

MONTY TECH



POLICY MANUAL

SCHOOL COMMITTEE POLICY MANUAL

Montachusett Regional Vocational Technical School Fitchburg, Massachusetts

This manual contains the official policies of the Montachusett Regional Vocational Technical School Committee. Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Committee employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual should make a diligent effort to keep it up to date as the central office distributes new policies.

How to Use This Manual

The Montachusett Regional Vocational Technical School operates according to policies established by the School Committee. The Committee, which represents the state and local community, develops policies after careful deliberation, and the school administration implements them through specific regulations and procedures. The Committee then appraises the effect of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Committee makes this manual available to all who are affected by its policies.



Please Note: All copies of this manual are the property of the Montachusett Regional Vocational Technical School District.

How the Manual Is Organized

The manual is organized in accordance with the classification system developed by the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies and other documents. There are 12 major classifications, each assigned an alphabetical code; and six other inserts.

| | | |
|---|---|---|
| A | - | Foundations and Basic Commitments |
| B | - | School Committee Governance and Operations |
| C | - | General School Administration |
| D | - | Fiscal Management |
| E | - | Support Services |
| F | - | Facilities Development |
| G | - | Personnel |
| H | - | Negotiations |
| I | - | Instruction |
| J | - | Students |
| K | - | School-Community Relations (public relations) |
| L | - | Relations With Other Educational Agencies |

District Agreement
Regulations for Vocational Technical Education (Ch. 74)
Student/Faculty Handbooks
Negotiated Contracts
Personnel Policies
Health & Safety

Sub-classification under each heading is based on logical sequence and alphabetical sub-coding. For an example of the sub-coding system, examine the white page immediately following the tab for Section A -- Foundations and Basic Commitments.

The white pages that follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section of "chapter" of this manual.

How to Find a Policy

Consider where the policy statement (or regulation) would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the policy you need. The pages are arranged in alphabetical order by code within the section. All pages are coded in their upper right-hand corner.

What if you can find the term and code, but there is no policy or regulation? This probably means that the school system has no written policy or important regulations in that particular area. All terms used in the classification system appear in the sectional tables of contents to accommodate the coding, insertion, and finding of policies or regulations that may be issued later.

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or in examining policies. Included are the following:

Also: Certain policies bear two codes in the upper right hand corner. The second is preceded by 'Also'. This means that the identical policy (or regulation) is filed under both codes.

-R This symbol following a code indicates that the statement is a regulation, not a Committee policy. The statement appears on a yellow, rather than a white, sheet.

-E Exhibit. This symbol following a code indicates that the statement is a reference document such as a calendar, application form, etc., rather than a policy. Such statements are printed on green paper.

DATES: Where possible, the original date of adoption/issuance appears immediately following each policy or regulation. In other instances, an approximate adoption or re-approval date is used.

LEGAL REF: Pertinent legal references are given to inform the reader where in state law one may find the statutes that relate to a specific policy. Unless otherwise noted, all references direct the reader to the General Laws of the Commonwealth of Massachusetts (cited as M.G.L., Chapter and section).

CONTRACT REF: Agreements reached through negotiations with recognized staff organizations have the full force of Committee policy. References to negotiated agreements are provided, as appropriate, to direct the reader to statements in these agreements.

CROSS REF: Certain policies and regulations relate to others. Cross-references are provided following many statements to help the reader find all of the related information needed.

REC'D: These are policies not previously included in the Montachusett Regional Vocational Technical School Committee Policy Manual, but are recommended by NESDEC for consideration for formal inclusion.

About Policies and Regulations

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

POLICIES are principles adopted by the School Committee to chart a course of action. They are broad enough to indicate a line of action to be taken by the administration in

meeting a number of day-to-day problems while being narrow enough to give the administration clear guidance.

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

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

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

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

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

It is the intermingling of policy and regulation in law, in contracts, and in adopted statements of the school committee that can cause confusion. Sometimes they are not easily separated. Therefore, the separation of policies and regulations in this manual follows several "rules of thumb" in addition to basic theory:

When law establishes the school system's practice in a particular area, any informational statement covering the practice is presented as "policy."

When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy."

Where the school committee has interwoven regulations with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.

Where the school committee has adopted rules and bylaws concerning its own organizational and operating procedures, these statements appear as policy.

As long as the administration operates within the guidelines of policy adopted by the committee, it may issue regulations without prior committee approval, unless law requires committee action, or unless the committee has specifically asked that certain types of regulations be submitted for committee approval. The school committee is to be informed of all school system regulations issued by the administration. All such regulations are subject to committee review.

Is The Manual Complete?

No. The manual contains all of the current written policies of the Montachusett Regional Vocational Technical School Committee to date; but the need for putting additional policies in writing or adopting new or revising existing ones becomes apparent.

Additionally, state law and regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process. From time to time, new policies, regulations, and reference documents will be developed, coded under the classification system, and used for insertion in the manual.

Should the need arise, supplemental sub-codes may be added to the classification system to accommodate topics not covered by existing codes.

Order of Precedence

School Committee policies and regulations, as well as negotiated agreements with staff bargaining units, must be read and interpreted in the light of the Massachusetts General Laws and state regulations. Wherever inconsistencies of interpretation arise, the law and state regulations prevail. A conflict between a local policy or regulation and a negotiated agreement must be interpreted in line with the contract for members of the particular bargaining unit.

