MGL 269:14A (*criminal: threats relating to weapons, explosives, etc., causing school disruption*)

MGL 269:17, 18, 19 (*criminal: hazing*)

CROSS REFS.: AC, Nondiscrimination
 ACAB, Sexual Harassment
 JICFA, Prohibition of Hazing
 JK, Student Discipline Regulations

SOURCE: Arlington

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited
GBEC, Drug Free Workplace Policy
GBED, Tobacco use on School Property by Staff Members Prohibited
IHAMB, Teaching About Drugs, Alcohol, and Tobacco

PREGNANT STUDENTS

The School Committee wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The school district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.: M.G.L. 71:84
 Title IX: 20 U.S.C. § 1681
 34 CFR § 106.40(b)

SOURCE: MASC January 8, 2009

SEARCHES AND INTERROGATIONS

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

SOURCE: MASC

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment, may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC October 2016

CROSS REF: JIC Student Discipline

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parent/guardians in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parent/guardians, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.
6. The school district shall provide equal opportunity, in accordance with applicable law, for male and female students to participate in intramural and interscholastic sports. The Superintendent shall provide by June 1 of each year a report on the district's compliance with this policy.
7. In accordance with this policy, it is the desire of the committee that fundraising activities and monetary and non-monetary contributions by private entities be done in an equitable manner. To further this objective, the Committee shall require the following:
 1. Each athletic booster club (incorporated and ad hoc) shall prepare annually a financial report to be provided to the Athletic Department and to made available to the public (by June 1).
 2. If a booster club is not incorporated, money raised shall be deposited to an account in the Arlington High School General Fund designated for that sport.

LEGAL REFS.: M.G.L. 71:47
 603 CMR 26:06

SOURCE: Arlington

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted as such school which restrict students' participation on the basis of race, color, sex, religion or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR 26.06 (7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids. A set of guidelines shall be created to establish standards for use of booster club and/or athlete contributed funds on "extras", particularly as it applies to outerwear and senior and team gifts. Collaborative fundraising (for example: for all sports, for all those played during a given season, for all teams playing a given sport, for male and female sports) shall be encouraged.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.

8. Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47
 603 CMR 26.06

CROSS REFERENCE: JBA, Athletic Facilities Improvement Needs

SOURCE: Arlington

STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, Board policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization.

Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF-E).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.00

CROSS REF: JICF, Gang Activities/Secret Societies

SOURCE: Arlington

STUDENT ACTIVITY FEES

The Arlington Public Schools recognize, encourage and support a wide range of co-curricular activities at all levels. These co-curricular activities enrich the lives of students, encourage opportunities for creative, athletic, and social expression.

To the extent possible, the Arlington Public Schools will financially support these activities through the operating budget. In the event that activity fees are necessary, all students will be encouraged to participate regardless of financial status.

Every three years, the Arlington Public Schools will reexamine the activity fees in total. There will be an individual and a family fee structure that will be published.

The following statement will be included in all literature concerning activity fees:

The Arlington Public Schools encourage participation in school activities regardless of financial status. Ability to pay an activity fee will not prevent any child from participating. For assistance, please contact the Building Principal to receive information concerning necessary procedures.

SOURCE: Arlington

STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC October 2016

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

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Student Activities

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC March 2018

LEGAL REFS: MGL 71:47

CROSS REFS: JJA – Student Organizations

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

STUDENT LATE NIGHT OR OVERNIGHT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC March 2004

CROSS REFS.: IJOA, Field Trips

LEGAL REFS.: M.G.L. 69:1B; 71:37N

STUDENT TRAVEL REGULATIONS

1. **Transportation**

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. **Trip Scheduling**

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (refer to the Massachusetts Department of Education Publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. **Fundraising**

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participating, every effort should be made to provide scholarships where needed.

ADDITIONAL RESOURCES

Federal Motor Carrier Safety Administration (FMCSA)
www.fmcsa.dot.gov

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”)
www.uma.org/consumer/student-transportation/

Department of Defense’s approved list of motor carriers
www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

LEGAL REFS.: M.G.L. 69:1B; 71:37N; 71:38R
603 CMR 27.00

CROSS REFS. IJOA, Field Trips
ADDA, Background Checks

SOURCE: Arlington

INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:47; 71:54A
603 CMR 26.00

CROSS REFS.: AC, Nondiscrimination (and subcodes)

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.000

SOURCE: MASC December 2011

ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
 - A. Amnesia lasting longer than 15 minutes
 - B. Deterioration in neurological function
 - C. Decreasing level of consciousness
 - D. Decrease or irregularity of respiration
 - E. Decrease or irregularity in pulse
 - F. Increase in blood pressure

- G. Unequal, dilated, or unreactive pupils
 - H. Cranial nerve deficits
 - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
 - K. Seizure activity
 - L. Vomiting/ worsening headache
 - M. Motor deficits subsequent to initial on-field assessment
 - N. Sensory deficits subsequent to initial on-field assessment
 - O. Balance deficits subsequent to initial on-field assessment
 - P. Cranial nerve deficits subsequent to initial on-field assessment
 - Q. Post-Concussion symptoms worsen
 - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
- A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
 - B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
 - C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test **(or other approved test identified by the School District)**. The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all

public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
 - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
 - B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
 - C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days.**
 - D. If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
 - E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
 - F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
 - G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
 - H. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**

- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

Exertional Post Concussion Tests:

- A. Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).
- D. Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5: Full contact and return to sport with monitoring of symptoms.

Section VI. School Nurse Responsibilities:

1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
 - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.

5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - A. Loss of consciousness
 - B. Headache
 - C. Dizziness
 - D. Lethargy
 - E. Difficulty concentrating
 - F. Balance problems
 - G. Answering questions slowly
 - H. Difficulty recalling events
 - I. Repeating questions
 - J. Irritability
 - K. Sadness
 - L. Emotionality
 - M. Nervousness
 - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.

15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress

- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

SOURCE: MASC December 2011

SCHOOL LOGOS AND TRADEMARKS

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that

1. Whenever a slogan or logo is used in connection with a school activity, it will be the officially designated slogan or logo;
2. Any and all slogans and logos used in connection with school activities will be consistent with a standard of good taste; and
3. Staff members will exercise good judgment and use their best efforts to insure that use of slogans and logos meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.

SOURCE: Arlington

STUDENT CONDUCT

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

SOURCE: MASC

Updated July 2014

LEGAL REF.: M.G.L. [71:37H](#); 71:37H ½; 71:37H ¾; 71:[37L](#); [76:16](#); 76:[17](#)
603 CMR 53.00

CORPORAL PUNISHMENT

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

SOURCE: MASC

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

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
 - Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: August 2015

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

SOURCE: MASC 8/2006

STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

SOURCE: MASC

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parent/guardian(s) have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parent/guardian(s) shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parent/guardian(s). Requests made by parent/guardian(s) for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC

Updated July 2012

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56; 57; 69:8A

CROSS REF.: EBB, First Aid
EBC, Emergency Plans
JLCD, Administration of Medications to Students

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

** NOTE: Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57
105 CMR 200

CROSS REF.: JF, School Admissions

IMMUNIZATION OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC October 2016

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

STUDENTS WITH LIFE THREATENING ALLERGIES

The Arlington Public Schools recognizes that an increasing number of its students have life-threatening allergies (LTAs). The Arlington Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs.

The protocol will address how the Arlington Public Schools will identify children with LTAs, define ways that seek to protect them from exposure from allergens, train faculty and staff, prepare for emergencies and respond appropriately in the event of an emergency or accidental exposure to a life threatening allergen.

The school department will maintain an Allergy Action Plan (AAP) and or an Individual Health Care Plan for any student(s) whose parents/guardians and physician have informed the principal/nurse of the school in writing that the student has a potentially life-threatening allergy.

To the best of our ability, the school department will provide annual training for Arlington Public School employees regarding:

1. The most common allergens that cause life threatening allergies such as foods, medications, latex and stinging insects.
2. Ways to recognize symptoms of an allergic reaction; and
3. Steps to take in the event of an allergic reaction

SOURCE: Arlington

PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE THREATENING ALLERGIES

BACKGROUND

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; peanuts, tree nuts, milk, dairy products, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

PURPOSE AND GOAL

The Arlington Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Arlington Public Schools regarding Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

RESPONSIBILITIES OF THE ARLINGTON SCHOOL DEPARTMENT

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life threatening allergic reactions.
2. Provide annual in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect bites.
 - b. The signs and symptoms of anaphylaxis
 - c. The correct use of an Epi-pen
 - d. Specific steps to follow in the event of an emergency
4. Encourage a **"NO FOOD TRADING"** and **"NO UTENSIL SHARING"** policy in all schools with particular focus at the elementary school level.
5. School nurses, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life threatening allergy. The Plans will be reviewed by the school nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's physician to indicating that he/she deems it to be adequate.
6. Provide and maintain LTA free tables in each elementary school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized.
7. Lunch Room Attendants, who report to principal, will be assigned to clean LTA tables.
8. Make the Allergy Action Plan/Individual Health Care Plan available in the nurse's office and a student's homeroom at the elementary level and in the nurse's office at the middle and high school. Recommend that parents/guardians attach a photograph of their student with a Life Threatening Allergy to their Allergy Action Plan.
9. Submit to school bus drivers an LTA list of students who have life threatening allergies.
10. Require all food service employees to use only latex free gloves.
11. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the AAP/IHCP. At the secondary level, students are allowed and encouraged to carry their Epi-Pens on their person as allowed by the medication policy.
12. Familiarize teachers with the AAP/IHCP of their students and any other staff member who has contact with student on a need-to-know basis.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

To the extent possible, the principal of each school shall be responsible for the following:

1. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.

2. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. Send letters to all parents regarding Life Threatening Allergies (K.-5).
4. The protocol that explains Life Threatening Allergies and the application of the protocol at the school, concerning Life Threatening Allergies will be discussed at kindergarten orientation.
5. Post the school's emergency protocol on LTAs in appropriate locations
6. Notify staff the locations of Epi-pens in the school.
7. A contingency plan will be in place and understood by all staff and students in the event the nurse is not in the office or in the building. Call 911.

RESPONSIBILITIES OF SCHOOL NURSES

The school nurse is the primary coordinator of each student's plan. Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian of a student with an LTA and develop an Allergy Action Plan/ Individual Health Care Plan for the student. During meetings with parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with LTAs.
2. Maintain updated AAP/IHCPs in the nurse's office and in student's homeroom at each school and in the nurse's office at the middle and high school.
3. Nurse will assist the principal in providing information about students with LTAs to staff.
4. In conjunction with the principal provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
5. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with student on a need to know basis.
6. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer epi-pens
7. Discuss with parents the appropriate locations for storing the Epi-pen and the possibility of receiving more than one Epi-pen as necessary.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction for the first time in school.
9. Emergency protocol will be in place in the event the nurse is not in the building.

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Receive and review the Allergy Action Plan/Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with Life Threatening Allergies.

2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies
4. Teacher, in collaboration with the nurse and input from the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom.
5. Participate in the planning of a student's re-entry to school after an anaphylactic reaction.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The food services department shall have the following responsibilities:

1. To the best of our ability eliminate all peanut/tree nut products in the cafeteria
2. Supply cleaning materials for washing and sanitizing tables
3. Provide in-service to food service employees regarding safe food handling practices to avoid cross-contamination with potential food allergens
4. Food service employees will wear non-latex gloves.

RESPONSIBILITIES OF ARLINGTON SCHOOLS TRANSPORTATION

The school bus drivers shall have the following responsibilities:

Inform each driver that s/he is transporting a child with an LTA

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus
2. Maintain a policy of no food eating on the bus

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER SCHOOL ACTIVITIES

Persons in charge of extracurricular programs shall have the following responsibilities:

The Allergy Action Plan/Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:

- Before or after school activity instructors Coaches
- Babysitters
- Camp Counselors, etc.

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult
2. An Epi-pen will be taken outside if specified in the child's AAP/IHCP

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when LTA students go on field trips.

1. Field trips need to take into consideration the risk for allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Lunches should be held in a safe-place so that children-cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.

RESPONSIBILITIES OF PARENTS

Each parent of a student with an LTA shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis).
2. Parent(s) must arrange to meet with the school nurse to develop an Allergy Action Plan/Individual Health Care Plan (AAP/IHCP) for the student and provide medical information from the child's treating physician as needed to write the Plans.
3. Provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
4. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
5. Complete and submit all required medication forms.
6. Provide a Medic ALERT ID for your child.
7. Notify nurse of upcoming field trip as soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.
8. Encourage students to wash hands before and after handling food
9. Teach your child to
 - a. Recognize the first symptoms of an allergic/anaphylactic reaction
 - b. Know where the epinephrine auto-injector is kept and who has access to the epinephrine
 - c. Communicate clearly as soon as s/he feels a reaction is starting.
 - d. Carry his/her own epinephrine auto-injector when appropriate
 - e. Not share snacks, lunches or drinks
 - f. Understand the importance of hand-washing before and after eating
 - g. Report teasing, bullying and threats to adult authority
 - h. Take as much responsibility as possible for his/her own safety
10. As children get older, teach them to:
 - a. Communicate the seriousness of the allergy
 - b. Communicate symptoms as they appear
 - c. Read labels
 - d. administer own epinephrine auto-injector and be able to train others in its use
11. Inform the school of any changes in the child's LTA status
12. Provide the school with the licensed provider's statement if the student no longer has allergies

13. Go on field trips and out of school activities with your child, whenever possible
14. Provide bag of snacks for your child's classroom along with safe foods for special occasions.
15. If accommodations cannot be made in the cafeteria for the child's allergy, parents will provide appropriate lunches.

RESPONSIBILITIES OF STUDENTS

Each student with a Life Threatening Allergy shall be responsible for the following:

1. Take responsibility for avoiding allergens
2. Do not trade or share foods
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear
6. Take more responsibility for your allergies as you get older
7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

SOURCE: Arlington

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer epinephrine.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations:
105 CMR 210.00; 244 CMR 3.00

SCHOOL BASED PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM

The Arlington Public Schools has put forth this policy to provide standardized procedures for persons involved in the administering of the public access defibrillation program in order to protect the health and safety of students and staff. A public access defibrillation program provides an opportunity for trained responders at Arlington Public Schools to deliver early defibrillation to victims of sudden cardiac arrest. The AED program is intended to make AEDs available for use only by individuals who have current evidence of successful completion of a course in CPR and the use of an AED that meets or exceeds the standards established by the American Heart Association or the National Red Cross.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be used when victims have no response, no breathing, and no pulse. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver the shock.

All AED's will meet the requirements of Massachusetts General Laws c. 112, Section 12V ½ relating to public access defibrillation programs.

The Arlington Public Schools will have a team of staff members specifically trained in the use and maintenance of the device. Basic CPR and AED training will be offered to all interested staff members. The school nurse, the building principal and the Nursing Leader will coordinate this training.

The Superintendent, in consultation with the Arlington Public Schools Physician, and Director of Nursing, shall promulgate guidelines which shall be made publicly available.

LEGAL REFS.: MGL 112:12V ½; 71:55A (dealing with administering basic first aid)

SOURCE: Arlington

GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational. guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G
 603 CMR 26.04

SOURCE: Arlington

STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

SOURCE: MASC

CROSS REFS.: GBEBC, Staff Gifts and Solicitations
 JJE, Student Fund-Raising Activities
 KHA, Public Solicitations in the Schools
 KHB, Advertising in the Schools

STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC October 2016

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

CROSS REF: KDB, Public's Right to Know

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10; 71:34A, B, D, E, H
603 CMR 23.00

SOURCE: Arlington

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student Committee, or a staff Committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parent/guardians on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parent/guardians and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

SOURCE: MASC/Arlington

SECTION K

COMMUNITY RELATIONS

KA	SCHOOL/COMMUNITY RELATIONS GOALS
KAA	SCHOOL-COMMUNITY-HOME COMMUNICATION
KBA	SCHOOL/PARENT RELATIONS GOALS
KBBA	NON-CUSTODIAL PARENTS' RIGHTS
KBE	RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS
KCB	COMMUNITY INVOLVEMENT IN DECISION-MAKING
KCBA	RESPONSE TO TELECOMMUNICATIONS AND ENERGY GENERATION PROPOSALS
KCC	PRIVATE DONATIONS TO THE ARLINGTON PUBLIC SCHOOLS
KCD	PUBLIC GIFTS TO THE SCHOOLS
KDB	PUBLIC'S RIGHT TO KNOW
KDD	NEWS MEDIA RELATIONS/NEWS RELEASES
KE	PUBLIC COMPLAINTS
KF	COMMUNITY USE OF SCHOOL FACILITIES
KF-E	FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE
KFD	SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS
KHA	PUBLIC SOLICITATIONS IN THE SCHOOLS
KHB	ADVERTISING IN THE SCHOOLS
KHBA	DISPLAY OF SIGNAGE AND ADVERTISING AT SCHOOL SPORTING EVENTS
KI	VISITORS TO THE SCHOOLS

KLG	RELATIONS WITH POLICE AUTHORITIES
KLH	RELATIONS WITH FIRE AUTHORITIES
KLJ	RELATIONS WITH PLANNING AUTHORITIES
KLK	RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the Arlington Public Schools are an integral part of the community and that community support is necessary for the Arlington Public Schools' operation and achievement of excellence. The School Committee and Arlington Public Schools staff members recognize that community support is based on a mutual exchange, a dynamic process in which the Arlington Public Schools contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the Arlington Public Schools is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in Arlington Public Schools programs, and create community advocacy for its public schools.
- Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- Community service efforts which enable the Arlington Public Schools' staff and students to express their commitment to the community.

SOURCE: MASC/Arlington

SCHOOL-COMMUNITY-HOME COMMUNICATIONS

The School Committee encourages written and electronic correspondence from the public. Such correspondence should be sent to the Committee through the administrative secretary, who will forward the correspondence to the School Committee Chair and the other members of the School Committee. The administrative secretary shall publish, as an attachment to the School Committee agenda, a list of correspondence received if appropriate given its content.

The Chair shall take steps to address the correspondence as he/she deems appropriate. Such steps may include, but are not limited to: (1) referral of the matter to the school administration for study and possible action; (2) referral of the matter to a subcommittee of the School Committee; or (3) placement of the matter on the agenda of a School Committee meeting. The administrative secretary will send acknowledgment of receipt of the correspondence to the correspondent within ten business days and, if so directed by the Chair, will notify the correspondent of the steps the Chair has determined to be appropriate in addressing it.

SOURCE: Arlington

SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the District to foster relationships with parent/guardians which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parent/guardians are individually responsible for their children, the District provides direct services of education and indirect services of child care for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parent/guardians regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental/guardian involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

SOURCE: MASC/Arlington

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC October 2016

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations, at each school building. For this purpose the Committee will officially recognize a parent organizations. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

SOURCE: MASC October 2016

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

All citizens will be encouraged to express ideas, concerns, and/or about the schools to the school administration, to any appointed advisory bodies, and to the committee.

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

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

CROSS REF.: BDF, Advisory Committees to the School Committee

SOURCE: MASC/Arlington

**RESPONSE TO TELECOMMUNICATIONS AND ENERGY
GENERATION PROPOSALS**

The School Committee shall ensure that a public hearing is conducted before considering any proposal for the installation of major telecommunications or energy-generation equipment on school buildings or property for commercial purposes. This does not preclude the School Department from undertaking feasibility studies or other analyses necessary to determine further steps - if any - prior to the conduct of such hearing.

SOURCE: Arlington

PRIVATE DONATIONS TO THE ARLINGTON PUBLIC SCHOOLS

The Town of Arlington and the Arlington Public Schools are obligated by the state constitution and state law to provide a free and appropriate education to school-aged children who reside in the Town. The School Committee is of the firm belief that federal, state and local governments must provide sufficient funds to public education.

The School Committee acknowledges that when local, state and federal governments do not adequately fund public schools, private citizens and groups may wish to donate to the schools for general and specific operating and capital needs.

Massachusetts General Laws Chapter 44, Section 53A allows School Committees to accept grants or gifts from the federal and state governments, charitable foundations, private corporations, and private citizens for the educational purpose for which the gift is made. Further appropriation by the town is not required. Grant funds may be expended only by approval of the School Committee.

Citizens and groups wishing to donate to the School Department should indicate the purpose of the gift in an accompanying letter. It is understood that a gift is a voluntary transfer of property given gratuitously and without consideration. Any interest generated from the temporary investment of the gift shall remain with the principal and be used for the specific purpose of the gift if the letter of donation so specifies. Donations to the Arlington Public Schools are tax-deductible to the extent allowed by law. An acknowledgment letter for tax purposes shall be sent promptly to each donor and be signed by the Superintendent of Schools.

Unless otherwise indicated, a gift is unrestricted and may be used by the School Department for purposes consistent with the School Committee's goals and priorities. If a donor wishes to restrict a gift to a specific program, the donor must indicate this in an accompanying letter. The School Department shall establish separate accounts for restricted gifts as needed. The School Committee reserves the right to decline restricted gifts for programs that it has chosen to discontinue. Further, the School Committee reserves the right to decline contributions with conditions and restrictions that are not consistent with School Department policy and procedures and the School Committee's goals and priorities.

In the event that a private foundation or group seeks to raise \$50,000 or more for the Arlington Public Schools or for a specific school program through an event, a direct mail campaign, or another activity, it is suggested that the organizing group and the School Committee sign a Memorandum of Understanding defining the goals and purposes for which funds will be raised. The Memorandum of Understanding must be approved by a majority vote of the Arlington School Committee.