Terminology

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

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

Montachusett Regional Vocational
Technical School District Committee

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A of the policy classification system is a repository for statements related to the district's legal role in providing public education and the underlying principles on which the district operates. The policies in this section provide a setting for all of the school board's other policies.

| | |
|-----------------|---|
| AA | SCHOOL DISTRICT LEGAL STATUS |
| AA-E | SCHOOL DISTRICT LEGAL STATUS SEAL |
| AB | THE PEOPLE AND THEIR SCHOOL DISTRICT |
| AC | NONDISCRIMINATION |
| ACA | NONDISCRIMINATION ON THE BASIS OF GENDER |
| ACAA | SEXUAL HARASSMENT POLICY (ALSO: GBAA) |
| AD | STATEMENT OF PHILOSOPHY |
| ADA | SCHOOL DISTRICT GOALS AND OBJECTIVES |
| ADB | DRUG-FREE SCHOOLS |
| ADC | TOBACCO-FREE SCHOOL POLICY |
| ADD | SAFE SCHOOLS POLICY |
| ADDA | CORI REQUIREMENTS |
| ADDA-E-1 | INFORMATION CONCERNING THE PROCESS |
| ADDA-E-2 | CORI REQUIREMENTS – SAMPLE QUESTIONS |
| ADDA-E-3 | CORI REQUEST FORM |
| ADDA-R | CORI REQUIREMENTS |
| ADF | WELLNESS POLICY |
| AE | COMMITMENT TO ACCOUNTABILITY |

SCHOOL DISTRICT LEGAL STATUS

Official Name and Classification

The official name of the school district is: Montachusett Regional Vocational Technical School District, located at 1050 Westminster Street, Fitchburg, Massachusetts 01420.

The official name of the school is: Montachusett Regional Vocational Technical School.

The school is established as a regional vocational technical school, grades nine through twelve, with the provision for adding post-secondary courses and programs as needs are identified and resources become available.

Legal Basis of the School District

The Montachusett Regional Vocational Technical School District is established legally under those laws of the Commonwealth of Massachusetts that pertain to technical education and the formation of regional school districts. Under these laws, the school district is created by virtue of a legal agreement that is approved by the towns and cities that make up the regional school district.

- I. Independent distributive occupations, industrial, agricultural and household arts schools may be established and maintained by regional school districts established under Massachusetts General Laws, Chapter 71, Sections fourteen and fifteen if the agreement for the establishment of the regional school district either as originally adopted or as subsequently amended, so provides, and for that purpose the regional district school committee shall have the powers and perform the duties conferred or imposed by law upon local trustees for vocational education, and may be known as a board of regional school district trustees for vocational education.
- II. The Montachusett Regional Vocational Technical School District became a legal entity with the signing of the validating act by Governor John A. Volpe on June 12, 1967.
- III. The School District functions under a legal agreement with the Towns of Ashburnham, Ashby, Athol, Barre, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster and Winchendon and the Cities of Fitchburg and Gardner.

LEGAL REF: M.G.L. 71:14 & 15

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL DISTRICT LEGAL STATUS SEAL

As required by law, the official seal of the Montachusett Regional Vocational Technical School District is used on official, legal, and other important papers, contracts, and certificates. The following is the official seal of the Montachusett Regional Vocational Technical School.



LEGAL REF: M.G.L. 71:16

Original Adoption: 03/01/72

Revision Date: 12/10/03

THE PEOPLE AND THEIR SCHOOL DISTRICT

The public schools belong to the people. The people govern the schools under rights guaranteed to them under the Constitution and statutes of Massachusetts. The School Committee is mindful that the people are the ultimate governors of public education and that the Committee also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent-Director, and the people themselves as well as the School Committee. The Committee therefore asserts these beliefs and expectations:

Students should be nurtured at home and in the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student's abilities) the objectives of each learning experience.

The Superintendent-Director should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Committee should appoint the most capable person available to hold the position of Superintendent-Director and should hold him or her accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The public should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able men and women available to represent them on the School Committee and in the State Legislature and U.S. Congress; and for providing the resources necessary for the Committee and staff to accomplish the long-term goals and objectives of the school district.

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

Original Adoption: 06/22/05

Revision Date:

NON-DISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Montachusett Regional Vocational Technical School District will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

- I. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
- II. 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, religious and ethnic groups.
- III. 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.
- IV. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
- V. 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.
- VI. 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 District'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 Montachusett Regional Vocational Technical School or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, gender, gender identity, ethnicity, sexual orientation, disability, religion or national origin.

The parent, guardian or custodian of a child refused admission to or excluded from Montachusett Regional Vocational Technical School or from its advantages, privileges and courses of study shall, on application, be furnished by the District, with a written statement of reasons therefore, and thereafter, if the refusal to admit or

expulsion was unlawful, such child may recover from the town in tort, and may examine any member of the District other officer of the town, upon interrogatories.

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, or disability, their complaint should be registered with the Title IX compliance officer.

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 1993

M.G.L.76: 16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education 603 CMR 2600

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REF: ACA, ACAA, GBBA, and JBA

MRVTS Student Handbook

Original Adoption: 12/10/2003

Revision Date: 04/03/2013

Approval Date: 05/01/2013

NON-DISCRIMINATION ON THE BASIS OF GENDER

The **Montachusett Regional Vocational Technical School District**, 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 gender in the educational programs and activities. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The **District** will continue to ensure fair and equitable educational and employment opportunities, without regard to gender, to all of its students and employees.

The **District** 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, office address and telephone number of the compliance officer.

LEGAL REF: 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)
Board of Education Chapter 622 Regulations Pertaining
to Access to Equal Educational Opportunity, adopted 6/24/75,
amended 10/24/78
Board of Education 603 CMR 26.00

CROSS REF: AC, ACAA, GBB, and JBA

Original Adoption: 12/10/2003
Revision Date: 1/22/2013
5/01/2013

SEXUAL HARASSMENT POLICY

I. Introduction

It is the goal of Montachusett Regional Vocational Technical School to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because Montachusett Regional Vocational Technical School takes allegations of sexual harassment seriously, complaints of sexual harassment will be responded to promptly and where it is determined that such inappropriate conduct has occurred, prompt action will be taken to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

"sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions.
- B. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile,

offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Montachusett Regional Vocational Technical School.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

To file a complaint, contact the Superintendent-Director, or the Assistant Director/Principal, at Montachusett Regional Vocational Technical School, 1050 Westminster Street, Fitchburg, MA 01420, telephone number (978) 345-9200 or (978) 632-8889. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When the complaint is received the allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment would also be interviewed. When the investigation is complete to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct would be informed of the results of that investigation.

If it is determined that inappropriate conduct has occurred, prompt action will be taken to eliminate the offending conduct, and where appropriate disciplinary action will be imposed.

V. Disciplinary Action

If disciplinary action is required, such action will be taken as is appropriate under the circumstances. This disciplinary action may range from counseling to termination from employment, and may include such other forms of discipline as is deemed appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if an employee believes he/she has been subjected to sexual harassment, a formal complaint may be filed with either or both of the government agencies set forth below. Using the Montachusett Regional Vocational Technical School's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Federal Building
Government Center
4th Floor, Room 475
Boston, MA 02203
(617) 565-3200

2. The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office: One Ashburton Place - Room 601
Boston, MA 02108
(617) 727-3990

Springfield Office: 436 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

CROSS REFS: AC, ACA, and JBA
Student Handbook

Original Adoption: 01/08/97

Revision Date: 12/10/03

STATEMENT OF PHILOSOPHY

The Montachusett Regional Vocational Technical School is committed to provide high quality preparation in vocational technical and academic programs that meet or exceed the requirements of the Massachusetts Educational Reform Act leading to gainful employment and/or formal post secondary studies. We recognize that education is shaped by society to satisfy current and future needs.

Montachusett Regional Vocational Technical School recognizes the responsibility to provide students with the skills to be successful. We commit to the ongoing assessment of learning styles, values and skills in order to address student needs in meaningful ways.

Montachusett Regional Vocational Technical School prepares students to recognize the relationship between technical abilities and academic preparation. We endeavor to integrate appropriate academic studies that are pertinent to the vocational technical careers chosen by students.

Montachusett Regional Vocational Technical School prepares students to function safely, effectively, and productively in an ever changing, highly technical and diverse society. We assist students to develop thinking and listening skills. We promote opportunities to ask questions, generate ideas, and demonstrate creative problem solving and decision making processes.

Montachusett Regional Vocational Technical School's atmosphere and environment influences the social skill development of students. We are dedicated to respectful interactions within our school and community to maintain a positive, caring and safe environment.

Montachusett Regional Vocational Technical School supports teachers in their role as leaders in the learning process. We provide professional development opportunities to enhance content area, to create activities for a variety of learning styles and to increase understanding of cultural differences.

Montachusett Regional Vocational Technical School ensures that business and industry within our delivery area will actively participate in deciding the scope of our technical and vocational education programs. We make every effort to act on recommendations forwarded by the various councils and committees within our school.

Montachusett Regional Vocational Technical School welcomes parental involvement. We accept responsibility to assist students and their parents/guardians when choosing technical areas of study. We foster open communications and provide professional assistance that affects the students' school experience.

Original Adoption: 06/10/94

Revision Date: 12/10/03

SCHOOL DISTRICT GOALS AND OBJECTIVES

Statement of Goals

I. School Environment

- A. To provide an environment that admits students to the school and makes available to them its advantages, privileges, and courses of study without regard to race, ethnicity, color, sex, sexual orientation, national origin, or handicap.
- B. To provide a safe environment in which everyone can feel free of harassment, threats, and abuse.
- C. To promote effective communication and involvement among students, parents, and staff.
- D. To encourage good citizenship through the understanding and appreciation of democratic ideals.
- E. To benefit from the social and cultural diversity of our student population.

II. Curriculum/Instruction

- A. To provide vocational technical and academic programs that are current, flexible, integrated, and adaptable and which lead to employment and/or post secondary institutions, colleges and universities.
- B. To strengthen the ability of students to communicate effectively, solve problems creatively, and apply critical thinking skills within a complex society.
- C. To provide students with positive, challenging experiences that will enhance self-esteem.
- D. To provide for varied learning styles based on formal and informal diagnosis of individual student's strengths and weaknesses.
- E. To encourage interactive and student-centered learning to enhance achievement.
- F. To provide students the opportunity to apply learned skills and concepts to real-life situations.
- G. To prepare students to be life-long learners.
- H. To develop activities for students which promote social, emotional, and physical well-being.
- I. To systematically monitor the progress of all students across all areas of the curriculum, using alternative and traditional methods.
- J. To provide opportunities for participation in meaningful co-curricular and extra-curricular activities in school and community.
- K. To foster appreciation for and participation in the fine arts.

III. Support Services

- A. To provide academic, vocational technical and counseling support to students.
- B. To ensure that students receive guidance and counseling enabling them to deal effectively with their social and personal development.

- C. To develop social skills, a traditional work ethic and trade specific ethical practices in students, and to provide for school-to-work transition.
- D. To provide and support ongoing professional development.

IV. Parent/Community Involvement

- A. To present the opportunities and advantages of vocational-technical education to prospective students and their parents so that informed decisions can be made when choosing a secondary school and setting career plans.
- B. To secure parent/community support through participation on advisory boards and employment of our graduates and cooperative education students.
- C. To increase parent/community involvement in the instructional program, to assist with school programs and activities, and to support allotment of the necessary financial resources to fund school programs.

Statement of Objectives

What Monty Tech Graduates Should Know

I. Communicate Clearly

All students will

- A. Communicate effectively using various media
- B. Solve problems creatively
- C. Apply critical thinking

II. Demonstrate Occupational Proficiency

All students will

- A. Develop necessary skills
- B. Provide for integration of academic and technical skills leading to employability or higher education
- C. Develop ethical practices
- D. Demonstrate applied learning

III. Demonstrate Computer Knowledge

All students will

- A. Demonstrate computer literacy
- B. Apply the use of technology and information
- C. Demonstrate knowledge of media: library, A/V, TV, etc...