SOURCE: Arlington

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the committee, as provided by law.

The committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

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

SOURCE: MASC/Arlington

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously.

There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chair will be the official spokesman for the committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

SOURCE: MASC/Arlington

PUBLIC COMPLAINTS

PUBLIC COMPLAINTS

When a staff member receives a complaint, the School Committee expects the staff member to do so courteously and to make an appropriate reply.

The School Committee believes that complaints and concerns are best addressed and resolved as close to their origin as appropriate to the circumstances. Thus, the Committee encourages individuals to present and discuss any complaints they may have with the staff member against whom the complaint is directed whenever appropriate. If the individual is not comfortable addressing the matter with the staff member, or if the matter remains unresolved after doing so, the individual may address the complaint to the Building Principal or his/her designee or to the Superintendent of Schools or his/her designee.

Whenever a complaint is made directly to the School Committee as a whole or to a School Committee member as an individual, it will be referred to the school administration for study and possible solution, provided that the School Committee may directly address complaints regarding the conduct or performance of the Superintendent where appropriate.

Should dissatisfaction remain after the above steps have been taken, the complainant may contact the School Committee Chair, who shall arrange for the School Committee to address the matter if the Chair deems appropriate

SOURCE: Arlington

COMMUNITY USE OF SCHOOL FACILITIES

Permission to use school facilities may be granted by the Superintendent.

Permits shall be issued in writing by the Superintendent; a copy will be given to the custodian. Regardless of whether a building is open for other activities, permits will still be required for use of any part of the building.

The following conditions shall apply to permits for the use of school property, and shall be accepted and acknowledged in writing by each organization receiving a permit:

1. The intended use shall be in accord with the license granted for the building by the Massachusetts Department of Public Safety.
2. The organization using school property shall protect the property from abuse or injury and shall be responsible for any damage occurring in connection with or in consequence of such use.
3. Smoking, alcohol and all prohibited substances are prohibited on school property. The organization using a school building shall enforce this rule.
4. An organization using school property shall be responsible for the behavior of persons attending or using the building or grounds in connection with the permit, and shall furnish at its own expense such police or fire protection as the Superintendent, School Committee, or supervisor of custodians may direct.
5. All scenery and fixtures used in school buildings must conform strictly with fire laws and town ordinances. Any arrangements for scenery, refreshments, etc., must be made so as to cause no damage to school property and to meet the approval of school officials.
6. Payment of fees shall be made not later than the time of use. Please refer to Exhibit KF-E for the classifications applied when determining fees.
7. Violation or neglect of regulations governing the use of school property or unpaid bills may disqualify the organization for further permission to use school property.

LEGAL REFS.: M.G.L. 71:71
By-laws of the Town of Arlington, Title IV, Article w

CROSS REF.: KF-E, Fee Structure for Rental of School Building Space

CONTRACT REF.: AEA, Unit A, and AAA, XIII-A

SOURCE: Arlington

FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE

Due to the increasing cost and the need to maintain the school buildings, the following classifications apply when determining fees:

Group 1: Arlington Public School and Town related business. (Examples include but are not necessarily limited to, school run clubs and activities, School Committee meetings, advisory committee meetings, sports team meetings, community education, PTO meetings.) No usage/energy fee. Custodial fees apply only when no custodian is already scheduled to be on duty, except as otherwise specified by contract.

Group 2: Non-profit groups, or events, which bear some connection to the mission of the Arlington Public Schools. One-half of the usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 3: Commercial entities and other groups not affiliated with the Arlington Public Schools. (Examples include, but are not limited to, private dance companies, community college evening course). Full usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 4: *Long-Term Rentals explicitly for the after school care of students. One-Quarter of the usage fee. Energy fees apply. Refundable damage deposits required for rooms and equipment used. Custodial fees apply. (*180 days or more)

All groups must be in compliance with federal and state laws of non-discrimination and all other applicable statutes.

The Schedule of refundable damage deposits, the energy charge rates, and applications for rental will be reviewed by the Business Office by **March 15 (originally May 15)** of each year to be approved by the School Committee.

The Superintendent shall have sole final discretion over classification decisions.

SOURCE: Arlington

SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Any arrangements will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses will be presented to the Superintendent and the School Committee by December 31 of each school year.

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

SOURCE: Arlington

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parent/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the committee's policy on staff solicitations.

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBECB, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

SOURCE: MASC/Arlington

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

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

DISPLAY OF SIGNAGE AND ADVERTISING AT SCHOOL SPORTING EVENTS

The Superintendent of Schools may permit sports teams to display sign advertising at sporting events, e.g., hanging banners on behalf of merchants that sponsor or support the teams at outdoor and indoor sporting activities. Such advertising must comply with town bylaws. Revenue from advertising of this nature is to be used in accordance with the School Department Budget approved each year by the School Committee. The Superintendent will establish a revolving fund in accordance with the requirements of state law.

The Arlington School Committee believes that sports teams and other school based activities play an important role in projecting a positive image of the Arlington Public Schools and the community as a whole.

In order to ensure a positive and consistent representation of the school system to the community, it is incumbent upon the school administration to communicate to staff the expectation that

1. Any and all advertising in connection with school sporting events will be consistent with a standard of good taste; and
2. Staff members will exercise good judgment and use their best efforts to insure that advertising meets these criteria.

The Superintendent may adopt appropriate procedures to carry out the intent of this policy.

SOURCE: Arlington

VISITORS TO THE SCHOOLS

The School Committee welcomes parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are prohibited because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: IHBA, Observations of Special Education Programs

SOURCE: MASC October 2016

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the -potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: MASC/Arlington

RELATIONS WITH FIRE AUTHORITIES

The School Committee and administration recognize their responsibility for the safety of everyone who uses the school buildings and facilities. To this end the School Department will cooperate with the Arlington Fire Department in accordance with Chapter 148, Section 5. Prevention is of prime importance

SOURCE: Arlington

RELATIONS WITH PLANNING AUTHORITIES

The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

SOURCE: MASC/Arlington

RELATIONS WITH LOCAL GOVERNMENT AUTHORITIES

The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local government of the desire to work cooperatively for improved services.

SOURCE: MASC/Arlington

SECTION L

EDUCATION AGENCY RELATIONS

LA	EDUCATION AGENCY RELATIONS GOALS
LB	RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS
LBB	COOPERATIVE EDUCATIONAL PROGRAMS
LBC	RELATIONS WITH NONPUBLIC SCHOOLS
LDA	STUDENT TEACHING AND INTERNSHIPS

EDUCATION AGENCY RELATIONS GOALS

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies

SOURCE: MASC/Arlington

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

Minuteman Regional Vocational-Technical School

The Superintendent shall maintain a working relationship with the Superintendent of the Minuteman Regional Vocational-Technical School District for the purpose of making career opportunities information available to students of grades 8-12 and their parent/guardians.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

COOPERATIVE EDUCATIONAL PROGRAMS
(Relations with Area Collaboratives)

On an annual basis, the School Committee shall consider joining or renewing its membership in area collaboratives formed to provide special or extended services to students residing within any of the member towns. The purpose of forming and/or joining an educational collaborative shall be to provide specific services to Arlington residents at a cost savings to the school system. It shall be the policy of the Committee to continue membership in any collaborative as long as the best educational interests of the students and those of the school system may be thus served.

A member of the Committee or of the administration may be named as official School Committee liaison with each collaborative, as appropriate.

LEGAL REF.: M.G.L. 40:4E

CROSS REF.: IGB, Special Instructional Programs and Accommodations

SOURCE: Arlington

RELATIONS WITH NONPUBLIC SCHOOLS

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:4E; 71:48 and 71D; 71B:4; 74:4-7A; 76:1

STUDENT TEACHING AND INTERNSHIPS

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will ensure there are procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.

SOURCE: MASC October 2016



Town of Arlington, Massachusetts

7:00 PM Public Participation



Town of Arlington, Massachusetts

7:10 PM AHS, OMS, Gibbs, FY 20 Budget Needs Request Presentation, Principals

ATTACHMENTS:

Type	File Name	Description
▣ Budget Document	DRAFT_AHS_Budget_Presentation_2018.pdf	AHS Budget Requests 2020
▣ Budget Document	School_Committee_(1).pdf	OMS Budget Request 2020
▣ Budget Document	Budget_Discussion.pdf	Gibbs Budget Request 2020

Arlington High School
Budget Discussion Overview
Arlington School Committee Meeting
December 13, 2018

Arlington currently enrolls 1381 high school students in a 400,000 square foot facility. The school continues to be highly ranked. We have consistently risen in rankings and closed achievement gaps over the past 6 years. We are recognized again as a U.S. News & World Report Gold Medal school rising to 9th in the state. We are a U.S. News & World Report STEM school, a Newsweek Top School, and among the nation's most challenging schools according to the Washington Post.

Our budget priorities for this year echo our ongoing efforts and challenges. Rising enrollment and staffing needs form the core of our budget requests. In addition, AHS continues to focus on supporting high expectations for all students with specialized instruction and a positive school climate. The aging and cramped facility continues to hamper our efforts and, while we anticipate new spaces in 4 years, we will continue to need to maintain existing and create new learning spaces.

We foresee the following trends continuing to put pressure on staff and facilities.

- Rising enrollment. Enrollment growth continues to be high and unpredictable. We would like staffing levels that attract and keep quality faculty, maintain room for growth, and allow us to respond to student needs.
- A shortage of art, PE, and elective classes is making it difficult for students to meet requirements and build their schedules.
- Chapter 222 requires schools to educate students who were previously excluded due to felony charges or expelled.
- Moving away from punitive discipline toward positive behavioral support demands more time and relationship building of staff and administration.
- National and local student trends point toward higher levels of social-emotional challenges among students.
- State accountability guidelines call for ever rising levels of student achievement and graduation rates.
- Evaluation requirement for building administrators to observe every faculty member and for buildings to evaluate all faculty every year.

Curriculum and Staffing

The high school continues to experience rapid enrollment growth. Overall enrollment has increased by 178 students since SY 2013 with an increase of 70 students in the past year. We expect an additional **increase of 43 students** in the next year and to reach **1755 students by SY 2024**. Our staffing increases over the past 5 years have not kept pace with this enrollment

growth. Below, we have created a 5-year timeline of staffing increases that will allow us to anticipate those increases in a timely fashion. I explain each line below.

School Year	2020	2021	2022	2023	2024
ENROLLMENT INCREASE	42	73	79	63	55
1. Classroom Teachers	3	5	5.6	4.4	4
2. Special Ed	0.20	0.40	0.60	0.40	0.40
3. Dean			1.00		
4. House Secretary	0.5		0.5		
5. Guidance		1.00			0.50
6. Historical Understaffing	2				
7. Inclusion	1.4			0.8	
8. Related Service (PT, Speech)			1		
9. Compass and Retain OOD	2	1		?	?
10. Team Chair	0.6	0.4			
11. Service Only/Private Chair		0.5			
TOTAL FTE	9.70	7.80	8.70	5.60	4.90

1-5. **Classroom Teachers.** The additional staffing to cover the classroom needs of 43 additional students at our current ratios would be **3 FTE**. The MSBA sets the average class size at 20, understanding that this results in classes ranging from 17-23 under appropriate staffing levels. This allows for normal variation based on scheduling and distribution as well as for planned support classes that are smaller by design. Each teacher is then responsible for roughly 100 students. With 7 class periods and an average class size of 20, we require 1.4 FTE of classroom teachers for each 20 additional students. In addition, those students gradually increase the need for support roles such as Special Education, Deans, and Guidance.

2. **Special Education Caseloads.** We are requesting an addition of **0.2 FTE** to Special Education this year to cover the anticipated increase in caseload. Roughly 11.5% of our students have IEPs and special education teachers carry a caseload of 18 students. The increased increase next year would require an addition of 0.2 FTE.

3-4. **House System - Dean.** Last year, we were able to move to a third full time Dean and to return to a three house system, reopening Collumb House. I will discuss the positive impact of this change later. Our goal is to create houses of under 500 students in keeping with the vision in our Educational Program developed for the new building. While we were able to assign one Dean and two Guidance Counselors to each house, we were not able to provide the same 0.5 FTE secretarial support to keep the office open and track student attendance. When we begin to approach 1755, we will also want to plan for an additional house, in anticipation of the new

building and a 4 house system.

5. **Guidance.** Our contract calls for Guidance caseloads under 300. In addition, NEASC and professional standards for high school guidance call for caseloads under 250, recognizing the importance and burden of graduation, career, and college planning. Last year, we prioritized adding a 6th Guidance Counselor, in order to support a three-house system. This means that we will not begin to go over our target until the following year.

6. **Understaffing.** To address existing understaffing issues, we request an additional **2 FTE** of teachers. As noted above, our staffing levels have not kept pace with enrollment growth. The result is large class sizes and a shortage of elective options, creating scheduling challenges and limited choices for students. We have directed staffing increase to the core academic areas, nonetheless, we have many sections over 25 or 27. This is a particular issue in the sciences, where our small labs create significant educational and safety issues for oversize classes.

English: 13% (9 ≥ 25, 5 ≥ 27)

Math: 26% (17 ≥ 25, 9 ≥ 27)

History: 27% (18 ≥ 25, 11 ≥ 27)

Science: 40% (28 ≥ 25, 19 ≥ 27)

Electives are all full and many students are not able to get classes they request. This year, for example, we had enough requests for 4 additional sections of Culinary Arts and 4 additional sections of Foundations of Art. We see a steady increase of students who are not able to change classes or organize their schedule because of the lack of open sections in electives.

7. **Co-Taught Inclusion Classes.** We are requesting **1.4 FTE** to support increased student achievement through co-taught inclusion classes. Last year, we expanded our commitment to support all students achieving at a college-college career ready standard. Beginning three years ago, we piloted co-taught models to support students in our Curriculum B level courses. With appropriate support, we found that students can be accelerated in their learning to access college preparatory curriculum (Curriculum A). This helped students on IEPs, ELL students, students with interrupted educations, and other students in need of support. Last year, we created co-taught classes at the Curriculum A level in all but a few required content area classes. While the model has been successful, we have found that high needs students have become overly concentrated in those classes. In the coming year, we plan to reinforce our commitment to inclusion by increasing the number of co-taught sections so that students with IEPs are not more than a third of a normal class size.

9. **Compass and Specific Student Needs.** We need **2 FTE** to support the needs of specific student populations who would otherwise require out of district placements. Over the past 5 years, AHS has been working to expand our offerings to support students with high level needs for specialized instruction. This might mean the creation of stronger substantially-separate programming, or training and support for students with unique needs in the general education

classroom. We have significantly improved the capacity of our Reach Program, serving autistic students or students with related needs, and our Summit Program, serving students with social-emotional needs. This allows us better serve and retain students who might otherwise have needed to go out of the district for educational services. As we look at the incoming populations, we see the need to create a Compass Program, for students with cognitive disabilities and to expand our support for students with specific needs.

Growth in the demands of special education also calls for an addition 0.6 FTE Team Chair. To support our 3 house system, we are requesting an **0.5 FTE** secretary for Collumb House.

10. Team Chair. We are requesting 0.6 FTE for a Special Education Team Chair. The special education needs at the high school continue to expand as our numbers increase and as we retain students with higher levels of support. In spite of this, we have continued to staff only one Team Chair position to coordinate the IEP process and educational planning. We envision adding an additional role over the next two years.

11. Service Only Team Chair. In the year after next, we are requesting a part-time Team Chair at the district level for students who are receiving services in independent schools.

Focus on Positive School Climate

In the past year, our mission of “learning, connecting, and caring in a safe, supportive, and inclusive community” is reflected in our implementation of Collaborative Problem-Solving, Wellness Day, and Inclusion Day, as well as ongoing efforts to improve social-emotional learning and cultural competency among students and staff.

Over the past year, the entire administrative team has gone through extensive training and coaching in a research-based approach to student behavior known as Collaborative Problem-Solving. The approach provides staff with skills and process for addressing behavior issues as an issue of skill building rather than punitive control. All staff have gone through at least introductory training. We have partnered with Think:Kids at Massachusetts General Hospital, to assess readiness and move toward full implementation and training over a three-year period. The early impact of the program has been a significant improvement in student behavior, illustrated by a reduction of suspensions from 76 in 2016-17 to 40 in 2017-18. In order to fully implement training we anticipate a need for \$50,000 in professional development funding.

Last year, we worked to expand our experience and offerings related to social-emotional learning and cultural competency with training and events for students and staff. These included the Unity Project at the beginning of the year. In addition, we piloted Wellness Day and Inclusion Day, 4-hour conferences combining student, staff, and outside expert workshops to provide a range of activities to students and staff. This year, student groups including a Voices United Club and a Black Student Union have begun to build more ongoing engagement with building a

positive school community. We continue to experiment with ways to engage students in this programming and content.

Digital Technology

In only five years, digital technology at AHS has transformed our approach to teaching and learning, providing new opportunities for engaging and supporting all learners, preparing students for a computer rich economy, and allowing students to engage directly with creating knowledge and influencing their world. With the introduction of a [Bring Your Own Device](#) program in SY 2015-16 year, AHS has moved to an environment where all students expect and are expected to have access to digital technology for teaching and learning. Our Makerspace program is launching a new interdisciplinary Certificate in Innovation and Design Thinking, to link hands on learning to students' efforts in the classroom, clubs, and community.

Past support from the capital committee, Arlington Educational Foundation grants, and teacher innovations lead to successful implementation in the first cycle of Mac laptops. In the past year, APS has looked to find cost effective ways to replace our first generation of laptops. Many departments have transitioned to cheaper chromebooks and we continue to work to provide effective access to digital technology in ways that are cost effective.

This year, we are excited to have upgraded our Digital Media/CADD Lab and our Music Technology Lab. Space and funding issues required us to consolidate the Media/CADD Lab into one of our existing Library Computer Labs. In the future building, we expect these to each have their own appropriate space and equipment. Space issues also limit the number of seats in these classes.

Teacher devices, student devices, classroom projection, wireless access, internet access, specialty labs, and database subscriptions all need constant upkeep, renewal, and improvement. Specifically we need:

- Ongoing replacement and supplies for new staff and classrooms for of teacher devices is underway with a mix of Macbook Air computers and chromebooks.
- Funding for replacement and repairs to accessories and connectivity such as projectors, cords, DVD players, software, and bulbs.
- Student devices need replacement and increased numbers for classroom, study hall, and library use.
- Continue to invest in Wireless and Network capacity and reliability

AHS Bring Your Own Device Agreement found at this link:

https://docs.google.com/document/d/1t-o58x_g8diWvLLdRh1c2G2RMIQddEhx5f9uRUq5q-k/edit?usp=sharing

Building

The Arlington community is abuzz with planning and visions for the new Arlington High School. This is an exciting project and I hope that everyone in the school and community will contribute. The vision for this project is already driving innovation and exploration among AHS teachers.

However, in the excitement of this planning, it's important to remember that our students will be using the current building for the next 4-7 years. Over the past four years, we have worked closely with the town maintenance and custodial departments to improve the management and staffing of the facilities. Our Assistant Principal has attended closely to maintenance, custodial, and security issues. As a result, we have seen improved cleanliness and repairs. Last year, we carved three additional classrooms from closets and offices. Each classroom space requires at least \$15,000 in furnishings and repairs. While it is hard to imagine where to find the space, we will need to create at least 3 more classrooms for new teachers and should also anticipate the need for an additional science lab for \$70,000.

It is imperative that we support efforts to keep the current learning environment clean and in good repair for the current students and our staff. Building maintenance issues have a major impact on morale, education, safety, and security.

We have made some stop gap measures to badly aging facilities, but need to invest in some major repairs to maintain a safe educational environment over the next 4-7 years.

- Support allocations to routine maintenance and repairs in particular **security and restrooms.**
- Allocate funding to convert more spaces into instructional, science labs, office, storage, and computer lab, spaces.
- Realign facilities staffing to create an oversight position for the entire AHS facility and fields.

The Ottoson Middle School's Budget Requests

I want to thank the school committee for inviting me here tonight to discuss the budgetary needs of the Ottoson Middle School. I also want to thank Dr. Bodie and Dr. MacNeal for all their help and support.

The Ottoson Middle School's top priority is keeping average class sizes below twenty-five students. There are many benefits of lower class sizes:

1. Smaller class sizes help build relationships between the students and their teachers.
2. Struggling students are more likely to be noticed.
3. Students participate more in class discussions.
4. Teachers have more time to give feedback.
5. Teachers spend less time on classroom management.

Our staffing requests are:

1. Add a half-cluster in eighth grade next year. (2 FTEs)

Reason - Next year's eighth grade will have 444 students. At our current staffing levels, the cluster classes (English, math, science and social studies) will have an average of over 25 students per class. Having four eighth grade clusters would reduce class sizes to 22.

2. Add a School Counselor. (1 FTE)

Reason - The social emotional needs of our students are increasing, and the role of a school counselor is becoming increasingly important. Next year there will be 906 students at the middle school. Currently we have three school counselors and their caseload would increase to 302 students. Contractually, the caseload for school counselors is limited to 300 students. Adding another counselor would reduce their caseloads to 226 students. Four counselors would also help our internal organization and communication. It would allow the middle school to have two counselors per grade instead of having three counselors divided between two grades. Lastly, we will not need to add another school counselor during the next five years.

3. Add a .6 Spanish Teacher

Reason - We have 187 students taking Spanish in seventh grade. Currently we have six sections of eighth grade Spanish. Next year there would be over 31 students in our eighth grade Spanish classes. Adding two sections of Spanish would reduce class sizes to 24. We have 208 students taking Spanish in sixth grade. In seventh grade, we have

eight sections. This would result in having 26 students per class in seventh grade Spanish. An extra section of seventh grade Spanish would result in classes of 23 students.

4. Add a .6 PE Teacher

Reason - Currently there is an average of 25 students in our PE classes. Next year class sizes will increase to 27. Adding a .6 PE teacher will reduce class sizes to 23. It will also give us the same number of sections as technology, FACS, and art.

5. Add a .4 French Teacher

Reason - We have 84 students taking French in seventh grade. Currently we have three sections of eighth grade French. At our current staffing, next year we would have 28 students per class. Adding an extra section would reduce our class sizes to 21 students. We have 114 students taking sixth grade French. Currently, we have four sections of seventh grade French. At our current staffing level, we would have 28 students in seventh grade French. An extra section would reduce our class sizes to 23.

6. Add a .4 Music Teacher.

Reason - Next year we will have over 100 students in our orchestra. As a result, we are hoping to have separate seventh and eighth grade orchestras. We are also hoping to add a .3 music teacher. Currently, the seventh grade has 23 students per class. This number will increase to over 24 next year without extra sections.

7. Add a .1 Administrative Assistant

Reason - Next year we will have 46 more students at the middle school. Currently we have 2.4 administrative assistants for 860 students or a secretary for every 358 students. To keep us at the same level we need to add a .1.

8. Add a special education teacher for the Summit Program. (1 FTE)

Reason - To create a sub-separate therapeutic program at the middle school. This will limit demand for out of district placements.

9. Requesting that all teaching assistants be considered behavior support personnel. (10)

Reason - It is difficult to retain qualified staff at their current pay rate. This helps align us

with the high school.

10. Add a special education teacher for the 8th grade. (1 FTE)

Reason - To support the students in the new cluster.

Our supply requests are:

1. Eighth grade social studies textbooks (\$45,484)

Reason - The eighth grade curriculum is being changed. We need to buy textbooks, teacher editions, and digital access for the new curriculum. Eighth grade social studies supplements (\$2,334)

Reason - Class set of *We the People* for eighth grade for the new curriculum.

2. Seventh grade social studies text (\$12,000)

Reason - New seventh grade Global Studies course will be piloted in 2019-2020, fully launched in 2020-2021. National Geographic Global issues will be needed.

3. Replacement of the choral risers (\$13,000)

Reason - The choral risers are in poor condition and need to be replaced, with students' safety being a primary concern. The risers are over 15 years old. They are used in the classroom and in all school concerts.

4. Completion of the implementation of science resources (\$42,000)

Reason - The Ottoson science resources have not been updated for several decades as new standards were developed. Seventh grade is piloting a new curriculum this year, and eighth grade will pilot a new curriculum next year. We need to buy textbooks, digital access, and other materials for these new curriculums.

Good Evening School Committee Members,

I am happy to be here this evening to represent Kristin DeFrancisco and myself as the administrative staff at the Gibbs sixth grade school. She is unable to be here due to a commitment to her daughter. She apologizes that she was unable to attend. We would like to begin by saying thank you for the support you gave us last year to launch a school that includes an embedded social emotional program and acknowledges the developmental changes that sixth graders are experiencing at this time in their education. In our first year at Gibbs we were staffed to support five learning communities. The learning communities at Gibbs all include a math, science, social studies and ELA teacher. In an effort to build a strong connection amongst teachers, we have attached exploratory learning community class teachers to these groups. You will be happy to learn that this has been very effective in creating culture and climate. It has made a big difference for teachers as they develop relationships with students. We are also able to provide small advisory groups. There are 35 small groups that meet 4 times in a six day cycle and this has also made a difference for students as they are navigating the next phase of their education. The staffing that you supported last year will sustain us for the FY20 budget. We were supported to create a schedule that is planting the seeds for project based learning, co-teaching, cultural proficiency and robust programming around social emotional learning. Our numbers will increase somewhat next year but not so much that the staff for daily operations will change.

The priorities that you will hear about this evening for FY20 are the beginning steps for our five year plan. The first will be around staffing in the areas of special education, our exploratory classes, math intervention and nursing.

Our requests related directly to staffing are as follows:

- First, we want to make sure we are creating appropriate programming for our special education students that need substantially separate learning environments. To do so we need to build our staffing out further to support small group classes as the population of students at Gibbs will change from year to year. This would involve adding a 1.0 FTE special education teacher to keep the groups of students small at state required ratios (numbering 8, unless you add a TA then the maximum would be 12) as well as create cohorts based on student academic and social emotional need. This additional staff add would accomplish this for us next year. In addition, we currently have a .4 FTE speech and language pathologist and at the current allocation it has proven difficult to schedule students with this service on their IEPs. Based on numbers alone, we would like to increase this position by .2 FTE to a .6 FTE.
- The second staffing need would be in our areas of Physical Education, Art, Technology, Digital Media Literacy and World Language. Currently, these classes are larger than we would like them to be. A combination of the number of staff and the schedule constraints causes classes to be unbalanced when students are learning outside of their Learning

Communities. While in time I will have a better understanding of exact numbers, for year FY20 this would involve adding a .2 PE teacher as well as an increase in our world language staff in accordance with data when course selections are made in late winter.

- This year the math department shifted to ask each math teacher to take on an additional class of intervention for their learning communities. This means that these teachers do not teach project block. This shift helped us launch the first year at Gibbs and we would like to bring the the original model back and add a 1.0 math interventionist. This will allow for co-teaching in small group math classes, increase our ability to deliver tier two instruction consistently and allow math teachers to teach project block.
- Finally, there will be an increase in medical need at the Gibbs next year as well. Sue Franchi has been careful to make sure we are mindful of this higher medical need for students as they move to Gibbs. It will be difficult for one nurse to maintain the daily medical care next year based on this data. In addition, the nurse is an integral part of our social emotional wellness program. She has moved to the Gibbs from Hardy for this purpose as her work there produced the lowest number of visits related to anxiety. This decrease in number was directly impacted by her involvement in social emotional and mindfulness programming. This increase would also provide time for this important work. We will be asking for a .5 add.

Our non-staffing priorities are as follows:

- First, we want to be able to build the professional development around the programming we have started for sixth graders. In order for this programming to be successful, we will be building in Professional Development in the areas of project based learning, co-teaching and sustaining the Social Emotional Learning programming that we have launched. While we have not selected specific programs, we support the special education request for funding to provide onsite coaching through a district-wide consultant to general education and special education teams as we begin to develop a common practice for teachers in co-taught classes that is grounded in evidence- and research-based best practices.
- In order to support our project based learning initiative, we would like to be able to provide classroom coverage so that teachers on our PBL team can visit schools in other districts who are successfully implementing projects. Upon their return we will be able to have staff workshops. This is an area in which the district is trying to grow. Even in our infant stages, we were selected by MAPLE (a Massachusetts consortium created to catalyze personalized learning in the Commonwealth with the purpose of better preparing students for their future) as a school to present our planning around launching PBL and one of our projects from this first trimester. Students will be talking about their experiences and presenting their project! We will be doing so at the MAPLE conference

in January and then we will also be hosting a walk through of our school in April during a project block time. This is exciting for us as a school and district and this funding will help us to continue moving forward with this initiative. Finally, to sustain our foundation of Responsive Classroom and social emotional learning we would want to continue to have training in summer around our work. This number would depend on the number of new staff and the number of teachers that will be eligible for advanced training.

Thank you for having us this evening! It was important to Kristin and I that you were able to hear tonight that Gibbs has had a wonderful launch because of the support this committee and the district has given to its mission. You should know that parents have been overwhelmingly positive about their sixth graders' experiences, students are happy to come to school and teachers are working very hard to keep many new things afloat. As we move forward and begin the work next year to launch our 5 year strategic plan, we look forward to the strengthening of the programming mentioned this evening as well as the vertical alignment with the Ottoson that will be necessary to provide a consistent middle school experience. Thank you.



Town of Arlington, Massachusetts

7:55 PM Arlington Education Association (AEA) Budget Needs Request for Middle and High School, J. Levy

ATTACHMENTS:

	Type	File Name	Description
▢	Budget Document	AEA_2019-20_District_and_Secondary_Budget_Requests_(1).pdf	District AEA Budget Requests 2019-20

AEA 2019-20 District and Secondary Budget Requests

District Wide

A. Increase.....

- The number of substitute teachers and TAs
- The pay of substitute teachers and TAs

Rationale: This would increase the number of substitute teachers to cover the district's need, which is a major issue. Also TAs are being pulled from their assignments with students to cover teacher absences, especially at the elementary level. It would also help to get and retain high quality substitutes and TAs.

B. Supplies and curriculum for all music and performing arts classes

Rationale: To meet the demands of the curriculum and state standards.

C. An increase in academic and athletic stipends

Rationale: Athletic stipends have not seen an increase since the 2012-13 school year. Also this will keep Arlington coaches salaries competitive with other Middlesex League schools.

D. Technology

- Resume replacement of teacher laptops with equivalent devices
- Equity of technology among schools

Rationale: Teachers are dismayed at the plan to shift to Chromebooks for educators. While great for student use, teachers feel they are unable to do what they want using Google Suite only, and the Chromebooks lack many features like ability to play DVDs or type academic work (superscripts, subscripts, accent marks, etc). We strongly urge the district to continue issuing laptops with Office to teachers, and to upgrade those who only have a Chromebook to a full laptop. We feel our time is valuable, and the headaches of having a subpar device far outweigh the cost of a replacement computer.

E. Curriculum

- Renew online subscriptions for all courses that are necessary
- Curriculum for all small group classes

Rationale: Small group classes often have not been given set curriculum, teachers have to make it up as they go. This will provide teachers with curriculum needed to teach their classes. It will also enable students work toward common core and curriculum standards

F. Increase funds for professional development

Rationale: **Current allocation for course reimbursement does not cover the needs/requests of teachers in order for us to stay current in content and pedagogy.**

AHS

A. An additional.....

- 1.0 FTE ELA
- 1.4 FTE Science
- 1.0 FTE Learning Specialist
- 1.0 FTE Social Studies
- 1.0 FTE Math

Rationale: **Due to an increase of enrollment**

B. An additional 1.0 FTE Team Chair

Rationale: **To create equity compared to the middle schools and due to increase of workload.**

Ottoson

A. An additional 2.0 FTE 8th grade teachers

Rationale: **Due to an increase in student enrollment. This will create four full clusters in both 7th and 8th grades. We have been working towards this for several years.**

B. An additional...

- .3 FTE general ed music
- .1 FTE orchestra
- 1.0 FTE School Counselor
- .6 FTE Spanish
- .4 FTE French
- .6 FTE Physical Education

Rationale: **Due to an increase in student enrollment. This will reduce class size, improve scheduling options, and address some of the shortfalls from dividing staff with Gibbs.**

C. An additional 2.0 FTE 7th grade teachers

Rationale: **Due to an increase in student enrollment. Gibbs currently has 5 clusters where as Ottoson only has 4 per grade.**

D. An additional .6 FTE Administrative Assistant

Rationale: **Better addressing social/emotional needs of students means more meetings to be scheduled, more paperwork coordination with outside doctors and therapists, and more home/school communication.**

E. An additional 1.0 FTE Summit teacher

Rationale: **To better address the social/emotional needs of students**

F. An additional....

- 1.0 FTE 7th grade inclusion teacher
- 1.0 FTE 8th grade co-taught teacher

Rationale: **Each grade needs to have 2 inclusion and 2 co-taught teachers. Will allow more scheduling flexibility for placement of students, create more equity among staff caseloads, and will meet the growing special ed population.**

G. An additional 1.0 FTE ELL-

Rationale: **Allow push in and differentiated instruction. Also to meet the district's goal of cultural competency**

H. Additional material for the following....

- Materials and books for the new 8th grade Civics Curriculum
- Additional thematic texts for 7th grade, focusing on global studies
- Resources/books for 8th grade science for new curriculum

Gibbs

A. An additional

- .4 FTE Physical Education
- .2 FTE SLP
- .4 FTE Spanish

Rationale: **Due to an increase in enrollment. Will meet growing student needs, reduce class size, and allow scheduling flexibility.**

B. A Gifted and Talented program

Rationale: **Teachers feel we are not meeting the needs of our advanced students with differentiation alone. 6th grade had ACE at OMS but it was not included at Gibbs, and staff feel it's important to reach this special group of learners.**



Town of Arlington, Massachusetts

8:10 PM Discussion of Value Engineer Areas of AHS



Town of Arlington, Massachusetts

8:40 PM Superintendent's Report, K. Bodie



Town of Arlington, Massachusetts

9:00 PM Consent Agenda

Summary:

Approval of Warrant: Warrant# 19103 Dated, 11/29/2018, Total Amount of Warrant: \$649,163.92

Approval of Minutes: Regular School Committee Minutes 11/29/2018

Approval of Trips: AHS UPenn, Model Congress Trip, March 28, 2019
OMS London and Environs 4/2020.

ATTACHMENTS:


Type	File Name	Description
▢ Warrant	warrant_19103_11292018.pdf	Warrant 19103 11 29 2018
▢ Minutes	11_29_2018_School_Comminute_minutes_final_draft.docx	11 29 2018 School Committee draft minutes
▢ Trip Approval	AHS_UPENN_MODEL_CONGRESS.pdf	AHS UPenn Model Congress 2019 trip approval
▢ Trip Approval	LONDON_2020.pdf	OMS London April 2020

APPROVAL OF ACCOUNTS PAYABLE

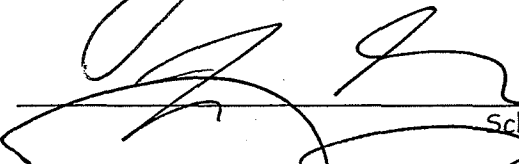
I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number	19103	Total Warrant Amount	\$649,163.92
Dated	11/29/18		

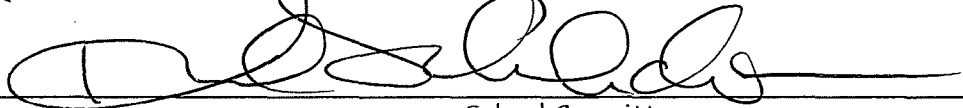
STATEMENT MADE UNDER THE PENALTIES OF PERJURY




Superintendent of Schools / Chief Financial Officer



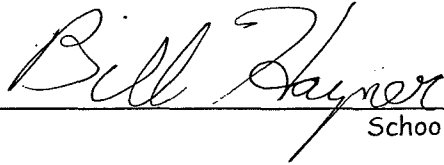
School Committee



School Committee



School Committee



School Committee

SC

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TOWN OF ARLINGTON
PRELIMINARY

TOWN OF ARLINGTON

P 1
apwarrnt

DATE: 11/29/2018 WARRANT: 19103 AMOUNT: \$ 649,163.92

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT THE
SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE, AND CHARGE THE SAME TO APPROPRIATIONS OR ACCOUNTS
INDICATED.

TOWN MANAGER

COMPTROLLER

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 2
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
27354	A TO Z FOODS 1 03034309 835001	00000	191636	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	5698626 375.00 375.00 CHECK TOTAL	334144		375.00 -----
27354	A TO Z FOODS 1 03034309 835001	00000	191636	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	5698627 225.00 225.00	334146		
27354	A TO Z FOODS 1 03034309 835001	00000	191636	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	5698628 187.50 187.50 CHECK TOTAL	334596		412.50 -----
31400	ABACS LLC 1 02456821 83101 2320	00000	190131	INV SPED/CLINI Invoice Net	11/29/2018 PROF TECH	AAVZ22-18 2,043.50 2,043.50	334719		
31400	ABACS LLC 1 02456821 83101 2320	00000	190132	INV SPED/CLINI Invoice Net	11/29/2018 PROF TECH	RXRE22-18 871.00 871.00 CHECK TOTAL	334720		2,914.50 -----
28030	ADMINISTRATIVE SOFTWARE 1 1336770 85107 6200	00000	190718	INV ADULT ED Invoice Net	11/29/2018 PROF	INV00010056 1,040.00 1,040.00 CHECK TOTAL	334220		1,040.00 -----
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886835 50.93 50.93	334211		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886843 32.54 32.54	334212		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886844 68.19 68.19	334213		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886845 48.68 48.68	334214		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886846 89.37 89.37	334215		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886847 30.97 30.97	334216		
32432	AHOLD FINANCIAL SERVIC 1 02016518 84902 2415	00003	11553819	INV FAM/CONS S Invoice Net	11/29/2018 FOOD SUPPL	886851 74.00 74.00	334217		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 3
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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32432	AHOLD FINANCIAL SERVIC	00003	11485919	INV	11/29/2018	886871	334346		
	1 15124145 84902 3520	THOMPSON		FOOD SUPPL		155.40			
		Invoice Net				155.40			
32432	AHOLD FINANCIAL SERVIC	00003	11485819	INV	11/29/2018	886863	334347		
	1 15125145 84902 3520	BRACKETT		FOOD		225.06			
		Invoice Net				225.06			
32432	AHOLD FINANCIAL SERVIC	00003	190521	INV	11/29/2018	886864	334721		
	1 02456800 84902 2430	PK-SPED		FOOD SUPPL		142.68			
		Invoice Net				142.68			
32432	AHOLD FINANCIAL SERVIC	00003	11485719	INV	11/29/2018	886873	334878		
	1 15123260 84902 3520	AFT SCH		FOOD SUPPL		193.87			
		Invoice Net				193.87			
		CHECK TOTAL				1,111.69			-----
36136	ALL SPORTS WEAR	00000	192925	INV	11/29/2018	#000375	334944		
	1 02026620 85104 3510	ATHLE/ADMI		ATHL SUPPL		766.00			
		Invoice Net				766.00			
		CHECK TOTAL				766.00			-----
19606	ALL TRUCK AND EQUIPMEN	00001	190116	INV	11/29/2018	104886	334723		
	1 02816970 84802 3300	TRANS ED		VEHICLE RE		1,054.44			
		Invoice Net				1,054.44			
		CHECK TOTAL				1,054.44			-----
31790	ALLARD, AVRIL	00000	11635919	INV	11/29/2018	10/22-11/23/18-PIANO	334824		
	1 14856542 83101 3520	HS INSTRUM		PROF TECH		3,590.00			
		Invoice Net				3,590.00			
		CHECK TOTAL				3,590.00			-----
74883	W.ALTON JONES CAMPUS	00002	11601719	INV	11/29/2018	2303	334218		
	1 145 8350	OUTDOOR ED		OUTDOOR ED		22,205.00			
		Invoice Net				22,205.00			
		CHECK TOTAL				22,205.00			-----
28022	ANDRINA'S	00000	191637	INV	11/29/2018	370229	334147		
	1 03034309 835001	FOOD SERV		FOOD SERVI		3,408.00			
		Invoice Net				3,408.00			
		CHECK TOTAL				3,408.00			-----
36074	ANDYMARK INC	00000	11629719	INV	11/29/2018	227621	334219		
	1 02426715 85103 2415	C&I SCIENC		INSTRUCT		444.60			
		Invoice Net				444.60			
		CHECK TOTAL				444.60			-----
25876	ARLINGTON COMMUNITY ME	00000	192898	INV	11/29/2018	TV+VIDEO PROD7/23-27	334497		
	1 1336775 81112 6200	SUMMER FUN		TEACHER SA		1,200.00			
		Invoice Net				1,200.00			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 4
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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
25876 ARLINGTON COMMUNITY ME	00000 192898 INV 11/29/2018					TV+VIDEO PROD7/24-28	334498		
1 1336775 81112 6200	SUMMER FUN TEACHER SA					1,200.00			
	Invoice Net					1,200.00			
	CHECK TOTAL					2,400.00			-----
33018 BABBIN, JEFFREY	00000 192674 INV 11/29/2018					REIMB TRAUMA CLASS#4	334221		
1 14118106 87106 2357	TRAUMA Grad Cours					250.00			
	Invoice Net					250.00			
	CHECK TOTAL					250.00			-----
24583 BAYSTATE INTERPRETERS,	00001 190865 INV 11/29/2018					301488	334726		
1 02456857 83101 2330	SPED CONTR PROF TECH					380.00			
	Invoice Net					380.00			
	CHECK TOTAL					380.00			-----
15609 WALKER, INC	00000 190657 INV 11/29/2018					076636	334730		
1 07506848 83201 9300	CB OOD DAY TUITION					6,110.58			
	Invoice Net					6,110.58			
15609 WALKER, INC	00000 190658 INV 11/29/2018					076637	334733		
1 07506848 83201 9300	CB OOD DAY TUITION					6,110.58			
	Invoice Net					6,110.58			
	CHECK TOTAL					12,221.16			-----
26145 BORDEN, HANNAH	00000 192657 INV 11/29/2018					REIMB TRAUMA CLASS#4	334910		
1 14118106 87106 2357	TRAUMA Grad Cours					250.00			
	Invoice Net					250.00			
	CHECK TOTAL					250.00			-----
30898 BOSTON BY FOOT	00000 192952 INV 11/29/2018					ORDER-000017112	334499		
1 1336770 81112 6200	ADULT ED INSTRUCT					110.00			
	Invoice Net					110.00			
	CHECK TOTAL					110.00			-----
31625 BOSTON EQUIPMENT SERVI	00002 192162 INV 11/29/2018					7042	334149		
1 03034309 865000	FOOD SERV FOOD SERV/					2,251.00			
	Invoice Net					2,251.00			
	CHECK TOTAL					2,251.00			-----
25591 BOWERS, VIRGINIA A.	00000 190118 INV 11/29/2018					11/05/18-11/09/18	334736		
1 02456803 83101 2310	SPED/TUTOR PROF TECH					575.00			
2 02456857 83101 2310	SPED CONTR PROF TECH					75.00			
	Invoice Net					650.00			
25591 BOWERS, VIRGINIA A.	00000 190118 INV 11/29/2018					11/13/18-11/16/18	334743		
1 02456803 83101 2310	SPED/TUTOR PROF TECH					600.00			
2 02456857 83101 2310	SPED CONTR PROF TECH					25.00			
	Invoice Net					625.00			
	CHECK TOTAL					1,275.00			-----