IV. Acquire Knowledge: Content And Process

All students will

- A. Demonstrate knowledge in the following areas:
- B. Related instruction
- C. World language
- D. Social studies – all phases
- E. Natural sciences – biology, chemistry, earth science, physics
- F. Fine arts
- G. Prepare for lifelong learning

V. Social Responsibilities

All students will

- A. Obtain knowledge and skill to become involved in the local, state, national and international level
- B. Develop self respect and tolerance of all individuals

VI. Demonstrate Personal Responsibilities

All students will

- A. Demonstrate honesty
- B. Treat people with respect
- C. Avoid substance abuse
- D. Accept responsibility for their own behavior

ILLEGAL/CONTROLLED SUBSTANCE-FREE SCHOOLS

Purposes: To ensure the health, welfare and safety of all students, employees and other individuals in or on Montachusett Regional Vocational Technical School District (MRVTSD) property, or during school-sanctioned activities; students and employees are aware of what constitutes illegal and controlled substances.

Rationale: School employees are responsible for maintaining a learning environment free from any illegal/controlled substances. Students and employees must have clear definitions of possession and use of illegal/controlled substances.

Definitions:

- **Consume** – Take into the body by ingestion, inhalation, injection, absorption.
- **Controlled substance** – A chemical or product declared by federal or state law to be illegal for sale or use, but which may be dispensed under a physician’s prescription.
- **Drug paraphernalia** - Any device that can be used to plant, grow, manufacture, compound, produce, analyze, pack, store, contain, conceal, or administer any controlled substance by ingestion, inhalation, injection or absorption.
- **Illegal substance** – Any chemical or product prohibited by law due to classification (as in, but not limited to, prescription drugs prescribed to another) or prohibited by law (as in, but not limited to smoking on school property), or prohibited by law due to age (as in, but not limited to, alcohol and tobacco products).
- **Individual(s)** – Person(s), neither student(s) nor employee(s), in or on MRTVS property or at MRTVS sanctioned events, as in (but not limited to) parents, siblings, school committee members, visiting adults or children, facility renters, consultants and delivery/transportation personnel.
- **Possession** – The state of having, owning or controlling something (in the case of this policy, body/mind altering, controlled or illegal substances and/or drug paraphernalia).
- **Under the influence** – The inability to think and act with ordinary care when faculties are impaired due to consumption of body/mind-altering substances.
- **(Substance) Abuse** – Illegal use and/or overindulgence in/of an addictive substance (such as, but not limited to, alcohol, tobacco and drugs).

Policy:

1. The School Committee prohibits the possession, use or consumption of any illegal or controlled substance by MRVTS students, employees, or other individuals except under conditions specifically allowed in policy JLCD Administration of Drugs.

2. No student, employee, or other individual shall, regardless of quantity, possess; use or consume; buy, sell, or give away any illegal/controlled substance (including, but not limited to, beverages containing alcohol, any tobacco product, any components of vapor/E-cigarettes, marijuana in any form, steroids, drug paraphernalia or prescription medications) except under conditions specifically allowed in policy JLCD Administration of Drugs.
3. Any student, employee or other individual found to be in possession of or believed to be under the influence of illegal/controlled substances in or on school property, or during school-sanctioned activities may be subject to disciplinary action up to and including the maximum punishment permissible by law.
4. This policy shall be posted on the MRVTS website and notice of this policy provided to all students and parents in accordance with state law.
5. This policy shall be filed with the Department of Elementary and Secondary Education (DESE) in accordance with law, in the manner requested by DESE.

SOURCES: Existing and former MRVTS policies; MASC sample policies;

LEGAL REFS: M.G.L. 71:37H; 71.96

CROSS REFS: GBEC Drug-Free Workplace, GBEC-E Drug-Free Workplace Employee Agreement; JICH Illegal/Controlled Substance Use by Students Prohibited; Student Handbook; Faculty Guide

Original Adoption: 12/10/03

Review Date:

Revision Date: 06/21/17;11/15/17

SAFE SCHOOLS POLICY

The Montachusett Regional Vocational Technical School shall maintain a safe and nurturing educational environment where students and others can meet and recreate without fear. The Montachusett Regional Vocational Technical School will not tolerate violence or injury to staff or students, nor will weapons (as defined in Weapons in Schools policy JICI) be tolerated at any school activity or on any school district property. The Montachusett Regional Vocational Technical School Committee policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of M.G.L. 71:37H & 71:37L, prohibiting firearms on school property shall be strictly enforced.

It is the policy of the Montachusett Regional Vocational Technical School to endeavor to provide a safe environment in which students can learn and participate in all programs offered or sponsored by the Montachusett Regional Vocational Technical School. Providing for the safety of students, employees and visitors while at school and/or participating in school sponsored activities is the responsibility of all school personnel. If a school department employee confronts a situation that the employee considers to be unsafe for any reason, the employee should take all reasonable steps within his/her ability to eliminate the potential for harm to others and thereafter report the circumstances involved to the Principal. The Superintendent-Director may, from time to time, promulgate "administrative procedures" to effectuate the goals of this policy.

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

CROSS REF: JICI

Original Adoption: 12/10/03

Review Date: 11/12/14

C.O.R.I. REQUIREMENTS

It shall be the policy of the Montachusett Regional Vocational Technical School District to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board 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 C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent-Director, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board 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-Director, 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 C.O.R.I. Law Advisory dated February 17, 2003, "'Direct and unmonitored contact with children' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

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 a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent-Director; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent-Director, Principal or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. 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. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

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

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent-Director will closely compare the record provided by CHSB with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the C.O.R.I. check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's C.O.R.I. policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the C.O.R.I. record.

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

The Superintendent-Director shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may

answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

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

The Superintendent-Director shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the 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.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent-Director shall obtain such data for any person then providing volunteer service, as a condition of continued service.

Montachusett Regional Vocational Technical School District shall abide by all Federal and State laws regarding fingerprinting for criminal background checks, including the requirements of Chapter 459 of the Acts of 2012, and any subsequent regulations enforcing that statute.