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 5
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
31797 BRANDYS O'NEILL, ELZBI	1 14856542 83101 3520	00000	11636219	INV	11/29/2018	10/22-11/13/18-FLUTE	334825		
				HS INSTRUM	PROF TECH	2,330.00			
				Invoice Net		2,330.00			
				CHECK TOTAL		2,330.00			-----
23730 BROCCOLI HALL INC.	1 02456848 83201 9300	00000	190674	INV	11/29/2018	9622	334744		
				TUITION DY	TUITION	4,672.80			
				Invoice Net		4,672.80			
				CHECK TOTAL		4,672.80			-----
27853 BUBA, MICHAEL J.	1 02026624 83804 3510	00000		INV	11/29/2018	19459	334915		
				ATHL/FOOTB	ATHLETIC	107.00			
				Invoice Net		107.00			
27853 BUBA, MICHAEL J.	1 02026624 83804 3510	00000		INV	11/29/2018	11101	334937		
				ATHL/FOOTB	ATHLETIC	68.00			
				Invoice Net		68.00			
				CHECK TOTAL		175.00			-----
36089 BURLINGTON SEWING & KN	1 15124145 82422 3520	00000	10876719	INV	11/29/2018	48935	334249		
				THOMPSON	SUPPLIES	639.99			
				Invoice Net		639.99			
				CHECK TOTAL		639.99			-----
70693 CAM OFFICE SERVICES, I	1 02156506 85101 2430	00000	11624319	INV	11/29/2018	118271	334223		
				ELEM EDUC	REPRO SUPP	268.64			
				Invoice Net		268.64			
70693 CAM OFFICE SERVICES, I	1 02016507 85101 2430	00000	192601	INV	11/29/2018	118182	334224		
				SEC EDUC	REPRO SUPP	3,047.68			
				Invoice Net		3,047.68			
70693 CAM OFFICE SERVICES, I	1 02366548 84201 2430	00000	11639819	INV	11/29/2018	118324	334226		
				HEALTH/H.S	OFFICE	79.98			
				Invoice Net		79.98			
				CHECK TOTAL		3,396.30			-----
25866 CAPALDO, CHRISTINE	1 1336770 85103 6200	00000	192950	INV	11/29/2018	REIMB KZ CLASS 10/30	334502		
				ADULT ED	INSTRUCT	107.48			
				Invoice Net		107.48			
				CHECK TOTAL		107.48			-----
22875 CASCIO INTERSTATE	1 02546755 85103 2415	00001	11539919	INV	11/29/2018	9188775	334348		
				VISUAL/PER	INSTRUCT	341.76			
				Invoice Net		341.76			
				CHECK TOTAL		341.76			-----
24185 CENGAGE LEARNING	1 02016563 85106 2410	00001	192594	INV	11/29/2018	65530668	334227		
				LIBRARY/ME	TEXTBOOKS	1,532.85			
				Invoice Net		1,532.85			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 6
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	1,532.85		-----
24185	CENGAGE LEARNING 1 02016563 85106	2410	00001 192595	INV LIBRARY/ME TEXTBOOKS Invoice Net	11/29/2018	65535361 50.00 50.00	334229		
						CHECK TOTAL	50.00		-----
20788	CENTRAL PAPER PRODUCTS 1 03034309 835000		00001 191632	INV FOOD SERV/	11/29/2018	1708159 229.91 229.91	334151		
20788	CENTRAL PAPER PRODUCTS 1 03034309 835000		00001 191632	INV FOOD SERV/	11/29/2018	1708160 980.28 980.28	334153		
20788	CENTRAL PAPER PRODUCTS 1 03034309 835000		00001 191632	INV FOOD SERV/	11/29/2018	1709854 372.05 372.05	334154		
						CHECK TOTAL	1,582.24		-----
28698	CERRETANI, GERALD 1 02026624 83804	3510	00000	INV ATHL/FOOTB ATHLETIC Invoice Net	11/29/2018	19474 107.00 107.00	334916		
						CHECK TOTAL	107.00		-----
27717	CERRETANI, THOMAS 1 02026624 83804	3510	00000	INV ATHL/FOOTB ATHLETIC Invoice Net	11/29/2018	19462 107.00 107.00	334917		
						CHECK TOTAL	107.00		-----
26490	CHEVALIER,CHRISNA POMP 1 14118106 87106	2357	00000 192658	INV TRAUMA Grad Cours Invoice Net	11/29/2018	REIMB TRAUMA CLASS#4 250.00 250.00	334911		
						CHECK TOTAL	250.00		-----
19320	CLEMENTE, CHRIS 1 02026624 83804	3510	00000	INV ATHL/FOOTB ATHLETIC Invoice Net	11/29/2018	19457 107.00 107.00	334918		
						CHECK TOTAL	107.00		-----
36151	CONWAY, VALERIE 1 0572019 87202	3200	00000 193059	INV BSH TRAINING Invoice Net	11/29/2018	REIM BU CONF10/15-16 180.00 180.00	334945		
						CHECK TOTAL	180.00		-----
32325	COOKING WITH KIMI 1 1336770 81112	6200	00001 192900	INV ADULT ED INSTRUCT Invoice Net	11/29/2018	#187 600.00 600.00	334504		
						CHECK TOTAL	600.00		-----

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 7
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
71080	COSTA FRUIT & PRODUCE	00001	191641	INV	11/29/2018	4129319	334283		
	1 03034309 835001			FOOD SERV	FOOD SERVI	1,304.40			
				Invoice Net		1,304.40			
71080	COSTA FRUIT & PRODUCE	00001	191641	INV	11/29/2018	4139014	334284		
	1 03034309 835001			FOOD SERV	FOOD SERVI	294.00			
				Invoice Net		294.00			
				CHECK TOTAL		1,598.40			-----
32644	COUNCIL OF ADMINISTRAT	00000	11602519	INV	11/29/2018	CONF NOV.26-30,2018	334946		
	1 0792018 87202 2357			IMPRV ED	TRAINING	1,839.00			
	2 0812018 87105 2110			TITLE I	STIPENDS	261.00			
				Invoice Net		2,100.00			
				CHECK TOTAL		2,100.00			-----
71176	D'AGOSTINO'S DELI	00001	11576819	INV	11/29/2018	16266	334349		
	1 02016566 84902 2210			MMGT PRINC	HS FOOD	326.96			
				Invoice Net		326.96			
71176	D'AGOSTINO'S DELI	00001	11587019	INV	11/29/2018	15699	334488		
	1 02056507 85103 2415			GIBBS TEMP	INSTRUCT	441.25			
				Invoice Net		441.25			
71176	D'AGOSTINO'S DELI	00001	11507219	INV	11/29/2018	16509	334879		
	1 02606575 84902 2357			MEMBERSHIP	FOOD SUPPL	107.74			
				Invoice Net		107.74			
				CHECK TOTAL		875.95			-----
34067	D'ANGELO, MICHAEL	00000		INV	11/29/2018	19461	334919		
	1 02026624 83804 3510			ATHL/FOOTB	ATHLETIC	107.00			
				Invoice Net		107.00			
				CHECK TOTAL		107.00			-----
36183	DEAN, RICHARD	00000		INV	11/29/2018	19450	334938		
	1 02026624 83804 3510			ATHL/FOOTB	ATHLETIC	107.00			
				Invoice Net		107.00			
				CHECK TOTAL		107.00			-----
18399	DEVEREAUX	00002	190807	INV	11/29/2018	340166OCT18	334746		
	1 02456851 83201 9300			OOD RESIDE	TUITION	4,329.15			
				Invoice Net		4,329.15			
				CHECK TOTAL		4,329.15			-----
16537	DEVEREAUX, WILLIAM	00000	192897	INV	11/29/2018	097970	334505		
	1 1336770 85103 6200			ADULT ED	INSTRUCT	72.00			
				Invoice Net		72.00			
				CHECK TOTAL		72.00			-----
16537	DEVEREAUX, WILLIAM	00000	11596219	INV	11/29/2018	097974	334959		
	1 177 8350			APSCP	APSCP	90.00			
				Invoice Net		90.00			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 8
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	90.00		-----
34204	ARLINGTON PIE COMPANY	00000	191640	INV	11/29/2018	493263		334156	
	1 03034309 835001			FOOD SERV	FOOD SERVI	240.00			
				Invoice Net		240.00			
34204	ARLINGTON PIE COMPANY	00000	191640	INV	11/29/2018	493264		334157	
	1 03034309 835001			FOOD SERV	FOOD SERVI	240.00			
				Invoice Net		240.00			
34204	ARLINGTON PIE COMPANY	00000	191640	INV	11/29/2018	493265		334158	
	1 03034309 835001			FOOD SERV	FOOD SERVI	440.00			
				Invoice Net		440.00			
34204	ARLINGTON PIE COMPANY	00000	191640	INV	11/29/2018	493266		334592	
	1 03034309 835001			FOOD SERV	FOOD SERVI	240.00			
				Invoice Net		240.00			
						CHECK TOTAL	1,160.00		-----
70412	BELMONT AND CRYSTAL SP	00001	190353	INV	11/29/2018	1249889 110118		334231	
	1 02606910 85806 1210			SUPER	MISC SUPPL	31.12			
				Invoice Net		31.12			
						CHECK TOTAL	31.12		-----
70412	BELMONT AND CRYSTAL SP	00001	191105	INV	11/29/2018	14545241 110118		334745	
	1 02456800 84201 2430			PK-SPED	OFFICE	38.90			
				Invoice Net		38.90			
						CHECK TOTAL	38.90		-----
33600	EAST BAY EDUCATIONAL C	00000	11546319	INV	11/29/2018	11985		334882	
	1 02426715 85103 2415			C&I SCIENC	INSTRUCT	16,668.06			
				Invoice Net		16,668.06			
33600	EAST BAY EDUCATIONAL C	00000	11546719	INV	11/29/2018	11986		334883	
	1 02426715 85103 2415			C&I SCIENC	INSTRUCT	2,499.83			
				Invoice Net		2,499.83			
						CHECK TOTAL	19,167.89		-----
22860	ECOLAB FOOD SAFETY SOL	00000	191644	INV	11/29/2018	95570598		334285	
	1 03034309 835000			FOOD SERV	FOOD SERV/	187.45			
				Invoice Net		187.45			
						CHECK TOTAL	187.45		-----
71410	EDCO	00000	191773	INV	11/29/2018	1191362		334747	
	1 02456575 87202 2357			SPED/P.D.	TRAINING	2,660.00			
				Invoice Net		2,660.00			
						CHECK TOTAL	2,660.00		-----
36104	EF INSTITUTE FOR CULTU	00000	192919	INV	11/29/2018	GERMANY 6-PANAMA 1		334880	
	1 18406507 83101 2210			AHS/LANG	PROF SVC	7,000.00			
				Invoice Net		7,000.00			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 9
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	7,000.00		-----
34229	EI US, LLC.		00003	190567 INV	11/29/2018	INV15764			
	1 02456803 83101	2310	SPED/TUTOR	PROF TECH		243.00	334748		
			Invoice Net			243.00			
34229	EI US, LLC.		00003	190567 INV	11/29/2018	INV15765			
	1 02456857 83101	2310	SPED CONTR	PROF TECH		27.00	334749		
			Invoice Net			27.00			
34229	EI US, LLC.		00003	190567 INV	11/29/2018	INV16651			
	1 02456803 83101	2310	SPED/TUTOR	PROF TECH		108.00	334750		
			Invoice Net			108.00			
						CHECK TOTAL	378.00		-----
35085	ELLIOTT AUTO SUPPLY CO		00000	191104 INV	11/29/2018	143-077056			
	1 02816970 84802	3300	TRANS ED	VEHICLE RE		322.86	334751		
			Invoice Net			322.86			
						CHECK TOTAL	322.86		-----
33477	ELMER, ALISON		00000	192911 INV	11/29/2018	REIMB DME EQUIPMENT			
	1 02456806 85201	3200	SPED ADM M	MED SUPPLY		20.00	334752		
			Invoice Net			20.00			
						CHECK TOTAL	20.00		-----
34047	RAMIN POURALI		00000	192904 INV	11/29/2018	181101			
	1 1336770 81112	6200	ADULT ED	INSTRUCT		165.00	334517		
			Invoice Net			165.00			
						CHECK TOTAL	165.00		-----
14760	EVERGREEN CENTER INCOR		00000	190656 INV	11/29/2018	I0256196			
	1 02456851 83201	9300	OOD RESIDE	TUITION		18,538.62	334753		
			Invoice Net			18,538.62			
						CHECK TOTAL	18,538.62		-----
71527	FACTS ON FILE INC		00002	192603 INV	11/29/2018	326382			
	1 02016563 85106	2410	LIBRARY/ME	TEXTBOOKS		2,018.00	334233		
			Invoice Net			2,018.00			
						CHECK TOTAL	2,018.00		-----
21724	FANTINI BAKING CO., IN		00000	191646 INV	11/29/2018	Q69798			
	1 03034309 835001		FOOD SERV	FOOD SERVI		84.35	334159		
			Invoice Net			84.35			
21724	FANTINI BAKING CO., IN		00000	191646 INV	11/29/2018	Q69799			
	1 03034309 835001		FOOD SERV	FOOD SERVI		93.34	334160		
			Invoice Net			93.34			
21724	FANTINI BAKING CO., IN		00000	191646 INV	11/29/2018	Q72168			
	1 03034309 835001		FOOD SERV	FOOD SERVI		31.74	334593		
			Invoice Net			31.74			

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 10
apwarrrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
21724	FANTINI BAKING CO., IN 1 03034309 835001	00000	191646	INV	11/29/2018	Q73936 110.48 110.48 Invoice Net	334594		
21724	FANTINI BAKING CO., IN 1 03034309 835001	00000	191646	INV	11/29/2018	Q73937 88.52 88.52 Invoice Net	334595		
						CHECK TOTAL	408.43		-----
35902	FAYNBERG, TATYANA 1 02456860 83101	2800	191923	INV	11/29/2018	300 1,500.00 1,500.00 Invoice Net	334754		
						CHECK TOTAL	1,500.00		-----
15726	FEDERATION FOR CHILDRE 1 02456806 87301	2357	192908	INV	11/29/2018	550-19-222 275.00 275.00 Invoice Net	334755		
						CHECK TOTAL	275.00		-----
15726	FEDERATION FOR CHILDRE 1 02456806 87301	2357	192909	INV	11/29/2018	PTI ARLINGTON 11/13 300.00 300.00 Invoice Net	334756		
						CHECK TOTAL	300.00		-----
35740	FERRANTI, SIF 1 02636575 87106	2357	11507719	INV	11/29/2018	REIMB COMMUNIC BETTR 765.00 765.00 Invoice Net	334234		
						CHECK TOTAL	765.00		-----
33942	FLANAGAN, MEGHAN 1 02516730 87202	2357	11627419	INV	11/29/2018	REIMB MaFLA EXP 175.00 175.00 Invoice Net	334236		
						CHECK TOTAL	175.00		-----
30300	FOLLETT SCHOOL SOLUTIO 1 02486745 85106	2410	192445	INV	11/29/2018	343540F 361.44 361.44 Invoice Net	334237		
						CHECK TOTAL	361.44		-----
33911	PROMETOUR USA INC 1 18406507 83101	2210	192678	INV	11/29/2018	SPRING TRAVEL 2019 500.00 500.00 Invoice Net	334881		
						CHECK TOTAL	500.00		-----
26634	FRANCHI, SUSAN 1 0572019 87202	3200	193001	INV	11/29/2018	REIMB NECHA 2018 419.00 419.00 Invoice Net	334489		
						CHECK TOTAL	419.00		-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 11
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
25201 FREY						302500174588	334884		
	1 02426715 85103	2415		00003 11546419 INV	11/29/2018	1,843.45			
				C&I SCIENC INSTRUCT		1,843.45			
				Invoice Net					
						CHECK TOTAL	1,843.45		-----
30953 FULLER, CHARLES						19460	334920		
	1 02026624 83804	3510		00000 INV	11/29/2018	107.00			
				ATHL/FOOTB ATHLETIC		107.00			
				Invoice Net					
						CHECK TOTAL	107.00		-----
25381 GATEHOUSE MEDIA NE						CN13730029	334286		
	1 03034309 835003			00002 192834 INV	11/29/2018	105.82			
				FOOD SERV FOOD SERV/		105.82			
				Invoice Net					
						CHECK TOTAL	105.82		-----
34050 GEHRING, ERIK						OUTDOORS PHOTOGRAPHY	334507		
	1 1336770 81112	6200		00000 192905 INV	11/29/2018	240.00			
				ADULT ED INSTRUCT		240.00			
				Invoice Net					
						CHECK TOTAL	240.00		-----
35887 GUSTUS, SARAH						19453	334921		
	1 02026644 83804	3510		00000 INV	11/29/2018	75.00			
				ATH/G/SOCC ATHLETIC		75.00			
				Invoice Net					
						CHECK TOTAL	75.00		-----
25697 HARRINGTON, RICHARD						11102	334939		
	1 02026624 83804	3510		00000 INV	11/29/2018	68.00			
				ATHL/FOOTB ATHLETIC		68.00			
				Invoice Net					
						CHECK TOTAL	68.00		-----
29474 HARRISON, BRIAN						18792	334940		
	1 02026624 83804	3510		00000 INV	11/29/2018	68.00			
				ATHL/FOOTB ATHLETIC		68.00			
				Invoice Net					
						CHECK TOTAL	68.00		-----
33152 HAWLEY, GARY J.						CURIOUS MINDS 11/1-8	334508		
	1 1336770 81112	6200		00000 192902 INV	11/29/2018	100.00			
				ADULT ED INSTRUCT		100.00			
				Invoice Net					
						CHECK TOTAL	100.00		-----
20160 HEINEMANN PROFESSIONAL						7004910	334350		
	1 18406506 85103	2415		00002 11638419 INV	11/29/2018	847.00			
				ELEM ED INSTRUCT		847.00			
				Invoice Net					
						CHECK TOTAL	847.00		-----
33923 HENNE, MIRANDA						10/22-11/23/18-CELLO	334826		
	1 14856542 83101	3520		00000 11636819 INV	11/29/2018	2,130.00			
				HS INSTRUM PROF TECH		2,130.00			
				Invoice Net					

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 12
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	2,130.00		-----
32027 HIRL,DANIELLE	1 14118106 87106	2357	00000 192666	INV 11/29/2018		REIMB TRAUMA CLASS#4	334243		
			TRAUMA	Grad Cours		250.00			
			Invoice Net			250.00			
						CHECK TOTAL	250.00		-----
26773 HMFH ARCHITECTS, INC	1 6223778 5871		00000 182543	INV 11/29/2018		2268	334238		
			AHS STUDY	AHS STUDY		121,946.50			
			Invoice Net			121,946.50			
26773 HMFH ARCHITECTS, INC	1 6223778 5871		00000 182543	INV 11/29/2018		2269	334239		
			AHS STUDY	AHS STUDY		8,414.70			
			Invoice Net			8,414.70			
26773 HMFH ARCHITECTS, INC	1 6223778 5871		00000 182543	INV 11/29/2018		2270	334240		
			AHS STUDY	AHS STUDY		7,679.21			
			Invoice Net			7,679.21			
26773 HMFH ARCHITECTS, INC	1 6223778 5871		00000 182543	INV 11/29/2018		2271	334241		
			AHS STUDY	AHS STUDY		1,320.00			
			Invoice Net			1,320.00			
						CHECK TOTAL	139,360.41		-----
32802 HOYT,CARLOS A. JR.	1 02636575 87202	2357	00002 192913	INV 11/29/2018		#159	334351		
			PROF DEV	TRAINING		1,000.00			
			CURRICULUM	TRAINING		800.00			
			Invoice Net			1,800.00			
						CHECK TOTAL	1,800.00		-----
29340 INDIGO FIRE LLC	1 1336770 81112	6200	00000 192899	INV 11/29/2018		ADULT POTTERY 10/13	334509		
			ADULT ED	INSTRUCT		240.00			
			Invoice Net			240.00			
						CHECK TOTAL	240.00		-----
35843 JANET L STEPHENS	1 02546755 85103	2415	00001 191774	INV 11/29/2018		50207	334222		
			VISUAL/PER	INSTRUCT		63.65			
			Invoice Net			63.65			
						CHECK TOTAL	63.65		-----
72233 JUDGE BAKER CHILDREN'S	1 07506848 83201	9300	00000 190694	INV 11/29/2018		OCT430	334757		
			CB OOD DAY	TUITION		11,142.78			
			Invoice Net			11,142.78			
72233 JUDGE BAKER CHILDREN'S	1 07506848 83201	9300	00000 190695	INV 11/29/2018		OCT431	334758		
			CB OOD DAY	TUITION		11,142.78			
			Invoice Net			11,142.78			
72233 JUDGE BAKER CHILDREN'S	1 02456848 83201	9300	00000 191441	INV 11/29/2018		OCT432	334759		
			TUITION DY	TUITION		11,142.78			
			Invoice Net			11,142.78			
						CHECK TOTAL	33,428.34		-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 13
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
19317	JUSTICE RESOURCE INSTI	00000	190663	INV	11/29/2018	12450419ARL-MD	334760		
	1 07506848 83201 9300			CB OOD DAY TUITION		2,279.42			
				Invoice Net		2,279.42			
19317	JUSTICE RESOURCE INSTI	00000	190664	INV	11/29/2018	12350419ARL-MK	334761		
	1 02456851 83201 9300			OOD RESIDE TUITION		8,599.40			
				Invoice Net		8,599.40			
19317	JUSTICE RESOURCE INSTI	00000	190665	INV	11/29/2018	12450419ARL-RM	334762		
	1 07506848 83201 9300			CB OOD DAY TUITION		5,698.44			
				Invoice Net		5,698.44			
19317	JUSTICE RESOURCE INSTI	00000	190667	INV	11/29/2018	12450419ARL-ABE	334764		
	1 02456848 83201 9300			TUITION DY TUITION		5,698.44			
				Invoice Net		5,698.44			
				CHECK TOTAL		22,275.70			-----
34252	CHERYL M. KOOR	00000	192652	INV	11/29/2018	AROMATHERAPY	334246		
	1 1336770 81112 6200			ADULT ED INSTRUCT		152.50			
				Invoice Net		152.50			
				CHECK TOTAL		152.50			-----
35357	KATZ, HARRY LEWIS	00000	192653	INV	11/29/2018	PLOITICAL CARTOONS	334245		
	1 1336770 81112 6200			ADULT ED INSTRUCT		50.00			
				Invoice Net		50.00			
				CHECK TOTAL		50.00			-----
32332	KESSENICH, JANET	00000	192901	INV	11/29/2018	IMPORTANCE SILENCE	334510		
	1 1336770 81112 6200			ADULT ED INSTRUCT		37.50			
				Invoice Net		37.50			
				CHECK TOTAL		37.50			-----
33978	EFS EDUCATION,LLC	00000	192141	INV	11/29/2018	1207	334506		
	1 1336780 81112 3520			KIDZONE INSTRUCTIO		3,000.00			
				Invoice Net		3,000.00			
				CHECK TOTAL		3,000.00			-----
31794	KOBAYASHI-KIRKER,KAEDE	00000	11636319	INV	11/29/2018	10/22-11/23/18VIOLIN	334828		
	1 14856542 83101 3520			HS INSTRUM PROF TECH		3,040.00			
				Invoice Net		3,040.00			
				CHECK TOTAL		3,040.00			-----
33974	KUTZEN, NEIL	00000	192903	INV	11/29/2018	REMEMBERING NAMES	334511		
	1 1336770 81112 6200			ADULT ED INSTRUCT		147.00			
				Invoice Net		147.00			
				CHECK TOTAL		147.00			-----
36100	KYJO CORP	00000	192802	INV	11/29/2018	313191	334885		
	1 02546755 85110 2420			VISUAL/PER EQ INSTRUC		429.99			
				Invoice Net		429.99			

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 14
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	429.99		-----
33281	L'HUILLIER, MICHEL	00000	192953	INV	11/29/2018	REIMB GLASS EXP		334512	
	1 1336770 85103 6200	ADULT ED		INSTRUCT		765.00			
		Invoice Net				765.00			
						CHECK TOTAL	765.00		-----
72363	LABBB COLLABORATIVE	00000	190813	INV	11/29/2018	10L1052115		334765	
	1 02456848 83201 9400	TUITION DY		TUITION		6,247.08			
		Invoice Net				6,247.08			
72363	LABBB COLLABORATIVE	00000	190814	INV	11/29/2018	10L1027656		334767	
	1 02456848 83201 9400	TUITION DY		TUITION		6,247.08			
		Invoice Net				6,247.08			
72363	LABBB COLLABORATIVE	00000	190815	INV	11/29/2018	10V1037656		334768	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190816	INV	11/29/2018	10L1015648		334769	
	1 02456848 83201 9400	TUITION DY		TUITION		6,247.08			
		Invoice Net				6,247.08			
72363	LABBB COLLABORATIVE	00000	190817	INV	11/29/2018	10V1085645		334770	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190818	INV	11/29/2018	10V1088492		334771	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190819	INV	11/29/2018	10V1088420		334772	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190820	INV	11/29/2018	10L1025229		334774	
	1 02456848 83201 9400	TUITION DY		TUITION		6,247.08			
		Invoice Net				6,247.08			
72363	LABBB COLLABORATIVE	00000	190821	INV	11/29/2018	10V1062810		334775	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190822	INV	11/29/2018	10L1055661		334776	
	1 02456848 83201 9400	TUITION DY		TUITION		6,247.08			
		Invoice Net				6,247.08			
72363	LABBB COLLABORATIVE	00000	190823	INV	11/29/2018	10V1067483		334778	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190824	INV	11/29/2018	10BI103583		334779	
	1 02456848 83201 9400	TUITION DY		TUITION		5,780.04			
		Invoice Net				5,780.04			
72363	LABBB COLLABORATIVE	00000	190826	INV	11/29/2018	10V1094115		334780	
	1 02456848 83201 9400	TUITION DY		TUITION		5,537.70			
		Invoice Net				5,537.70			
72363	LABBB COLLABORATIVE	00000	190827	INV	11/29/2018	10L1033458		334782	

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 15
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456848 83201 9400			TUITION DY	TUITION	6,247.08			
				Invoice Net		6,247.08			
72363	LABBB COLLABORATIVE	00000	190828	INV	11/29/2018	10L1015003	334783		
	1 02456848 83201 9400			TUITION DY	TUITION	6,247.08			
				Invoice Net		6,247.08			
72363	LABBB COLLABORATIVE	00000	190829	INV	11/29/2018	10BI104820	334784		
	1 02456848 83201 9400			TUITION DY	TUITION	5,780.04			
				Invoice Net		5,780.04			
72363	LABBB COLLABORATIVE	00000	190830	INV	11/29/2018	10V1076902	334785		
	1 02456848 83201 9400			TUITION DY	TUITION	5,537.70			
				Invoice Net		5,537.70			
72363	LABBB COLLABORATIVE	00000	190831	INV	11/29/2018	10V1070115	334787		
	1 02456848 83201 9400			TUITION DY	TUITION	5,537.70			
				Invoice Net		5,537.70			
72363	LABBB COLLABORATIVE	00000	192144	INV	11/29/2018	10L1025331a	334788		
	1 02456848 83201 9400			TUITION DY	TUITION	6,247.08			
				Invoice Net		6,247.08			
72363	LABBB COLLABORATIVE	00000	192207	INV	11/29/2018	10MI100900	334789		
	1 02456848 83201 9400			TUITION DY	TUITION	3,691.80			
				Invoice Net		3,691.80			
				CHECK TOTAL		115,067.82			-----
32103	LARP ADVENTURE PROGRAM	00001	192581	INV	11/29/2018	0417	334514		
	1 1336782 81112			TEENZONE	TEACHER SA	2,029.80			
				Invoice Net		2,029.80			
				CHECK TOTAL		2,029.80			-----
23564	LAZEL, INC.	00003	192923	INV	11/29/2018	2049969	334947		
	1 02056507 85103 2415			GIBBS TEMP	INSTRUCT	109.95			
				Invoice Net		109.95			
				CHECK TOTAL		109.95			-----
36124	LENOIR, DAVID A	00000	192956	INV	11/29/2018	HOME DOWNSIZING	334513		
	1 1336770 81112 6200			ADULT ED	INSTRUCT	50.00			
				Invoice Net		50.00			
				CHECK TOTAL		50.00			-----
19925	LESLEY UNIVERSITY	00000	11558119	INV	11/29/2018	LFA2018-203	334352		
	1 02126575 87202 2357			PROF DEV	TRAINING	900.00			
				Invoice Net		900.00			
				CHECK TOTAL		900.00			-----
36027	LIANG, LI-MEI	00000	11636119	INV	11/29/2018	10/22-11/23/18VIOLIN	334829		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	2,135.00			
				Invoice Net		2,135.00			
				CHECK TOTAL		2,135.00			-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 16
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
34906 LUBLIN, ROBERT	1 1336770 81112	6200	00000 192331	INV INSTRUCT	11/29/2018	SCOTCH 101	334515		
				ADULT ED		500.00			
				Invoice Net		500.00			
34906 LUBLIN, ROBERT	1 1336770 81112	6200	00000 192906	INV INSTRUCT	11/29/2018	HOLIDAY WINES	334516		
				ADULT ED		235.00			
				Invoice Net		235.00			
				CHECK TOTAL		735.00			-----
35961 LUSAS, NEIL	1 02026624 83804	3510	00000	INV	11/29/2018	19458	334922		
				ATHL/FOOTB		107.00			
				ATHLETIC		107.00			
				Invoice Net					
				CHECK TOTAL		107.00			-----
33731 MAB COMMUNITY SERVICES	1 02456848 83201	9300	00000 191435	INV TUITIION	11/29/2018	TUT81829	334791		
				TUITIION DY		3,985.15			
				Invoice Net		3,985.15			
33731 MAB COMMUNITY SERVICES	1 02456851 83201	9300	00000 191434	INV TUITIION	11/29/2018	TUT81875	334792		
				OOD RESIDE		19,080.19			
				Invoice Net		19,080.19			
				CHECK TOTAL		23,065.34			-----
72639 MAL'S	1 02816970 84802	3300	00002 192963	INV	11/29/2018	08850	334794		
				TRANS ED		435.00			
				VEHICLE RE		435.00			
				Invoice Net					
				CHECK TOTAL		435.00			-----
15547 MANSFIELD PAPER CO., I	1 02016518 84902	2415	00000 11568319	INV	11/29/2018	296200	334248		
				FAM/CONS S		60.02			
				FOOD SUPPL		60.02			
				Invoice Net					
				CHECK TOTAL		60.02			-----
29812 MARKET BASKET	1 02036507 85103	2415	00001 11543619	INV	11/29/2018	OCT'18-OMS	334251		
				SEC EDUC		562.75			
				INSTRUCT		562.75			
				Invoice Net					
				CHECK TOTAL		562.75			-----
29812 MARKET BASKET	1 02016518 84902	2415	00001 11568019	INV	11/29/2018	ACCT#2001540004-OCT	334252		
				FAM/CONS S		157.72			
				FOOD SUPPL		157.72			
				Invoice Net					
				CHECK TOTAL		157.72			-----
26268 MASSACHUSETTS STATE TR	1 02026623 83804	3510	00000 191629	INV	11/29/2018	1273	334256		
				ATHL/BOY C		250.00			
				ATHLETIC		225.00			
				ATH/G/CC		475.00			
				Invoice Net					
				CHECK TOTAL		475.00			-----

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 17
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
35992	MASSENGILL, CLARINDA	00000	10876419	INV	11/29/2018	ARL 1551	334263		
	1 15123160 8306 3520	THOMPSON		PROF DEVL		210.00			
		Invoice Net				210.00			
						CHECK TOTAL	210.00		-----
12897	THE MAY INSTITUTE, INC	00000	11621219	INV	11/29/2018	PBS2018-09	334250		
	1 18406575 87202 2357	LANG/PROF		TRAINING		225.00			
		Invoice Net				225.00			
						CHECK TOTAL	225.00		-----
72575	MASS BAY TRANSPORTATIO	00003	192201	INV	11/29/2018	301830	334375		
	1 1322019 83301 3300	METCO 2019		TRANS		1,200.00			
		Invoice Net				1,200.00			
						CHECK TOTAL	1,200.00		-----
15524	MF ATHLETIC CO., INC	00000	192833	INV	11/29/2018	INV46299	334247		
	1 02026627 85104 3510	ATHL/TRACK		ATHL SUPPL		891.00			
	2 02026641 85104 3510	ATH/G/TRAC		ATHL SUPPL		115.00			
		Invoice Net				1,006.00			
						CHECK TOTAL	1,006.00		-----
33590	MASSACHUSETTS GENL PHY	00000	192918	INV	11/29/2018	IN01347131	334886		
	1 02016575 87202 2357	PROF DEV		TRAINING		6,750.00			
		Invoice Net				6,750.00			
33590	MASSACHUSETTS GENL PHY	00000	192920	INV	11/29/2018	IN01347134	334887		
	1 02016575 87202 2357	PROF DEV		TRAINING		1,500.00			
		Invoice Net				1,500.00			
						CHECK TOTAL	8,250.00		-----
72714	MIAA	00000	191905	INV	11/29/2018	0009543-IN	334253		
	1 03092019 87208 2357	TITLE IV A		Training		55.00			
		Invoice Net				55.00			
72714	MIAA	00000	191905	INV	11/29/2018	0009441-IN	334254		
	1 03092019 87208 2357	TITLE IV A		Training		55.00			
		Invoice Net				55.00			
						CHECK TOTAL	110.00		-----
35070	MINIUTTI, PAUL	00000	192915	INV	11/29/2018	1 OF 10 -SEPT'18	334257		
	1 02496945 85804 3100	SW SCHEDUL		SOFTWARE		750.00			
		Invoice Net				750.00			
35070	MINIUTTI, PAUL	00000	192915	INV	11/29/2018	2 OF 10-OCT'18	334258		
	1 02496945 85804 3100	SW SCHEDUL		SOFTWARE		750.00			
		Invoice Net				750.00			
35070	MINIUTTI, PAUL	00000	192915	INV	11/29/2018	3 OF 10-NOV'18	334259		
	1 02496945 85804 3100	SW SCHEDUL		SOFTWARE		750.00			
		Invoice Net				750.00			
						CHECK TOTAL	2,250.00		-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 18
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
28773	MASSACHUSETTS INSTITUT	00002	11527919	INV	11/29/2018	06.2018.TD	334888		
	1 02636575 87202 2357		PROF DEV	TRAINING		200.00			
			Invoice Net			200.00			
28773	MASSACHUSETTS INSTITUT	00002	11527919	INV	11/29/2018	09.2018.RIV	334889		
	1 02636575 87202 2357		PROF DEV	TRAINING		200.00			
			Invoice Net			200.00			
28773	MASSACHUSETTS INSTITUT	00002	11527919	INV	11/29/2018	33.2018.ML	334948		
	1 02636575 87202 2357		PROF DEV	TRAINING		200.00			
			Invoice Net			200.00			
			CHECK TOTAL			600.00			-----
32722	MOORE MEDICAL LLC	00001	11453819	INV	11/29/2018	70094277	334260		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		228.79			
			Invoice Net			228.79			
32722	MOORE MEDICAL LLC	00001	11453619	INV	11/29/2018	83684078	334353		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		116.55			
			Invoice Net			116.55			
32722	MOORE MEDICAL LLC	00001	11453919	INV	11/29/2018	70088961	334491		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		740.06			
			Invoice Net			740.06			
			CHECK TOTAL			1,085.40			-----
72727	MASS SECONDARY SCHOOL	00000	192477	INV	11/29/2018	0015875-IN	334255		
	1 0792019 87208 2357		IMPRV ED	Training		430.00			
			Invoice Net			430.00			
			CHECK TOTAL			430.00			-----
31795	MURADYAN, LILIT	00000	11637119	INV	11/29/2018	10/22-11/23/18VIOLIN	334831		
	1 14856542 83101 3520		HS INSTRUM	PROF TECH		1,455.00			
			Invoice Net			1,455.00			
			CHECK TOTAL			1,455.00			-----
31791	NERKARARYAN, KNARIK	00000	11636619	INV	11/29/2018	10/23-11/22/18-VOICE	334832		
	1 14856542 83101 3520		HS INSTRUM	PROF TECH		1,875.00			
			Invoice Net			1,875.00			
			CHECK TOTAL			1,875.00			-----
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831705	334161		
	1 03034309 835001		FOOD SERV	FOOD SERVI		51.12			
			Invoice Net			51.12			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831706	334162		
	1 03034309 835001		FOOD SERV	FOOD SERVI		63.93			
			Invoice Net			63.93			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831707	334163		
	1 03034309 835001		FOOD SERV	FOOD SERVI		89.71			
			Invoice Net			89.71			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831708	334165		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 19
apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19103

11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.12			
				Invoice Net		51.12			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831709	334167		
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.15			
				Invoice Net		76.15			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831710	334168		
	1 03034309 835001			FOOD SERV	FOOD SERVI	88.19			
				Invoice Net		88.19			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831711	334170		
	1 03034309 835001			FOOD SERV	FOOD SERVI	138.80			
				Invoice Net		138.80			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831712	334171		
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.93			
				Invoice Net		63.93			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	6241831713	334172		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.00			
				Invoice Net		38.00			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281036	334174		
	1 03034309 835001			FOOD SERV	FOOD SERVI	72.50			
				Invoice Net		72.50			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281037	334175		
	1 03034309 835001			FOOD SERV	FOOD SERVI	83.54			
				Invoice Net		83.54			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281038	334177		
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.93			
				Invoice Net		63.93			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281039	334179		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.30			
				Invoice Net		38.30			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281040	334180		
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.93			
				Invoice Net		63.93			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281041	334182		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.45			
				Invoice Net		38.45			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281042	334184		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.26			
				Invoice Net		51.26			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281043	334185		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.22			
				Invoice Net		102.22			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1281044	334187		
	1 03034309 835001			FOOD SERV	FOOD SERVI	138.81			
				Invoice Net		138.81			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283131	334606		
	1 03034309 835001			FOOD SERV	FOOD SERVI	346.38			
				Invoice Net		346.38			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 20
apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19103

11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283269	334608		
	1 03034309 835001			FOOD SERV	FOOD SERVI	181.27			
				Invoice Net		181.27			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283272	334610		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.12			
				Invoice Net		51.12			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283273	334612		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.22			
				Invoice Net		102.22			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283279	334614		
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.89			
				Invoice Net		76.89			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283280	334616		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.26			
				Invoice Net		51.26			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283281	334617		
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.59			
				Invoice Net		76.59			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283282	334619		
	1 03034309 835001			FOOD SERV	FOOD SERVI	102.22			
				Invoice Net		102.22			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	11/29/2018	1283283	334621		
	1 03034309 835001			FOOD SERV	FOOD SERVI	82.08			
				Invoice Net		82.08			
				CHECK TOTAL		2,383.92			-----
17599	THE NEW ENGLAND CENTER	00001	190660	INV	11/29/2018	229798	334796		
	1 02456851 83201 9300			OOD RESIDE	TUITION	13,558.47			
				Invoice Net		13,558.47			
				CHECK TOTAL		13,558.47			-----
26908	NORTHEAST CUTLERY	00000	191907	INV	11/29/2018	961702	334188		
	1 03034309 865000			FOOD SERV	FOOD SERV/	38.00			
				Invoice Net		38.00			
26908	NORTHEAST CUTLERY	00000	191907	INV	11/29/2018	961703	334189		
	1 03034309 865000			FOOD SERV	FOOD SERV/	20.00			
				Invoice Net		20.00			
				CHECK TOTAL		58.00			-----
32626	SPIKE INC	00000	191820	INV	11/29/2018	582208	334949		
	1 02016507 83101 2420			SEC EDUC	PROF TECH	795.00			
				Invoice Net		795.00			
				CHECK TOTAL		795.00			-----
36028	PAXSON, MARK	00000	11636519	INV	11/29/2018	10/22-11/23/18VIOLIN	334835		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	895.00			
				Invoice Net		895.00			