LEGAL REF: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law
(February 17, 2003)
803 CMR 3.05 (Chapter 149 of the Acts of 2004)
Acts of 2012, Chapter 459, (Mass. 2013)

Original Adoption: 2/1/2006
Revision Date: 1/22/2013
5/1/2013

**INFORMATION CONCERNING THE PROCESS IN CORRECTING A
CRIMINAL RECORD**

If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to www.mass.gov/chsb/cori/cori_forms.html#pers.

The CHSB charges \$25.00 fee to provide an individual with a copy of hi/her criminal record. You may complete an affidavit of indigence and request that the CHSB waive the fee.

Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and “how to read a BOP” on the CHSB’s website www.mass.gov/chsb/cori/cori_bop.html. The CHSB does not offer “walk-in” service but you may call our Legal Division at (617) 660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617) 727-5300.

If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CARI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.

If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see www.mass.gov/chsb/cori/cori_codes_court.html.

In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.

If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contract the CORI Unit for assistance at (617) 660-4640.

C.O.R.I. REQUIREMENTS – SAMPLE QUESTIONS

The Montachusett Regional Vocational Technical School may ask the following series of questions:

Have you been convicted of a felony? Yes or no?

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c. 276, § 100A.

It is unlawful for an employer to make any inquiry of an applicant or employee regarding:

An arrest, detention or disposition regarding any violation of law in which no conviction resulted.

First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.

Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his/her failure to recite or acknowledge such information as he/she has a right to withhold by 804 CMR 3.02.

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT



Ashburnham • Ashby • Athol • Barre • Fitchburg • Gardner • Harvard • Holden • Hubbardston • Lunenburg Petersham Phillipston • Princeton • Royalston • Sterling • Templeton • Westminster • Winchendon •



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CORI REQUEST FORM

Montachusett Regional Vocational Technical School has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

(Last Name) (First Name) (Middle Name)

Maiden Name or Alias (If applicable) Place of Birth

Date of Birth Social Security Number Mother's Maiden Name

Former Addresses:

Sex: (M) (F) Height: ft. in. Weight: Eye Color:

State Driver's License Number:

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: REQUESTED BY:

Signature of CORI Authorized Employee

C.O.R.I. REQUIREMENTS

Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History Systems Board's (CHSB) **Information Concerning the Process in Correcting a Criminal Record**. If the CORI record provided does not exactly match the identification information provided by the applicant, the Superintendent will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Superintendent may contact the CHSB and request a detailed search consistent with CHSB policy.

If the Superintendent reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in district policy, 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:

- Relevance of the crime to the position sought;
- The nature of the work to be performed;
- Time since the conviction;
- Age of the candidate at the time of the offense;
- Seriousness and specific circumstances of the offense;
- The number of offenses;
- Whether the applicant has pending charges;
- Any relevant evidence of rehabilitation or lack thereof;
- Any other relevant information, including information submitted by the candidate or requested by the hiring authority

The Superintendent will notify the applicant of the decision and the basis of the decision in a timely manner.

WELLNESS POLICY**POLICY**

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the main causes of obesity. The School Committee recognizes that schools play a critical role in promoting the health and safety of young people. Good health fosters student attendance and education. Students need nourishing foods, physical activity, and knowledge to make informed, healthy decisions.

The School Committee acknowledges the necessity for the school to ensure that the school environment promotes and protects students' health and ability to learn by providing nutrition education, physical activity and a variety of food and beverage choices. The linkage between health education and school meal programs, and related community services, will be established. It also recognizes the need for education re: substance use, sex, bullying, stress reduction, and safe shop practices. The School Committee believes Montachusett Regional Vocational Technical School (MRVTS) has a responsibility to help students develop the skills, knowledge, and attitudes necessary to adopt and maintain healthy lifelong habits.

PURPOSE

The purpose of this policy is to provide direction to MRVTS for promoting student wellness through nutrition education, physical activity, and the selection of nourishing foods and beverages and to fulfill the requirements of Public Law 108-265, Section 204, June 30, 2004, Child Nutrition and WIC Reauthorization Act of 2004 and Healthy, Hunger-free Kids Act of 2010, and Public Law 111-296.

The Policy will be made available to the community via the Monty Tech website.

STANDARDS**Nutrition Education**

The school system will update and implement a curriculum in nutrition education as part of the system's instructional program in comprehensive health education

- A. Nutrition education will be offered and designed to enable students to meet graduation requirements, and to select health education electives in grades 10-12.
- B. Nutrition education will be aligned with the National Health Education Standards and the MRVTS curriculum.
- C. Nutrition education will be included in appropriate curricular areas.

Physical Education

The school system will continuously update and implement a curriculum in physical education in accordance with the Massachusetts Framework Curriculum. All physical education classes will be taught by a certified physical education teacher.

- A. A physical education program will be offered each year for all students in grades nine through twelve. Program offerings will be provided to enable students to select physical education electives.
- B. Physical education will be aligned with the Massachusetts Framework Curriculum and with guidelines of the National Association for Sport and Physical Education Standards. Each student will be encouraged to develop a personal fitness plan. Every effort will be made to ensure that at least 50% of PE time is spent in moderate to vigorous activity.
- C. Physical education will be included in appropriate curricular areas.

Physical Activity

- A. MRVTS will provide an interscholastic athletic program in accordance with Massachusetts Interscholastic Athletic Association (MIAA) policies.
- B. Classroom and technical teachers will strive to incorporate physical activity breaks into each class, e.g., stretching, running in place, and walking around the classroom/technical area.
- C. Teachers and other school and community personnel will not use physical activity (running laps, push ups) or withhold opportunities for physical activity as punishment.
- D. Staff will be encouraged to exercise through the offering of after-school programs.