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 21
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	895.00		-----
26067 NCS PEARSON, INC		00001	192532	INV	11/29/2018	11863820		334798	
1 02456818 85102	2720	SPED/DEAF	TESTING			2,261.49			
		Invoice Net				2,261.49			
						CHECK TOTAL	2,261.49		-----
73402 J. W. PEPPER & SON, IN		00000	192829	INV	11/29/2018	01U48455		334490	
1 02546755 85103	2415	VISUAL/PER	INSTRUCT			80.96			
		Invoice Net				80.96			
						CHECK TOTAL	80.96		-----
15550 PEPSI-COLA COMPANY		00001	192041	INV	11/29/2018	09558752		334601	
1 03034309 835001		FOOD SERV	FOOD SERVI			607.26			
		Invoice Net				607.26			
15550 PEPSI-COLA COMPANY		00001	192041	INV	11/29/2018	09558755		334602	
1 03034309 835001		FOOD SERV	FOOD SERVI			860.42			
		Invoice Net				860.42			
						CHECK TOTAL	1,467.68		-----
20148 DOCTOR FRANKLIN PERKIN		00000	190670	INV	11/29/2018	IVC068425		334799	
1 02456851 83201	9300	OOD RESIDE	TUITION			5,698.73			
		Invoice Net				5,698.73			
						CHECK TOTAL	5,698.73		-----
13902 PITSCO, INC.		00002	11629619	INV	11/29/2018	723864-1		334264	
1 02426715 85103	2415	C&I SCIENC	INSTRUCT			212.36			
		Invoice Net				212.36			
						CHECK TOTAL	212.36		-----
17801 PLANK ROAD PUBLISHING		00000	191618	INV	11/29/2018	19-010651		334356	
1 02546755 85103	2415	VISUAL/PER	INSTRUCT			132.08			
		Invoice Net				132.08			
						CHECK TOTAL	132.08		-----
29782 PLAY-WELL-TEKNOLOGIES		00001	192483	INV	11/29/2018	DB16518		334500	
1 1336780 81112	3520	KIDZONE	INSTRUCTIO			2,016.00			
		Invoice Net				2,016.00			
29782 PLAY-WELL-TEKNOLOGIES		00001	192483	INV	11/29/2018	DB16526		334501	
1 1336780 81112	3520	KIDZONE	INSTRUCTIO			1,584.00			
		Invoice Net				1,584.00			
						CHECK TOTAL	3,600.00		-----
73471 PLAY TIME, INC.		00000	11485119	INV	11/29/2018	4973		334890	
1 15122260 85103	3520	HARDY GEN	HARDY GEN			81.07			
		Invoice Net				81.07			
						CHECK TOTAL	81.07		-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 22
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29937	PLUMBERS' SUPPLY COMPA 1 152 8300	00001	191346	INV	11/29/2018	15235170-00 2,906.43 2,906.43 Invoice Net	334950		
				BLDG USER	CONT/SERV	CHECK TOTAL	2,906.43		-----
35913	QIAN, XINTING 1 02516730 87202 2357	00000	11627619	INV	11/29/2018	REIMB MaFLA CONF 65.00 65.00 Invoice Net	334357		
				C&I WORLD	TRAINING	CHECK TOTAL	65.00		-----
73878	R.W. SHATTUCK & CO INC 1 02016507 85103 2415	00000	11594419	INV	11/29/2018	203996/1 60.92 60.92 Invoice Net	334891		
73878	R.W. SHATTUCK & CO INC 1 199 84000	00000	11635019	INV	11/29/2018	203776/1 38.99 38.99 Invoice Net	334892		
73878	R.W. SHATTUCK & CO INC 1 199 84000	00000	11635019	INV	11/29/2018	203929/1 46.48 46.48 Invoice Net	334893		
				DRAMA	MISC	CHECK TOTAL	146.39		-----
26324	RAKOWSKY, DANIELLE 1 02636575 87106 2357	00000	11505619	INV	11/29/2018	REIMB MINDSET MATTER 440.00 440.00 Invoice Net	334265		
				PROF DEV	Grad Cours	CHECK TOTAL	440.00		-----
24398	READ NATURALLY 1 02306740 85103 2410 2 02456809 85103 2415	00000	11549419	INV	11/29/2018	228718 69.00 161.00 230.00 Invoice Net	334358		
				C&I ENGLIS	INSTRUCT	CHECK TOTAL	230.00		-----
32721	RICCIO, MEGAN 1 14856542 83101 3520	00000	11636919	INV	11/29/2018	10/22-11/23 FR HORN 420.00 420.00 Invoice Net	334837		
				HS INSTRUM	PROF TECH	CHECK TOTAL	420.00		-----
33041	THE ROLA CORPORATION 1 1336780 81112 3520	00000	191824	INV	11/29/2018	CLASS 11/19/18 2,040.00 2,040.00 Invoice Net	334518		
				KIDZONE	INSTRUCTIO	CHECK TOTAL	2,040.00		-----
33587	ROTH, KAREN R. 1 1336770 81112 6200	00000	192954	INV	11/29/2018	KNITTING10/4-11/8/18 150.00 150.00 Invoice Net	334519		
				ADULT ED	INSTRUCT	CHECK TOTAL	150.00		-----

11/29/2018 10:40
swalenski

TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 23
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
23093	A. RUSSO & SONS, INC. 1 03034309 835001	00000	191634	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	518564 675.70 675.70	334301		
23093	A. RUSSO & SONS, INC. 1 03034309 835001	00000	191634	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	520894 498.50 498.50	334302		
23093	A. RUSSO & SONS, INC. 1 03034309 835001	00000	191634	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	520897 1,092.54 1,092.54	334303		
23093	A. RUSSO & SONS, INC. 1 15123260 85103 3520	00000	11486319	INV AFT SCH Invoice Net	11/29/2018 GENERAL	535535 234.40 234.40	334894		
						CHECK TOTAL	2,501.14		-----
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065358 178.50 178.50	334190		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065359 142.80 142.80	334191		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065360 107.10 107.10	334192		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065361 107.10 107.10	334193		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065362 142.80 142.80	334194		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065363 214.20 214.20	334195		
24874	SAL'S PIZZA 1 03034309 835001	00000	191635	INV FOOD SERV Invoice Net	11/29/2018 FOOD SERVI	0065364 71.40 71.40	334196		
						CHECK TOTAL	963.90		-----
36099	SAVAGE, LAURIE 1 1336770 81112 6200	00000	192907	INV ADULT ED Invoice Net	11/29/2018 INSTRUCT	JEWELRY SILVER RING 610.00 610.00	334520		
						CHECK TOTAL	610.00		-----
16760	SCHOLASTIC, INC. 1 02246506 85106 2410	00005	11609519	INV ELEM EDUC Invoice Net	11/29/2018 TEXTBOOKS	25910536 200.00 200.00	334363		
						CHECK TOTAL	200.00		-----

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 24
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
13868	SCHOOL HEALTH CORPORAT 1 02496554 85201	3200	00001 11619319	INV HEALTH SRV MED SUPPLY Invoice Net	11/29/2018	3514750-00 455.44 455.44 CHECK TOTAL	334492		-----
73185	SCHOOL SPECIALTY, INC. 1 02426715 85103	2415	00006 65015919	INV C&I SCIENC INSTRUCT Invoice Net	11/29/2018	308103108878 367.62 367.62	334266		
73185	SCHOOL SPECIALTY, INC. 1 02016518 85103	2415	00006 65026719	INV FAM/CONS S INSTRUCT Invoice Net	11/29/2018	308103222250 94.53 94.53	334267		
73185	SCHOOL SPECIALTY, INC. 1 02426715 85103	2415	00006 65022019	INV C&I SCIENC INSTRUCT Invoice Net	11/29/2018	308103185015 391.83 391.83	334364		
73185	SCHOOL SPECIALTY, INC. 1 02186506 85103	2415	00006 65024619	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	208122004396 38.38 38.38	334365		
73185	SCHOOL SPECIALTY, INC. 1 15125145 85103	3520	00006 65025419	INV BRACKETT SUPPLIES Invoice Net	11/29/2018	208122031963 20.56 20.56	334366		
73185	SCHOOL SPECIALTY, INC. 1 02246506 85103	2415	00006 65028319	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	308103228906 55.73 55.73	334367		
73185	SCHOOL SPECIALTY, INC. 1 02126506 85103	2415	00006 65029519	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	208121971128 98.59 98.59	334368		
73185	SCHOOL SPECIALTY, INC. 1 02126506 85103	2415	00006 65029819	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	208122004443 58.75 58.75	334369		
73185	SCHOOL SPECIALTY, INC. 1 02126506 85103	2415	00006 65029919	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	208122004461 37.51 37.51	334370		
73185	SCHOOL SPECIALTY, INC. 1 02396720 85103	2415	00006 65008919	INV C&I MATH INSTRUCT Invoice Net	11/29/2018	208121969741 642.72 642.72	334895		
73185	SCHOOL SPECIALTY, INC. 1 02396720 85103	2415	00006 65008919	INV C&I MATH INSTRUCT Invoice Net	11/29/2018	208122042897 93.73 93.73	334896		
73185	SCHOOL SPECIALTY, INC. 1 02216506 85103	2415	00006 65012919	INV ELEM EDUC INSTRUCT Invoice Net	11/29/2018	308103112548 99.02 99.02	334897		
73185	SCHOOL SPECIALTY, INC. 1 152 8350		00006 65026619	INV BLDG USER BLDG USER Invoice Net	11/29/2018	308103206196 1,445.28 1,445.28	334898		
73185	SCHOOL SPECIALTY, INC. 1 02786940 85802	4450	00006 65027519	INV INFO TECH COMPUTER Invoice Net	11/29/2018	208121908585 970.00 970.00	334899		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 25
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73185	SCHOOL SPECIALTY, INC. 1 02426715 85103	2415	00006 65028119	INV INSTRUCT	11/29/2018	208121857493 85.74 85.74	334900		
73185	SCHOOL SPECIALTY, INC. 1 152 8300	2415	00006 65028719	INV CONT/SERV	11/29/2018	208121926029 1,012.30 1,012.30	334901		
73185	SCHOOL SPECIALTY, INC. 1 02056507 85103	2415	00006 65028819	INV INSTRUCT	11/29/2018	208121940409 275.05 275.05	334902		
73185	SCHOOL SPECIALTY, INC. 1 02396720 85103	2415	00006 65031019	INV INSTRUCT	11/29/2018	208122044495 21.23 21.23	334903		
73185	SCHOOL SPECIALTY, INC. 1 02216506 85103	2415	00006 65021819	INV INSTRUCT	11/29/2018	308103184722 1,183.93 1,183.93	334952		
73185	SCHOOL SPECIALTY, INC. 1 02216506 85103	2415	00006 65021819	INV INSTRUCT	11/29/2018	208121726753 8.77 8.77	334953		
73185	SCHOOL SPECIALTY, INC. 1 02216506 85103	2415	00006 65021819	INV INSTRUCT	11/29/2018	208122001024 110.94 110.94	334954		
73185	SCHOOL SPECIALTY, INC. 1 02056507 85103	2415	00006 65028519	INV INSTRUCT	11/29/2018	308103231158 810.05 810.05	334956		
						CHECK TOTAL	7,922.26		-----
28807	SEVEN HILLS PEDIATRIC 1 07506848 83201	9300	00001 190679	INV TUTION	11/29/2018	09-139368 4,279.44 4,279.44	334800		
28807	SEVEN HILLS PEDIATRIC 1 07506848 83201	9300	00001 190680	INV TUTION	11/29/2018	09-138369 4,279.44 4,279.44	334801		
						CHECK TOTAL	8,558.88		-----
33893	SIMON, MICHAEL ALAN 1 14856542 83101	3520	00000 11636719	INV PROF TECH	11/29/2018	10/22-11/23/18-BASS 1,530.00 1,530.00	334838		
						CHECK TOTAL	1,530.00		-----
73930	J.B. SIMONS, INC. 1 02496955 81760	5550	00000 11621319	INV CLOTHING	11/29/2018	95577 268.20 268.20	334371		
						CHECK TOTAL	268.20		-----
33735	SKANSKA USA BUILDING I 1 6223778 5871		00001 181097	INV AHS STUDY	11/29/2018	1317826-000-13613-15 15,020.00 15,020.00	334268		
						Invoice Net			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 26
apwarrnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	15,020.00		-----
30003	SMITH, KEVIN 1 1336770 81112	6200	00000 192951	INV INSTRUCT	11/29/2018	CANE CHAIR 10/4-11/8 300.00 300.00 Invoice Net	334521		
						CHECK TOTAL	300.00		-----
26203	SCHOOL NUTRITION ASSOC 1 03034309 835002		00000 193061	INV FOOD SERV/	11/29/2018	200002589 275.00 275.00 Invoice Net	334951		
						CHECK TOTAL	275.00		-----
33026	SUMMERS, RINA 1 02496998 83101	1230	00000 192914	INV PROF TECH	11/29/2018	10.3.2018 41.66 41.66 Invoice Net	334359		
33026	SUMMERS, RINA 1 02496998 83101	1230	00000 192914	INV PROF TECH	11/29/2018	10.18.2018 31.25 31.25 Invoice Net	334361		
33026	SUMMERS, RINA 1 02496998 83101	1230	00000 192914	INV PROF TECH	11/29/2018	11.8.2018 12.50 12.50 Invoice Net	334362		
						CHECK TOTAL	85.41		-----
31792	TEAGER, DANIEL H. 1 14856542 83101	3520	00000 11637019	INV PROF TECH	11/29/2018	10/22-11/23-TRUMPET 1,380.00 1,380.00 Invoice Net	334923		
						CHECK TOTAL	1,380.00		-----
29847	THE DBQ COMPANY 1 02486745 85106	2410	00000 192590	INV TEXTBOOKS	11/29/2018	2018-11-27 351.00 351.00 Invoice Net	334230		
						CHECK TOTAL	351.00		-----
22736	THURSTON FOODS, INC. 1 03034309 835001		00000 191633	INV FOOD SERVI	11/29/2018	153065 1,659.39 1,659.39 Invoice Net	334197		
22736	THURSTON FOODS, INC. 1 03034309 835001		00000 191633	INV FOOD SERVI	11/29/2018	155976 1,298.81 1,298.81 Invoice Net	334198		
22736	THURSTON FOODS, INC. 1 03034309 835001		00000 191633	INV FOOD SERVI	11/29/2018	155979 1,486.06 1,486.06 Invoice Net	334199		
22736	THURSTON FOODS, INC. 1 03034309 835001		00000 191633	INV FOOD SERVI	11/29/2018	155981 715.48 715.48 Invoice Net	334200		
22736	THURSTON FOODS, INC. 1 03034309 835001		00000 191633	INV FOOD SERVI	11/29/2018	155984 2,624.99 2,624.99 Invoice Net	334201		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 27
apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19103

11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					157438	334202		
1 03034309 835001	FOOD SERV FOOD SERVI					2,361.99			
	Invoice Net					2,361.99			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					157439	334203		
1 03034309 835001	FOOD SERV FOOD SERVI					1,239.27			
	Invoice Net					1,239.27			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					157440	334204		
1 03034309 835001	FOOD SERV FOOD SERVI					3,234.99			
	Invoice Net					3,234.99			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					157442	334205		
1 03034309 835001	FOOD SERV FOOD SERVI					1,628.80			
	Invoice Net					1,628.80			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					160398	334206		
1 03034309 835001	FOOD SERV FOOD SERVI					1,437.12			
	Invoice Net					1,437.12			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					160399	334207		
1 03034309 835001	FOOD SERV FOOD SERVI					2,346.42			
	Invoice Net					2,346.42			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					160400	334208		
1 03034309 835001	FOOD SERV FOOD SERVI					6.50			
	Invoice Net					6.50			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					162009	334287		
1 03034309 835001	FOOD SERV FOOD SERVI					1,428.97			
	Invoice Net					1,428.97			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					162011	334288		
1 03034309 835001	FOOD SERV FOOD SERVI					696.97			
	Invoice Net					696.97			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					162013	334289		
1 03034309 835001	FOOD SERV FOOD SERVI					966.64			
	Invoice Net					966.64			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					163216	334290		
1 03034309 835001	FOOD SERV FOOD SERVI					2,655.09			
	Invoice Net					2,655.09			
22736 THURSTON FOODS, INC.	00000 191633 INV 11/29/2018					163217	334291		
1 03034309 835001	FOOD SERV FOOD SERVI					1,538.98			
	Invoice Net					1,538.98			
22736 THURSTON FOODS, INC.	00000 11485019 INV 11/29/2018					165202	334372		
1 15123260 84902 3520	AFT SCH FOOD SUPPL					199.04			
	Invoice Net					199.04			
	CHECK TOTAL					27,525.51			-----
22736 THURSTON FOODS, INC.	00000 11568219 INV 11/29/2018					155980	334269		
1 02016518 84902 2415	FAM/CONS S FOOD SUPPL					176.77			
	Invoice Net					176.77			
	CHECK TOTAL					176.77			-----
22736 THURSTON FOODS, INC.	00000 11543719 INV 11/29/2018					155977	334270		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 28
apwarnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19103

11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02036507 85103	2415	SEC EDUC	INSTRUCT		60.62			
			Invoice Net			60.62			
						CHECK TOTAL	60.62		-----
20728	TRICON SPORTS		00001	192677 INV	11/29/2018	20026	334271		
	1 02026621 85104	3510	ATHL/BASEB	ATHL SUPPL		29.94			
	2 02026630 85104	3510	ATHL/SOCCE	ATHL SUPPL		84.99			
			Invoice Net			114.93			
						CHECK TOTAL	114.93		-----
32720	USUI, ASUKA		00000	11636419 INV	11/29/2018	10/22-11/23/18VIOLIN	334840		
	1 14856542 83101	3520	HS INSTRUM	PROF TECH		895.00			
			Invoice Net			895.00			
						CHECK TOTAL	895.00		-----
27119	VALLEY COLLABORATIVE		00000	191224 INV	11/29/2018	1903024	334803		
	1 02456845 83201	9300	OOD/AIDE	TUITION		1,201.20			
	2 02456848 83201	9400	TUITION DY	TUITION		5,172.20			
			Invoice Net			6,373.40			
27119	VALLEY COLLABORATIVE		00000	191225 INV	11/29/2018	1903028	334805		
	1 02456848 83201	9400	TUITION DY	TUITION		4,758.60			
			Invoice Net			4,758.60			
						CHECK TOTAL	11,132.00		-----
34981	VARIDESK, LLC		00001	191973 INV	11/29/2018	IVC-2-914330	334957		
	1 0572019 85871	3200	ESH	HARDWARE/S		472.50			
			Invoice Net			472.50			
						CHECK TOTAL	472.50		-----
29245	VINT, WILLIAM		00000	11636019 INV	11/29/2018	10/22-11/23-WOODWIND	334842		
	1 14856542 83101	3520	HS INSTRUM	PROF TECH		3,294.00			
			Invoice Net			3,294.00			
						CHECK TOTAL	3,294.00		-----
13234	W. B. MASON CO., INC.		00001	191642 INV	11/29/2018	I60583461	334292		
	1 03034309 835005		FOOD SERV	FOOD SERV		255.78			
			Invoice Net			255.78			
13234	W. B. MASON CO., INC.		00001	191642 INV	11/29/2018	I60675445	334293		
	1 03034309 835005		FOOD SERV	FOOD SERV		6.80			
			Invoice Net			6.80			
13234	W. B. MASON CO., INC.		00001	190342 INV	11/29/2018	I60879783	334493		
	1 02666920 85101	1410	BUS OFFICE	REPRO SUPP		586.00			
			Invoice Net			586.00			
13234	W. B. MASON CO., INC.		00001	192916 INV	11/29/2018	I60925726	334904		
	1 02036507 84201	2430	SEC EDUC	OFFICE		225.49			
			Invoice Net			225.49			
13234	W. B. MASON CO., INC.		00001	192433 INV	11/29/2018	I60214079	334905		

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 29
apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19103

11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02016507 88501 4230	SEC EDUC		CAP EQUIP		139.99			
		Invoice Net				139.99			
13234 W. B. MASON CO., INC.	00001 192433 INV 11/29/2018					160402628	334906		
	1 02016507 88501 4230	SEC EDUC		CAP EQUIP		379.99			
		Invoice Net				379.99			
13234 W. B. MASON CO., INC.	00001 192433 INV 11/29/2018					160709715	334907		
	1 02016507 88501 4230	SEC EDUC		CAP EQUIP		1,069.93			
		Invoice Net				1,069.93			
13234 W. B. MASON CO., INC.	00001 192832 INV 11/29/2018					160883265	334908		
	1 02016507 85101 2430	SEC EDUC		REPRO SUPP		2,344.00			
		Invoice Net				2,344.00			
13234 W. B. MASON CO., INC.	00001 720419 INV 11/29/2018					160912730	334909		
	1 152 8300	BLDG USER		CONT/SERV		1,660.40			
		Invoice Net				1,660.40			
13234 W. B. MASON CO., INC.	00001 614519 INV 11/29/2018					160970527	334958		
	1 02696925 84201 1410	PAYROLL		OFFICE		135.52			
		Invoice Net				135.52			
		CHECK TOTAL				6,803.90			-----
13184 WAKEFIELD HIGH ATHLETI	00001 192605 INV 11/29/2018					WREST TOURN 12/15/18	334373		
	1 02026634 83804 3510	ATH/WRESTL		ATHLETIC		300.00			
		Invoice Net				300.00			
		CHECK TOTAL				300.00			-----
35073 WALTER, KATHERINE	00000 192955 INV 11/29/2018					HOLIDAY SIDE DISHES	334522		
	1 1336770 81112 6200	ADULT ED		INSTRUCT		195.00			
		Invoice Net				195.00			
		CHECK TOTAL				195.00			-----
74469 WANAMAKER HARDWARE INC	00000 191910 INV 11/29/2018					150778	334210		
	1 03034309 865600	FOOD SERV		FOOD SERV/		9.56			
		Invoice Net				9.56			
		CHECK TOTAL				9.56			-----
14390 WAYSIDE YOUTH & FAMILY	00000 191623 INV 11/29/2018					SERVICE10/1-10/31/18	334806		
	1 02456848 83201 9300	TUITION DY		TUITION		5,667.42			
		Invoice Net				5,667.42			
		CHECK TOTAL				5,667.42			-----
27025 WEATHERS, LARRY	00000 11629419 INV 11/29/2018					REIMB SAMSUNG PHONES	334272		
	1 02426715 85103 2415	C&I SCIENC		INSTRUCT		259.98			
		Invoice Net				259.98			
		CHECK TOTAL				259.98			-----
74496 WEDIKO CHILDRENS SERVI	00000 191628 INV 11/29/2018					19-ARL-04	334809		
	1 02456575 87202 2357	SPED/P.D.		TRAINING		500.00			
		Invoice Net				500.00			

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 30
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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 19103 11/29/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	500.00		-----
74560	WILSON LANGUAGE TRAINI	00001	11638719	INV	11/29/2018	1740675	334374		
	1 02126506 85103 2415	ELEM EDUC	INSTRUCT			192.24			
		Invoice Net				192.24			
						CHECK TOTAL	192.24		-----
=====						=====			
329 INVOICES						WARRANT TOTAL	649,163.92	649,163.92	=====
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11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 31
apwarrrt

WARRANT: 19103 11/29/2018

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02016507	SECONDARY EDUCATIO 0200-3-01 -6507-01-10-5-02-83101 -2420	PROFESSIONAL TECH SERV	795.00 .00
0200	02016507	SECONDARY EDUCATIO 0200-3-01 -6507-01-10-5-02-85101 -2430	REPRO PAPER TONER SUPP	5,391.68 .00
0200	02016507	SECONDARY EDUCATIO 0200-3-01 -6507-01-10-5-02-85103 -2415	INSTRUCTIONAL MATERIAL	60.92 .00
0200	02016507	SECONDARY EDUCATIO 0200-3-01 -6507-01-10-5-02-88501 -4230	CAPITAL EQUIPMENT/FURN	1,589.91 .00
0200	02016518	FAMILY/CONSUMER SC 0200-3-01 -6518-01-10-5-01-84902 -2415	FOOD SUPPLIES	789.19 -127,796.17
0200	02016518	FAMILY/CONSUMER SC 0200-3-01 -6518-01-10-5-01-85103 -2415	INSTRUCTIONAL MATERIAL	94.53 -127,796.17
0200	02016563	LIBRARY/MEDIA 0200-3-01 -6563-01-10-5-01-85106 -2410	TEXTBOOKS BOOKS PERIOD	3,600.85 -127,796.17
0200	02016566	MMGT SUPER PRINCIP 0200-3-01 -6566-01-10-5-07-84902 -2210	HS FOOD SUPPLIES PRINC	326.96 .00
0200	02016575	PROFESSIONAL DEVEL 0200-3-01 -6575-01-10-5-00-87202 -2357	TRAINING EDUC CONF & A	8,250.00 -127,796.17
0200	02026620	ATHLETICS/ADMIN 0200-3-02 -6620-01-24-9-00-85104 -3510	ATHLETIC SUPPLIES	766.00 -127,796.17
0200	02026621	ATHLETICS/BOYS BAS 0200-3-02 -6621-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	29.94 -127,796.17
0200	02026623	ATHLETICS/BOYS CC 0200-3-02 -6623-01-24-5-00-83804 -3510	ATHLETIC SERVICES	250.00 -127,796.17
0200	02026624	ATHLETICS/BOYS FOO 0200-3-02 -6624-01-24-5-00-83804 -3510	ATHLETIC SERVICES	1,060.00 .00
0200	02026627	ATHLETICS/INDOOR T 0200-3-02 -6627-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	891.00 -127,796.17
0200	02026630	ATHLETICS/BOYS SOC 0200-3-02 -6630-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	84.99 -127,796.17
0200	02026634	ATHLETICS/BOYS WRE 0200-3-02 -6634-01-24-5-00-83804 -3510	ATHLETIC SERVICES	300.00 -127,796.17
0200	02026637	ATHLETICS/GIRLS CR 0200-3-02 -6637-01-24-5-00-83804 -3510	ATHLETIC SERVICES	225.00 -127,796.17
0200	02026641	ATHLETIC S/GIRLS I 0200-3-02 -6641-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	115.00 -127,796.17
0200	02026644	ATHLETICS/GIRLS SO 0200-3-02 -6644-01-24-5-00-83804 -3510	ATHLETIC SERVICES	75.00 495.00
0200	02036507	SECONDARY EDUCATIO 0200-3-03 -6507-03-01-4-01-84201 -2430	OFFICE SUPPLIES	225.49 -127,796.17
0200	02036507	SECONDARY EDUCATIO 0200-3-03 -6507-03-01-4-01-85103 -2415	INSTRUCTIONAL MATERIAL	623.37 -127,796.17
0200	02056507	GIBBS - TEMP SALAR 0200-3-3520 -6507-05-01-4-01-85103 -2415	INSTRUCTIONAL MATERIAL	1,636.30 -127,796.17
0200	02126506	ELEMENTARY EDUCATI 0200-3-12 -6506-12-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	387.09 -127,796.17
0200	02126575	PROFESSIONAL DEVEL 0200-3-12 -6575-12-07-3-00-87202 -2357	TRAINING EDUC CONF & A	900.00 -127,796.17
0200	02156506	ELEMENTARY EDUCATI 0200-3-15 -6506-15-01-3-00-85101 -2430	REPRO PAPER TONER SUPP	268.64 -127,796.17
0200	02186506	ELEMENTARY EDUCATI 0200-3-18 -6506-18-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	38.38 -127,796.17
0200	02216506	ELEMENTARY EDUCATI 0200-3-21 -6506-21-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	1,402.66 -127,796.17
0200	02246506	ELEMENTARY EDUCATI 0200-3-24 -6506-24-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	55.73 -127,796.17
0200	02246506	ELEMENTARY EDUCATI 0200-3-24 -6506-24-01-3-00-85106 -2410	THOMPSON/TEXTBOOKS	200.00 -127,796.17
0200	02306740	C&I ENGLISH 0200-3-30 -6740-30-01-5-01-85103 -2410	INSTRUCTIONAL MATERIAL	69.00 -127,796.17
0200	02366548	HEALTH/WEELLNESS H. 0200-3-36 -6548-01-33-5-00-84201 -2430	OFFICE SUPPLIES	79.98 -127,796.17
0200	02396720	C&I MATH 0200-3-39 -6720-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL	757.68 -127,796.17
0200	02426715	C&I SCIENCE 0200-3-42 -6715-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL	22,773.47 -127,796.17
0200	02456575	SPED/PROF DEV 0200-3-45 -6575-36-02-3-00-87202 -2357	TRAINING EDUC CONF & A	3,160.00 -127,796.17
0200	02456800	PK-SPED 0200-3-45 -6800-45-02-1-05-84201 -2430	OFFICE SUPPLIES	38.90 -127,796.17
0200	02456800	PK-SPED 0200-3-45 -6800-45-02-1-05-84902 -2430	FOOD SUPPLIES	142.68 -127,796.17
0200	02456803	SPED TUTOR/C.S. 0200-3-45 -6803-36-02-9-00-83101 -2310	PROFESSIONAL TECH SERV	1,526.00 -127,796.17
0200	02456806	SPED ADM MGMT SERV 0200-3-45 -6806-01-02-9-00-85201 -3200	MEDICAL SURGICAL SUPPL	20.00 -127,796.17
0200	02456806	SPED ADM MGMT SERV 0200-3-45 -6806-01-02-9-00-87301 -2357	PROFESSIONAL AFFLIATIO	575.00 -127,796.17
0200	02456809	SPED/H.S. TEXTS 0200-3-45 -6809-01-02-5-00-85103 -2415	INSTRUCTIONAL MATERIAL	161.00 -127,796.17
0200	02456818	SPED/TEACHER/DEAF 0200-3-45 -6818-36-02-9-00-85102 -2720	TESTING MATERIALS	2,261.49 -127,796.17
0200	02456821	SPED/CLINICAL SUPE 0200-3-45 -6821-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV	2,914.50 -127,796.17
0200	02456845	OUT-OF-DISTRICT/ON 0200-3-45 -6845-36-02-9-00-83201 -9300	OOD/ONE-ON-ONE AIDE	1,201.20 -127,796.17
0200	02456848	OUT OF DISTRICT TU 0200-3-45 -6848-45-02-9-05-83201 -9300	OUT OF DISTRICT/DAY TU	31,166.59 -127,796.17
0200	02456848	OUT OF DISTRICT TU 0200-3-45 -6848-45-02-9-05-83201 -9400	SPED LABB TUITION	124,998.62 -127,796.17
0200	02456851	OUT OF DISTRICT RE 0200-3-45 -6851-36-23-9-00-83201 -9300	TUITION OTHER SCHOOLS	69,804.56 -127,796.17
0200	02456857	SPED CONTRACTED SE 0200-3-45 -6857-45-02-9-05-83101 -2310	PROFESSIONAL TECH SERV	127.00 -127,796.17
0200	02456857	SPED CONTRACTED SE 0200-3-45 -6857-45-02-9-05-83101 -2330	PROFESSIONAL TECH SERV	380.00 -127,796.17
0200	02456860	SPED TESTING ASSES 0200-3-45 -6860-45-02-9-05-83101 -2800	PROFESSIONAL TECH SERV	1,500.00 -127,796.17

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 32
apwarrrnt

WARRANT: 19103 11/29/2018

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02486745	C&I SOCIAL STUDIES 0200-3-48 -6745-01-10-9-00-85106 -2410	TEXTBOOKS BOOKS PERIOD 712.44	-127,796.17
0200	02496554	HEALTH SERVICES/NU 0200-3-49 -6554-01-10-9-00-85201 -3200	MEDICAL SURGICAL SUPPL 1,540.84	-127,796.17
0200	02496945	SW SECONDARY/SCHED 0200-3-49 -6945-30-09-9-00-85804 -3100	STUDENT DATA SOFTWARE 2,250.00	-127,796.17
0200	02496955	TRAFFIC SUPERV SAL 0200-3-49 -6955-33-24-9-00-81760 -5550	CLOTHING ALLOWANCE 268.20	-127,796.17
0200	02496998	SYSTEMWIDE EXPENSE 0200-3-49 -6998-49-10-9-00-83101 -1230	PROFESSIONAL TECH SERV 85.41	-127,796.17
0200	02516730	C&I WORLD LANGUAGE 0200-3-51 -6730-01-10-9-00-87202 -2357	TRAINING EDUC CONF & A 240.00	-127,796.17
0200	02546755	VISUAL/PERF ARTS S 0200-3-54 -6755-01-31-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 618.45	-127,796.17
0200	02546755	VISUAL/PERF ARTS S 0200-3-54 -6755-01-31-9-00-85110 -2420	INSTRUCTION EQUIPMENT 429.99	-127,796.17
0200	02606575	PROF AFFILIATIONS/ 0200-3-60 -6575-42-29-9-00-84902 -2357	FOOD SUPPLIES 107.74	-127,796.17
0200	02606910	SUPERINTENDENT 0200-3-60 -6910-01-29-9-00-85806 -1210	MISC SUPPLIES 31.12	-127,796.17
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-87106 -2357	Graduate Course Reimbu 1,205.00	-127,796.17
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A 1,600.00	-127,796.17
0200	02636915	ASSISTANT SUPER OF 0200-3-63 -6915-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A 800.00	-127,796.17
0200	02666920	BUSINESS OFFICE 0200-3-66 -6920-01-24-9-07-85101 -1410	REPRO PAPER TONER SUPP 586.00	-127,796.17
0200	02696925	PAYROLL 0200-3-69 -6925-01-64-9-00-84201 -1410	OFFICE SUPPLIES 135.52	-127,796.17
0200	02786940	INFORMATION TECHNO 0200-3-78 -6940-01-62-9-07-85802 -4450	COMPUTER SUPPLIES 970.00	-30,938.59
0200	02816970	TRANSPORTATION REG 0200-3-81 -6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR 1,812.30	22,954.93
FUND TOTAL			307,484.31	
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES 1,769.69	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD 41,771.04	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835002-	FOOD SERV/FOOD EXPENSE 275.00	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835003-	FOOD SERV/DIRECT EXPEN 105.82	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835005-	FOOD SERV/OFFICE SUPPL 262.58	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-865000-	FOOD SERV/REPAIR/SERVI 2,309.00	425,180.75
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-865600-	FOOD SERV/SW EQUIPMENT 9.56	425,180.75
FUND TOTAL			46,502.69	
0309	03092019	TITLE IV A 0309-3-2300-2019-45-38-5-NM-87208 -2357	TITLE IIA-ARL CATHOLIC 110.00	9.00
FUND TOTAL			110.00	
0570	0572019	ESSENTIAL SCHOOL H 0570-3-3200-2019-45-14-0-NM-85871 -3200	HARDWARE/SOFTWARE - DA 472.50	102.50
0570	0572019	ESSENTIAL SCHOOL H 0570-3-3200-2019-45-14-0-NM-87202 -3200	TRAINING EDUC CONF & A 599.00	2,611.00
FUND TOTAL			1,071.50	
0750	07506848	CB OOD DAY NON PUB 0750-3-45 -6848-45-2 -9-NM-83201 -9300	CD OOD DAY NON PUBLIC 51,043.46	-681,552.37
FUND TOTAL			51,043.46	
0790	0792018	IMPROVING EDUCATIO 0790-3-2300-2018-45-9 -9-0 -87202 -2357	TRAINING EDUC CONF & A 1,839.00	-1,839.00
0790	0792019	IMPROVING EDUCATIO 0790-3-2300-2019-45-9 -9-0 -87208 -2357	TITLE IIA-ARL CATHOLIC 430.00	6,298.00
FUND TOTAL			2,269.00	
0810	0812018	TITLE I DISTRIBUTI 0810-3-1000-2018-45-36-3-NM-87105 -2110	WORKSHOPS STIPENDS/GRE 261.00	-1,519.00

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 33
apwarrrnt

WARRANT: 19103 11/29/2018

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
FUND TOTAL		261.00	
1320 1322019 METCO 2019	1320-3-2300-2019-45-13-9-NM-83301 -3300	CONTRACTED TRANSPORTAT 1,200.00	241,541.10
FUND TOTAL		1,200.00	
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 3,882.00	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES 944.48	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85107 -6200	PROF TECHNICAL SERVICE 1,040.00	.00
1330 1336775 COMM ED SUMMER FUN	1330-3-2731-6775-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 2,400.00	.00
1330 1336780 COMMUNITY ED KIDZO	1330-3-2731-6780-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES 8,640.00	.00
1330 1336782 COMMUNITY ED TEENZ	1330-3-2731-6782-01-40-7-NM-81112 -	TEACHER SALARY & WAGES 2,029.80	.00
FUND TOTAL		18,936.28	
1410 14118106 TRAUMA SENSITIVE T	1410-3-49 -6507-31-49-9-NM-87106 -2357	Graduate Course Reimbu 1,000.00	-5,500.00
FUND TOTAL		1,000.00	
1450 145 OUTDOOR EDUCATION	1450-3-2734-OR -01-48-3-NM-8350 -	OUTDOOR ED/REVOV ACCT 22,205.00	25,337.54
FUND TOTAL		22,205.00	
1485 14856542 HS INSTRUMENTAL MU	1485-3-2735-6542-33-56-5-NM-83101 -3520	HS INSTRUMENTAL MUSIC 24,969.00	-243,493.00
FUND TOTAL		24,969.00	
1512 15122260 HARDY GENERAL SUPP	1512-3-2300-0025-15-5 -3-NM-85103 -3520	HARDY GENERAL SUPPLIES 81.07	-6,584.95
1512 15123160 THOMPSON AFTER SCH	1512-3-2300-0251-24-0 -3-NM-8306 -3520	PROFESSIONAL DEV THOMP 210.00	-310.00
1512 15123260 THOMPSON AFTER SCH	1512-3-2300-OR -15-6 -3-NM-84902 -3520	THOMPSON FOOD SUPPLIES 392.91	-15,000.00
1512 15123260 THOMPSON AFTER SCH	1512-3-2300-OR -15-6 -3-NM-85103 -3520	THOMPSON GENERAL SUPPL 234.40	-15,956.34
1512 15124145 OTTOSON	1512-3-24 -OR -24-9 -3-NM-82422 -3520	OTTOSON GENERAL SUPPLI 639.99	-54,327.69
1512 15124145 OTTOSON	1512-3-24 -OR -24-9 -3-NM-84902 -3520	FOOD SUPPLIES 155.40	-54,327.69
1512 15125145 BRACKETT IMMERSION	1512-3-09 -OR -09-9 -3-NM-84902 -3520	FOOD BRACKETT IMMERSI 225.06	16,134.45
1512 15125145 BRACKETT IMMERSION	1512-3-09 -OR -09-9 -3-NM-85103 -3520	GENERAL SUPPLIES BRACK 20.56	16,134.45
FUND TOTAL		1,959.39	
1520 152 BLDG USER FEES/ART	1520-3-2737-OR -33-59-9-NM-8300 -	CONTRACTED SERVICES 5,579.13	-41,855.52
1520 152 BLDG USER FEES/ART	1520-3-2737-OR -33-59-9-NM-8350 -	BLDG USER FEES/ART 27 1,445.28	-5,474.23
FUND TOTAL		7,024.41	
1770 177 ARL PUBLIC SCH CHI	1770-3-2796-OSR -21-00-3-NM-8350 -	ARL PUBLIC SCH CHILDCA 90.00	82,281.00
FUND TOTAL		90.00	
1840 18406506 ELEM EDUCATION	1840-3-29 -6506-29-24-3-00-85103 -2415	INSTRUCTIONAL MATERIAL 847.00	.00

11/29/2018 10:40
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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 34
apwarrnt

WARRANT: 19103 11/29/2018

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
1840 18406507 AHS/FOREIGN LONG	1840-3-51 -6507-01-24-5-00-83101 -2210	7,500.00	.00
1840 18406575 FOREIGN LANG/PROF	1840-3-63 -6575-34-09-9-00-87202 -2357	225.00	.00
FUND TOTAL		8,572.00	
1990 199	DRAMA GUILD 1990-3-0056-OR -69-31-0-NM-84000 -	85.47	6,725.59
FUND TOTAL		85.47	
6220 6223778	AHS FEASIBILTY STU 6220-3-0471-3778-01-80-0-88-5871 -	154,380.41	172,808.36
FUND TOTAL		154,380.41	
WARRANT SUMMARY TOTAL		649,163.92	
GRAND TOTAL		649,163.92	

** END OF REPORT - Generated by Steve Walenski **

*Arlington School Committee
School Committee Regular Meeting
Thursday, November 29, 2018
6:30 PM*

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02474*

Present: Len Kardon Vice Chair, Jennifer Susse, Secretary, Paul Schlichtman and Bill Hayner and Jane Morgan.

Kathleen Bodie, Ed.D. Superintendent, Rob Spiegel, Human Resource Director, Alison Elmer, Director of Special Education, Karen Fitzgerald, Administrative Assistant, and Jason Levy, AEA Representative

Absent: Kirsi Allison-Ampe Chair, Jeff Thielman Roderick MacNeal, Jr., Assistant Superintendent

Open Meeting

Mr. Kardon opened the meeting at 6:30 and said Dr. Allison-Ampe is sick, Mr. Thielman was at a work event, Mr. MacNeal was attending a conference and welcomed AEA Rep Mr. Levy. Mr. Kardon asked the committee to hold for a moment of silence for Select Board member, Mr. Kevin Greeley who suddenly passed away on November 24th. The Ottoson Middle School Art work was presented and the Gibbs will be next meeting.

Public Participation

None

Mr. Hayner announced that a Metco social event will take place on Saturday, in Boston to join two bridges for the purpose to have elementary families get together. All are welcome. Dr. Bodie informed the committee members that the additional funding received for Metco will be used toward a late bus for the Metco students.

Meet New Administration

Dr. Bodie introduced Ms. Kate Peretz as our new Administration member who is the Hardy Elementary Principal. Ms. Peretz said that as soon as she walked into the Hardy she felt welcomed and felt at home. She appreciated the great resource she received from Ms. Kristen DeFransico, staff, parents and the community. She has worked collaboratively with her staff and in a positive direction on the Hardy School Improvement Plan, Goals and on Responsive Classrooms training.

Mr. Hayner, Ms. Susse, and Ms. Morgan each said they have heard glowing praise and reports that Kate is a great advocate for the Hardy community. Dr. Bodie and the committee members appreciated all the work she did with the shift in staffing at the Hardy this past summer due to the opening of Gibbs and the natural turnover of teachers and TA's. Mr. Schlichtman liked hearing from Ms. Peretz that the diversity of Hardy Elementary school was a great fit for her and suggested to her to get her passport and bags ready to join the delegation of those traveling to our sister city in Japan next year to celebrate 35 years.

Ms. Susse inquired about the playground status of Chandler Street and Ms. Peretz said it's in the early stages and the current playground is still functioning but has her eye on the prize to get a new playground completed.

AHS Building Project

Dr. Bodie provided the overview of the very successful AHS Building Forum presentations made by Mr. Thielman and Ms. Cowles at Town Hall on Wednesday, November 28th. Dr. Bodie explained the facility concept designs, the MSBA process and said the Education Vision plan that was submitted to the MSBA is what drove this project and that it was the best MSBA has ever seen. Dr. Bodie stated we are currently in the second phase of the AHS Building project, which is the Schematic Design phase, and then the next two phases will be the Design Development and Construction Drawings phase. The plan is to begin construction in the summer of 2020. The cost of the plan could total \$308 million, of which \$238 million is for the high school and \$70 million is for programs that need to remain at the high school and are mandated. Dr. Bodie said in order for us to move forward the community needs to come together on this project. The Traffic Advisory Committee is reviewing the impact on traffic around the high school and Dr. Bodie would like the committee to discuss having a larger auditorium, gymnasium and adding an indoor track and discuss the educational spaces and Special Education Preschool program at our next School Committee meeting, on Thursday, December 13.