Health Education

- A. Health education covers a myriad of subjects to include bullying, eating disorders, substance abuse, reproductive health, sexually transmitted diseases, tobacco dangers, victimization, violence, injuries and mental health issues.
- B. Health education and physical education will be reassessed with changes made to reflect current nutrition and physical activity guidelines that will best serve the student

Foods and Beverages

The following standards apply to all foods and beverages made available to students in schools or through school-sponsored events during the school day.

- A. General
 1. Qualified nutrition professionals will administer the school meal programs
 2. Fresh local produce will be used when available.
 3. MRVTS considers wellness issues and student allergies when planning incentive and promotional activities.

4. Foods and beverages should not be used as an education tool except when indicated in a student's IEP.
5. Foods and beverages should not be offered as a reward or withheld as a punishment.
6. Adequate amounts of water will be available to all students throughout the day.
7. Students will have access to hand washing or hand sanitizing before eating meals or snacks.

B. School Meals

1. The school's Food Service Department will provide meal pattern breakfasts and lunches, as well as a la carte items, to students each day that school is in session consistent with the Federal and State regulations.
2. MRVTS will promote decreased sugar intake through the incorporation of low sugar food items and education.
3. Water, seltzer without caloric sweeteners, fruit and vegetable juices, fruit based drinks that contain at least 100% fruit juice and do not contain additional caloric sweeteners, low fat (1%) and fat free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA) will be provided.

Soft drinks, sports drinks, iced teas, fruit based drinks that contain less than 100% real fruit juice, beverages containing caffeine and whole milk will not be sold.

4. A variety of fruits and vegetables will be offered daily. A minimum of half grains served will be whole grain.
5. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections 9a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section (9)(f)(1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1776(a), as those regulations and guidance apply to MRTS.

C. Competitive Foods

Staff will establish procedures to ensure that the sale of foods and/or provision of foods free of charge to students on school campuses 30 minutes before the beginning of the school day, during the school day, and 30 minutes after the end of the day meet the intent of this policy.

1. Fundraising activities that involve food will follow State and Federal recommendations. MRVTSD will encourage fundraising activities that promote physical activity.
2. Foods and beverages offered or sold at school-sponsored events outside the school day will follow State and Federal guidelines.

COMPLIANCE

- A. The Superintendent-Director/designee shall develop, implement and monitor a process for the development and review of the school system's curriculum and assessment programs that comply with state and local requirements and provide sufficient academic rigor for students.
- B. The Superintendent-Director/designee is responsible for providing for annual notification of this policy and procedures to staff, students and parents.
- C. The school-based instructional staff and administrators are responsible for the delivery of the written curriculum in the classroom.
- D. The Superintendent-Director/designee will ensure that opportunities for physical activity are provided during the school day in accordance with this policy.
- E. The Superintendent-Director/designee, Food Service Department, and Principal will ensure that all foods and beverages made available to students in school or through school-sponsored events are in compliance with this policy and follow Federal and State recommendations.

DELEGATION OF AUTHORITY

The Superintendent-director/designee is authorized to develop procedures for the implementation of this policy.

Legal Refs:

Healthy, Hunger-free Kids Act of 2010 and Public Law 111-296
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 1966, 42 U.S.C. 1771-1789

Original Adoption: 08/02/06

**Revision Date: 01/22/13
04/03/13**

COMMITMENT TO ACCOUNTABILITY

The Montachusett Regional Vocational Technical School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

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

Original Adoption: 12/10/03

Revision Date:

SECTION B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS

Section B of the policy classification system is a repository for statements about the school committee --- how it is elected, organized; how it conducts its meetings and operates. This section includes policies establishing the board's internal operating procedures.

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|----------------|---|
| BB | SCHOOL COMMITTEE LEGAL STATUS |
| BBA | SCHOOL COMMITTEE POWERS AND DUTIES |
| BBAA | SCHOOL COMMITTEE MEMBER AUTHORITY |
| BBB | SCHOOL COMMITTEE MEMBERSHIP |
| BBBB | SCHOOL COMMITTEE MEMBER CERTIFICATE OF VERIFICATION |
| BBBE | UNEXPIRED TERM FULFILLMENT / VACANCIES |
| BCA | SCHOOL COMMITTEE MEMBER ETHICS |
| BCB | SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST |
| BDA | SCHOOL COMMITTEE ORGANIZATION |
| BDB | SCHOOL COMMITTEE OFFICERS |
| BDC | APPOINTED COMMITTEE OFFICIALS |
| BDD | SCHOOL COMMITTEE/SUPERINTENDENT-DIRECTOR RELATIONSHIP |
| BDDA | ADMINISTRATION IN POLICY ABSENCE (ALSO: CHD) |
| BDE | SUB-COMMITTEES OF THE SCHOOL COMMITTEE |
| BDF | ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE |
| BDFA | SCHOOL COUNCIL (ALSO: CEA) |
| BDFA-R1 | CONDUCT OF SCHOOL COUNCIL BUSINESS (ALSO:CEA-R1) |
| BDFA-R2 | SCHOOL IMPROVEMENT PLAN (ALSO: CEA-R2) |
| BDFA-E | SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN |
| BDG | SCHOOL COMMITTEE ATTORNEY |
| BDH | CONSULTANTS TO THE COMMITTEE |
| BE | SCHOOL COMMITTEE MEETINGS |
| BEB | SPECIAL SCHOOL COMMITTEE MEETINGS |
| BEC | OPEN MEETING LAW |
| BEDA | NOTIFICATION OF SCHOOL COMMITTEE MEETINGS |
| BEDB | AGENDA PREPARATION AND DISSEMINATION |
| BEDB-E | SAMPLE AGENDA FORMAT |