Superintendent's Report

Dr. Bodie acknowledged the great fall season of our high school athletes. The boys' soccer team made it to the state finals, came in second place and the boys cross country did well and the AHS football team beat AC at the last annual Thanksgiving game. Ryan Oosting received All Scholastic award, and AHS students performed Macbeth over the weekend and had an outstanding performance. The AHS winter concert will be held on Friday, December 14.

Consent Agenda

Ms. Susse moved to approve the Consent Agenda: Approval of Warrant: Warrant Number 19089, Total Warrant Amount \$965,170.23 dated November 15, 2018, and draft minutes from November 15, 2018 School Committee Regular meeting, Mr. Hayner amended the motion to pull the minutes. Voted: 5-0 to approve the Warrant

Mr. Hayner pointed out that he was absent from the last meeting and suggested to amend the minutes of November 15 to say No Report instead of Nothing to report under agenda item Subcommittee/Liaison/Assignment.

Ms. Susse moved to approval of School Committee Regular Meeting Minutes of 11/15/2018 as amended, seconded by Mr. Hayner. Voted 5-0

Policy: Policy Manual Update A-I, (J, K, L section edits) for review

Mr. Schlichtman said Mr. Gilbert will attend one of our December meetings regarding the Policy Manual updates. Mr. Gilbert will attend one of the meetings December 13, 20

Subcommittee/Liaison Reports/Announcements

Budget: Len Kardon, Chair, no report

Community Relations: Jennifer Susse, Chair no report

Curriculum, Instruction, Assessment & no report

Policies & Procedures: Paul Schlichtman, Chair

Legal Services Review: Bill Hayner, Len Kardon no report

Arlington High School Building Committee: Jeff Thielman, Kirsy Allison-Ampe

Gibbs Committee: Jane Morgan

Liaisons Reports

Announcements

Future Agenda Items

Executive Session

Mr. Hayner motioned to enter into Executive Session at 8:02 PM to conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting, may have a detrimental effect, AEA Paraprofessional update, and to conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted and to exit to adjourn, seconded by Ms. Susse.

**Roll Call: Mr. Hayner Yes, Ms. Morgan Yes, Mr. Schlichtman Yes, Ms. Susse Yes, Mr. Kardon Yes.
Voted: 5-0**

Correspondence Received:

Gibbs/OMS Artwork descriptions

Warrant # dated 11/15/2018

School Committee Regular Minutes 11/15/2018

Homeschooling Report, R. MacNeal

Monthly Financial Report

AHS Building Project presentation, documents

Letter from AHS parent about discipline

Emails regarding Graffiti

Policy Manual Update, Policy A-I, J, K, L policies with edits 2018

AHS Forum Presentation 11 28 2018 LC

AHS Forum Presentation 11 28 2018 JT

Adjournment

Mr. Schlichtman moved to adjourn at 8:27 PM, seconded by Mr. Hayner.

**Roll Call: Mr. Hayner Yes, Ms. Morgan Yes, Mr. Schlichtman Yes, Ms. Susse Yes, Mr. Kardon Yes.
Voted: 5-0**

Respectfully submitted by

Karen M. Fitzgerald

Administrative Assistant

Arlington School Committee

**Arlington Public Schools
Student Out of State and Travel Abroad Application**

Today's Date

11/7/2018

Trip Leader Name: Rebecca Walsh Bradley

School: AHS (club location) Ottoson MS (teacher location)

Subject/Grade: English 7th grade

E-mail address: rwalshbradley@arlington.k12.ma.us

Phone: 781-316-3594

Trip Destination: City(s)/Country

University of Pennsylvania in Philadelphia

Dates of Trip

Departure Date: 3/28/2019

Return Date: 3/31/2019

Method of transportation: Amtrak, taxi, subway

Leaving from (school, airport): South Station, Boston, MA

Purpose of Trip (check all that apply)

☐ Cultural

☒ Educational

☐ Home Stay

☐ Sister City

☐ Student Exchange

☐ Other (describe)

Itinerary (attach additional documents as necessary)

The official conference schedule is not yet available on the web site, but here is the link to the site: <https://www.pennmc.org/>. The conference starts Thursday evening when students go to the opening ceremony and their first congressional session. Students are in session all day Friday, Saturday morning and evening and Sunday morning. Saturday afternoon is free time. Sunday after the final session is the closing ceremony then we head to the train station and head home.

Hotel Accommodations:

Hilton Inn at Penn

Telephone: (215) 222-0200

3600 Sansom Street

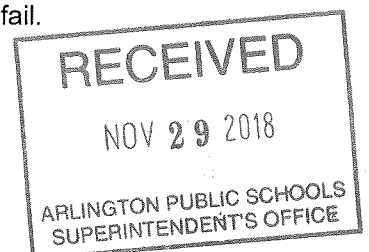
Fax: (215) 222-4600

Philadelphia, PA 19104

<http://www.theinnatpenn.com>

Describe the educational purpose and value of the trip?

Students are assigned to committees modeled off of the US Congress. Students write a relevant bill and then debate it at the conference with other committee members, adding amendments to the bill as needed and trying to convince their committee members to vote yes on the bill. Students learn about how the US Congress works and how bills either pass or fail.



Students learn important speech and debate techniques and become incredibly comfortable speaking in front of others. They also learn about how the US Congress works.

If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?

The conference is 3 ½ days in Philadelphia Pennsylvania. Students will miss two days of school. They will touch base with teachers ahead of time and will be responsible for all missed work. Students are made aware ahead of time that they need to be very careful about absences during this term.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)
Students 9-12 in Model Congress club, fewer than 5 absences, no behavior issues, in good academic standing

Cost of trip per student?

\$530.00 plus money for food for four days, approximately \$100-\$150

What is included in the trip?

Train, all other transportation, hotel, conference

What is not included in the trip? What expenses will students incur during the trip?

Food

Other Chaperones

Name: Tim Marten

School: AHS

Subject/Grade: English 9-12

E-mail address: tmarten@arlington.k12.ma.us

Phone: 781-316-3594

How do students register for the trip? Is there a payment plan? Describe.

The advisors register for the trip through the Penn MC website. Students then bring in checks to cover conference, train and hotel costs. There is a payment plan available if there is a student need, this year there was not.

Is there a process in place for students who have difficulty paying for the trip? (scholarships?)

Funds available?

In the past, we have received funding through the MLK committee. They sponsored two students for partial and whole scholarships.

Fundraising available?

Yes, students will be fundraising by creating posters to sell on walking in the footsteps of history/government

Please list the name and contact information for the agency you are working with, if applicable.

N/A

Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)

Students have own health insurance. Travel insurance is purchased through Amtrak.

Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)

Students will receive a form that specifies how and up until a certain date they can get money back. After specified date, students can not receive a refund.

Describe how you will factor emergency cash into the trip budget?

We take cash with us for taxi/tips/emergencies

Describe how you will communicate with parents before and during the trip.

We have forms that go home to the parents with all necessary information for the trip plus our cell phone numbers.

Describe how you will communicate with administration during the trip.

Via text, phone, email. There is free wi-fi at the hotel

REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

We have all of the new versions of these forms for travel created by AHS. We also have forms from Penn MC which double-up on liability, code of conduct...the forms will be available closer to the conference, but are currently not available to us.

Before the application is presented to School Committee, please obtain the following signatures in this order.

UPENN Model Congress Conference: March 28-31, 2019

Trip Advisors: Rebecca Walsh Bradley and Tim Marten

Trip Selection Criteria

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. The trip organizers may make a determination of criteria for students who they feel can safely participate in the trip, who can appropriately represent the school, and who can support the mission and goals of their particular trip. Trips are an optional enrichment activity offered by school staff. While we work to have scholarships available, families are responsible for the full cost of the trip.

As trips vary in levels of educational mission, risk, distance, length, and commitment, the criteria for selection vary among trips. At the time of selection, we will not consider for participation any student who:

- Has been suspended from school in the past month.
- Would be under suspension from extracurricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Has recent medical or mental health conditions which may affect the safety of the student or create a substantial disruption to the trip (This would apply to students receiving an M grade.).

In addition, students who fail to meet the trip selection criteria in the month before a trip may also be excluded from trip participation, no refunds given after specified refund dates below.

Exclusion from a trip will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

Trip Cancellation Policy

Please see the attached page (inserted by teacher) concerning the cancellation policy of the UPENN Model Congress trip and Amtrak.

Please sign and return the page below to the lead teacher with all your other permission slips.

UPENN Model Congress Conference: March 28-31, 2019
Trip Advisors: Rebecca Walsh Bradley and Tim Marten

Behavior Contract

You will be traveling out of the state or country. For some of you, this will be your first time on an airplane, and for some, this will be the first time you have been thousands of miles away from home.

You will be exposed to different customs from your own. You are a visitor and must learn to cope with the differences that surround you. You should not expect things to be the same, but this is what makes travel fun. The telephone system may seem insufficient, the currency too complicated, and the food rather strange. There may even be some delays and inconveniences. Try to come to terms with all of these with calmness and an open mind. People will be friendly and helpful if you come across in the same manner. Do not look at everything through the lens of a camera before looking at it with your own eyes. Your memory will give you more pleasurable moments than hasty snapshots. Some of the things you learn can and will last a lifetime.

When you travel, it will be as a part of a large group. The scheduled activities are group activities, and you are expected to participate so that you really learn something during your experience. By doing so, you will be getting the most of your trip. As a member of a group, therefore, you carry certain responsibility- not just for yourself and to your teachers and parents, but to others as well.

Below is a series of rules and regulations that are designed to help while traveling. These rules ensure your safety and it's your responsibility to follow them at all times. Think of this trip as an extension of the school day. Anything that is prohibited on APS school grounds is off limits on this trip, and the same consequences will be enforced.

- No traveler is permitted to carry knives, firearms, or any other dangerous weapons.
- No verbal abuse will be tolerated.
- No traveler is to be in possession of or may consume narcotics or liquor. No smoking.
- Cell phone/Internet use will be kept to a minimum during group moments, unless to take pictures.
- You are expected to have breakfast, lunch and dinner with your group unless otherwise specified.
- No traveler is permitted to rent a motor vehicle of any kind or to obtain any body piercing and/or tattoos.
- You are required to participate in all group activities such as sightseeing and excursions since this constitutes your trip. Travelers are never to go off alone during free periods. Travelers should always be with a partner when they are not with their teachers. Be sure to have a chaperone/director contact number with you at all times.
- Naturally, you should always be punctual. Other people will be counting on you. No littering or leaving trash behind *anywhere*. Respect other people's property. You will be financially responsible for damage you cause.

We should add that you are being put in a very important and responsible position. You are representing not only your school and your town, but also your country. We are all good-will ambassadors when we are in a foreign land. We have tried to provide you with as much information as possible to help you understand the places you will be visiting and the people you will be meeting. All sorts of scheduled activities will be provided to make your trip enjoyable and memorable. Your enthusiasm and willingness to learn is key to the experience that awaits you.

I understand the rules of this trip, and agree to abide by them. I have also read the Trip Selection Criteria and the Cancellation policy information.

(Traveler's Signature)

(date)

(Parent's/ Guardian's Signature)

(date)

PennMC Deadlines and Payments
(refund information is at the bottom)

DECEMBER 14TH, 2018: Registration Payment Due – All registration fees (\$150 registration fee plus down payment of \$40 per delegate) must be received by this date to be accepted for the conference.

DECEMBER 14TH, 2018: Registration Closes – Registration for the conference will be officially closed. Registration must be completed online by this date in order to be considered for the conference. Please note that your school status will be listed as "registered" until the final registration deadline on December 14th. Once we reach this deadline, all schools who have submitted deposits will be approved for attendance at the conference.

DECEMBER 27TH, 2018: Hotel Rooms Due – Please finalize your hotel preference and the number of hotel rooms (twin doubles and kings) your delegation will need at the conference. You may update the number from what you initially put on the Registration form. We need this in order to assess your final payment balance.

JANUARY 4TH, 2019: Scholarship Applications Due – Any student interested in applying for a scholarship/financial aid must email a completed application and have the one faculty recommendation emailed to businessdirector@pennmc.org by this date.

JANUARY 4TH, 2019: Special Programs Applications Due – Any student interested in applying for Special Programs (Executive Branch, NSC, Supreme Court, and DHHS) must email a completed application to applications@pennmc.org by this date.

JANUARY 4TH, 2019: Committee Requests Due - If your delegation has committee preferences, you must complete the online committee request page by this date. We will do our best to accommodate your requests, and schools who elect not to indicate their committee preferences will be assigned to random committees.

JANUARY 25TH, 2019: Final Roster & Committee Assignments Due – A final roster of all delegates and advisors attending the conference must be uploaded onto the website. The committee assignments for your delegates must be uploaded onto the website by this date.

FEBRUARY 8TH, 2019: Bills Due – All delegates legislation must be uploaded onto the website by this date. Bills not uploaded on time will not make the bill book, and will not be eligible for debate in full session.

FEBRUARY 8TH, 2019: Final Payments Due – A check for your full remaining balance must be postmarked by this date. This includes any hotel fees (for schools staying at the Inn at Penn) as well as the remainder of any conference related fees.

MARCH 28TH, 2019: Delegate Forms Due – A Delegate Code of Conduct, Emergency Contact Form, and Photography Waiver must be mailed to us for each delegate attending the conference. The combined forms can be accessed [here](#). If unable to mail please bring to the Registration Desk at the start of the conference. We need to have all forms by the time Opening Ceremonies begin.

REFUNDS & DELEGATE REDUCTIONS

December 14th: The \$150 registration fee and the \$40 per delegate deposits are both non-refundable if your school is accepted. No refund for deposit and registration fee after this date.

If the size of the delegation is reduced after a school is accepted and has paid their deposit, the \$40 deposits for the extra delegates will be applied to the remaining balance, unless the reduction is made after the delegate roster finalization deadline. Increases in delegation size will be added to the remaining balance. No refunds of any kind will be issued after the delegate roster finalization deadline, regardless of delegate reductions.

December 17: We will purchase the train tickets before the December break, once the train tickets are purchased, there is no refund on the train ticket.

February 8th: Hotel payment and remaining conference fee is due. After this date, there will be no refund for the hotel or remaining conference fee. This is also the final payment due date, so this is the last date for any money being refunded.

Signature of International Coordinator

Mary Villano 11/20/18
Name Date

Signature of Department Head

N/A - this is not a department sponsored trip

Name Department Date

Signature of Principal

[Signature] 11/20/18
Name School Date

Signature of Superintendent

Kath Bodeo 11/30/18
Name School Date

Today's Date

<u>Trip Leader Name</u>	Rebecca Walsh Bradley		
School	OMS	Subject/Grade	English, 7th
E-mail address	rwalshbradley@arlington.k12.ma.us		
Phone	781.996.9231.		

Trip Destination: City(s)/Country
London and Environs

Dates of Trip

Departure Date 4/9/20 Return Date 4/17/20
Method of transportation Flight Leaving from (school, airport) Logan Airport

Purpose of Trip (check all that apply)

☒ Cultural
 ☒ Educational
 ☐ Home Stay

☐ Sister City
 ☐ Student Exchange

☐ Other (describe)

Itinerary (attach additional documents as necessary)

Please see attached documents.

Describe the educational purpose and value of the trip?

We will be visiting sites of historical, literary and cultural value, including Shakespeare's birthplace, Oxford University, the Globe theater (where we will see a performance), the Tate Modern museum, Stonehenge, and much more. Both chaperones are English teachers, and we will be tremendously excited to share our passion for literature in the places wherein many of the classics we teach were conceived.

If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?

The trip will take place over Spring Break; no school will be missed.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

The trip is open to all current AHS students.

Cost of trip per student?

\$3,328.00. Explorica will take \$200 off this price if at least 20 students sign up.

What is included in the trip?

Please see attached itinerary.

What is not included in the trip? What expenses will students incur during the trip?
Spending money is not included.

Other Chaperones

Name	Tim Marten	School	AHS	Subject/Grade	English, 9th & 12th
E-mail address	tmarten@arlington.k12.ma.us	Phone	617.642.1040.		

Name		School		Subject/Grade
E-mail address		Phone		

Name		School		Subject/Grade
E-mail address		Phone		

How do students register for the trip? Is there a payment plan? Describe.

Yes. 15 monthly payments of \$211.33, after initial payment of \$158.00

*The travelers will register online directly through the company.
Payments will be made in the same manner.*

Is there a process in place for students who have difficulty paying for the trip? (scholarships?)

Funds available? There is one free spot for every six students signed up. If eighteen students sign up, we can offer one spot on the trip for free.

Fundraising available?

Process for determining need? We are still discussing how we will go about this.

This is a practice under development at the high school.

Please list the name and contact information for the agency you are working with, if applicable.

Explorica. 888.310.7120. Our Tour Center ID is: Marten-8900

Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects

- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

The Travel Protection Plan is \$108, included in the cost. If travelers would like to upgrade to Travel Protection PLUS, that will be an additional \$54 fee.

For the details of the Travel Protection PLUS plan, please see the attached insurance information.

Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)

Cancellation requests must be e-mailed to Explorica. See attached sheet for more information about the Travel Protection PLUS coverage.

Describe how you will factor emergency cash into the trip budget.

We are still discussing this contingency, but we will arrive at consensus soon.

Describe how you will communicate with parents before and during the trip.

We will have an informational session soon, and will communicate via e-mail afterwards. We will provide them with the phone numbers of all the hotels we will be using.

Describe how you will communicate with administration during the trip.

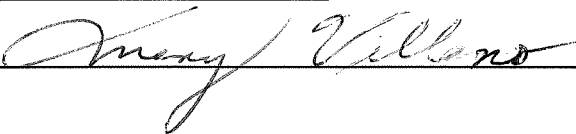

By phone and e-mail.

REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

Before the application is presented to School Committee, please obtain the following signatures in this order.

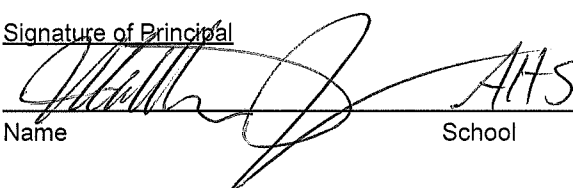
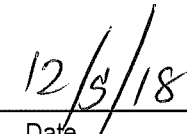
Signature of International Coordinator

		
Name		Date


Signature of Department Head

Name	Department	Date
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Signature of Principal

		
Name	School	Date

Signature of Superintendent

	
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England Trip 2020 Itinerary

April 9th - April 17th, 2020

Day 1 Start tour

Day 2 Hello London

Meet your tour director and check into hotel

London city walk

Thames River, Trafalgar Square, National Gallery visit, Piccadilly Circus, Covent Garden, Leicester Square, Soho

Classic fish & chips dinner

Day 3 London landmarks

London guided sightseeing tour

Buckingham Palace, Big Ben, See the Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, See St. Paul's Cathedral

Globe Theatre Performance

Hard Rock Cafe dinner

Day 4 Royal London

Tower of London visit

Charles Dickens Museum visit

Jack the Ripper evening guided walking tour

Curry dinner

Day 5 London—Stratford

Travel to Stratford via Oxford

Oxford tour director-led sightseeing

Blenheim Palace visit

Stratford tour director-led sightseeing

Anne Hathaway's Cottage visit, Shakespeare's birthplace visit

Day 6 Stratford—Bath

Travel to Bath

Bath guided sightseeing tour

Pulteney Bridge, Roman Baths visit, Abbey

Day 7 Bath—London

Travel to London

Stonehenge visit

Salisbury Cathedral visit

Day 8 London

Tate Britain visit

Day 9 End tour

Tour includes:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- 3-day London travel card
- High-Speed Eurostar Chunnel crossing on extension
- Tour Diary™
- Travel Protection Plan
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Total Fee, as of 12/4/18: \$3,328.00; \$200 less if 20 or more students sign up.

England Trip 2020 Insurance:

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a

common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

[View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate](#)

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

How to Submit a Claim

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: A433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit <https://www.travelclaimsonline.com>
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.
- 9225 Ward Parkway
- Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.



Town of Arlington, Massachusetts

9:05 PM Subcommittee/Liaison Reports/Announcements

Summary:

Budget: Len Kardon, Chair

Community Relations: Jennifer Susse, Chair

Curriculum, Instruction, Assessment & Accountability: Jeff Thielman, Chair

Facilities: Bill Hayner, Chair

Policies & Procedures: Paul Schlichtman, Chair

Legal Services Review: Bill Hayner, Len Kardon

Arlington High School Building Committee: Jeff Thielman, Kirsii Allison-Ampe

Gibbs Committee: Jane Morgan

Liaisons Reports

Announcements

Future Agenda Items



Town of Arlington, Massachusetts

9:20 PM Executive Session

Summary:

To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

Discuss Superintendent Bodie Contract



Town of Arlington, Massachusetts

9:30 PM Adjournment



Town of Arlington, Massachusetts

Submitted by Kirsi Allison-Ampe, MD, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Warrant# 19103, Dated 11/29/2018
School Committee draft minutes 11/29/2018
AHS UPenn Model Trip Approval
OMS London Trip Approval
Policy Manual Update A-I, J, K, L. sections for First Read or vote
Budget request for FY 2020 AHS, Gibbs, OMS, and AEA
AHS Internship Program Celebration of Achievement
Stratton, Thompson, OMS emails
Kathy Bodie contract
December 2018 Enrollment numbers