| | |
|-----------------|--|
| BEDC | QUORUM |
| BEDD | RULES OF ORDER |
| BEDF | VOTING METHOD |
| BEDG | MINUTES |
| BEDH | PUBLIC PARTICIPATION OF COMMITTEE MEETINGS |
| BEDJ | BROADCASTING AND TAPING OF COMMITTEE MEETINGS |
| BEE | SPECIAL PROCEDURES FOR CONDUCTING HEARINGS |
| | |
| BF | SCHOOL COMMITTEE WORK SHOPS |
| | |
| BG | SCHOOL COMMITTEE POLICY DEVELOPMENT |
| BGA | POLICY ADOPTION |
| BGB | POLICY REVISION AND REVIEW |
| BGC | SCHOOL COMMITTEE REVIEW OF REGULATIONS (ALSO: CHB) |
| BGD | POLICY DISSEMINATION |
| BGE | POLICY SUSPENSION |
| | |
| BHC | SCHOOL COMMITTEE-STAFF COMMUNICATIONS (ALSO: GBD) |
| BHE | USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS |
| | |
| BIA | NEW SCHOOL COMMITTEE MEMBER ORIENTATION |
| BIB/BIBA | SCHOOL COMMITTEE MEMBER DEVELOPMENTAL OPPORTUNITIES/SCHOOL COMMITTEE MEMBER CONFERENCES, CONVENTION AND WORKSHOPS |
| BID | SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES |
| BIDA | TRAVEL POLICY |
| BIE | SCHOOL COMMITTEE MEMBER INSURANCE |
| | |
| BJ | SCHOOL COMMITTEE LEGISLATIVE PROGRAM |

SCHOOL COMMITTEE LEGAL STATUS

A regional vocational technical school committee derives its powers from provisions of the General Laws of the Commonwealth of Massachusetts. Extensive powers are granted by virtue of the interrelated provisions of three portions of the General Laws:

- Those laws related directly to vocational education.
- Those laws related directly to regional school districts.
- Those laws related to local school committees.

LEGAL REFS: M.G.L. 70, 71, 72, 74 and 76

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COMMITTEE POWERS AND DUTIES

The Montachusett Regional Vocational Technical School District 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-Director 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.

Under law, the following powers and duties are conferred upon a school committee of a regional school district, in addition to those conferred upon all school committees:

1. To adopt a name and a corporate seal, and the engraved or printed facsimile of such seal on a bond or note of the district shall have the same validity and effect as though such seal were impressed thereon.
2. To sue and be sued, but only to the same extent and upon the same conditions that a town or city may sue or be sued.
3. To acquire property within the towns and cities comprising the Montachusett Regional Vocational Technical School District under the provisions of Massachusetts General Laws Chapter 79 and 40:14 for the purposes of the district, and to construct, reconstruct, add to, remodel, make extraordinary repairs, to equip, organize and operate the school for the benefit of those towns and cities, and to make any necessary contracts in relation thereto.

4. To incur debt for the purpose of acquiring land and constructing, reconstructing, adding to and equipping the school building(s) or buildings [subject to procedures established by law].
5. To issue bonds and notes in the name and upon the full faith and credit of the Montachusett Regional Vocational Technical School District.
6. To receive and disburse funds for any district purpose.
7. To incur temporary debt in anticipation of revenue to be received from member towns and cities.
8. To assess member towns and cities for any expenses of the district.
9. To receive any grants or gifts for the purposes of the Montachusett Regional Vocational Technical School.
10. To engage legal counsel.
11. To submit an annual report to each of the member towns and cities, containing a detailed financial statement, and a statement showing the method by which the annual charges assessed against each town or city were computed, together with such additional information relating to the operation and maintenance of such school as may be deemed necessary by the district school committee or by the selectmen of any member town or city.
12. To employ a Superintendent-Director of Schools who may also be a Superintendent-Director of one or more of the towns or cities comprising the district, and said Superintendent-Director shall have all the powers and duties imposed upon school Superintendents by law.
13. To adopt an annual operating and maintenance budget [subject to procedures established by law].
14. To incur debt, for purposes and terms specified in #4, provided that the vote of the district committee authorizing such debt is approved by a majority of the registered voters in the member towns and cities voting on the question at an election called and held pursuant to the provisions of this law.
15. To refinance any debt incurred under #4 #5 or #14, in accordance with the provisions of section 21A of Chapter 44.
16. To indemnify each member of the Montachusett School Committee.
17. To lease, or lease with an option to purchase, equipment for educational purposes. Such leases may be made for periods not exceeding five years.
18. To lease land and buildings for educational purposes. Such leases may be made for periods not exceeding five years.
19. To rent or lease with the approval of the Commissioner of Education surplus space in a school building of the district to house public or private profit-making business or nonprofit organizations.

The School Committee is also responsible for appointing, upon the recommendation of the Superintendent-Director, the 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.

The Montachusett Regional Vocational Technical School Committee shall have all the powers and duties imposed upon it by this agreement and such other additional powers and duties as are specified in Chapter 71 of the Acts of 1993 and any amendments thereof or additions thereto now or hereafter enacted, or as may be specified in any other applicable special law or in any applicable general law.

LEGAL REFS: MGL 71:37 specifically, but school committee powers and duties are established throughout the General Laws of Massachusetts Relating to School Committees. MGL 71:16 through 71:16I specifically regarding regional schools and MGL C74 for vocational schools.

Reference: District Agreement, Section I(F);

Cross References: AA-E SCHOOL DISTRICT LEGAL STATUS SEAL; AB THE PEOPLE AND THEIR SCHOOL DISTRICT; BG SCHOOL COMMITTEE POLICY DEVELOPMENT; BGA POLICY ADOPTION; BGB POLICY REVISION AND REVIEW; CH POLICY IMPLEMENTATION; DAB FISCAL RESPONSIBILITY OF THE SCHOOL COMMITTEE; IAB EDUCATIONAL GOALS FOR MASSACHUSETTS; KA SCHOOL-COMMUNITY RELATIONS; KDDA NEW MEDIA RELEASES.

ORIGINAL ADOPTION: 03/01/72

REVISED/REVIEWED: 12/01/04; 03/07/18

SCHOOL COMMITTEE MEMBER AUTHORITY**Authority**

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

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

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

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

Duties

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

- 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 the Montachusett Regional Vocational Technical School District;
- To keep abreast of new laws and the latest trends in education;
- To have a general knowledge of the goals, objectives, and programs of the Montachusett Regional Vocational Technical School District;
- To work effectively with other Committee members without trying either to dominate the Committee or neglect his/her share of the work;
- 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;
- To vote and act impartially
- 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;
- To represent the Committee and the school to the public in a way that promotes interest and support;
- To refer questions and complaints to the proper school authorities; and
- To comply with the accepted code of ethics for School Committee members.

Original Adoption: 12/10/03

Revision Date: 10/1/14

SCHOOL COMMITTEE MEMBERSHIP

The Montachusett Regional Vocational Technical School Committee shall consist of four members from the city of Fitchburg, two members from the city of Gardner, and one member from each of the member towns. Except as provided in subsection I (B) of the District Agreement, members shall be appointed (i) from the Cities of Fitchburg and Gardner by majority vote of the members of the Cities' Councils, Mayors, and School Committees, and (ii) from each town by majority vote of the members of the Board of Selectmen, Town Moderators, and local School Committee members. All members shall be residents of the municipalities they represent and they shall serve until their respective successors are appointed and qualified.

CROSS REF: District Agreement

Original Adoption: 12/10/03

Revision Date:

SCHOOL COMMITTEE MEMBER CERTIFICATE OF VERIFICATION

New School Committee members shall have a certificate from their city or town clerk indicating they have been appointed to the District Committee prior to being seated.

LEGAL REF: M.G.L. 71:14E

Original Adoption: 08/18/93

Revision Date: 12/10/03

UNEXPIRED TERM FULFILLMENT / VACANCIES

Any vacancy occurring among the members of the Committee during appointed or elected term shall be filled by appointment, in the manner set forth in subsection I(A) of the District Agreement, to serve for the balance of the unexpired term.

CROSS REF: District Agreement

Original Adoption: 12/10/03

Revision Date:

SCHOOL COMMITTEE MEMBER ETHICS

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the laws of the commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adhere to those state laws that 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: (1) community responsibility; (2) responsibility to the school administration; and (3) relationship to fellow committee members

- I. School Committee member in his/her relations with the community should:
 - A. Realize that his/her primary responsibility is to the children.
 - B. Recognize that his/her basic function is policymaking and not administrative.
 - C. Remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
 - D. Be well informed concerning the duties of a committee member on both a local and state level.
 - E. Remember that he/she represents the entire community at all times.
 - F. Accept the office of committee member as a means of unselfish service with no intent to "play politics" in any sense of the word, or to benefit personally from committee activities.
- II. School Committee member in his/her relations with his/her school administration should:
 - A. Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
 - B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - C. Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel, in compliance with the Education Reform Act 1993.
 - D. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
 - E. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.
- III. School Committee member in his/her relations with his/her fellow Committee members should:
 - A. Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings.

Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the committee.

- B. Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions.
- C. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own committee or from members of other committees who may be seeking help and information on school problems.
- D. Make decisions only after all facts on a question have been presented and discussed.

Source: Massachusetts Association of School Committees
May 22, 1964

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST

No School Committee Member 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/her town participates.

CROSS REF: BCA

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

Original Adoption: 03/01/72

Revision Date: 12/10/03

08/05/15

SCHOOL COMMITTEE ORGANIZATION

The Montachusett Regional Vocational Technical School Committee shall organize and choose a chairperson and a vice chairperson from among its own membership at the scheduled meeting in April. At the same meeting, the Committee shall appoint a treasurer and a secretary, who need not be members of the Committee. The new officers will commence their duties on July 1 of the same year.

LEGAL REFS: M.G.L. 71:16A

CROSS REF: District Agreement, Section I(E)
Policy BEDF

Original Adoption: 12/10/03

Revision Date: 11/07/07

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The Chairperson of the Montachusett Regional Vocational Technical School Committee shall:

- I. Preside at all Committee meetings, decide on questions of order and be entitled to vote on all matters.
- II. Appoint and serve as ex-officio member of standing and temporary committees, except as otherwise directed by the Committee.
- III. Sign legal documents and contracts for the Committee and perform other duties, all as the Committee may determine.
- IV. Sign the Graduation Certificates/Diplomas.

Duties of the Vice-Chairperson

The Vice-Chairperson shall serve in the absence of the Chairperson and in the performance of this service, shall exercise all the powers of the chairperson including, without limitations, signing legal documents and contracts.

Duties of the Secretary

The Secretary of the Montachusett Regional Vocational technical School Committee shall:

- I. Keep the minutes of all meetings and maintain permanent records of the proceedings of the Committee.
- II. Be responsible for the preservation of reports and documents within the jurisdiction of the Committee, which records shall be kept at the office of the Committee.
- III. Prepare such reports as may be required by the Massachusetts Department of Education and shall submit an annual report to the selectmen of the member towns and the city councils of the cities of Fitchburg and Gardner.
- IV. Be responsible for all correspondence of the Committee and shall be custodian of the regional seal and the treasurer's bond.

Duties of the Treasurer

The Treasurer of the Montachusett Regional Vocational Technical School Committee shall:

- I. Receive all monies paid to the Montachusett Regional Vocational Technical School District or district committee, depositing it in such banks as the committee shall designate.
- II. Pay out money in such amounts as have been approved by the Committee, shall render reports of all receipts and disbursements as directed by the Committee
- III. But render such reports at least quarterly, and perform such other duties as specified by law or as the Committee may determine.
- IV. Give bond for faithful performance of his/her duties in accordance with the laws of the Commonwealth of Massachusetts, as the Committee shall direct, the premium of such bond to be paid as an expense from the funds of the district.

LEGAL REF: M.G.L. 71:16A

Original Adoption: 03/01/72

Revision Date: 12/10/03

APPOINTED COMMITTEE OFFICIALS

The Superintendent-Director shall be elected by the Committee as provided by law and shall serve and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as majority of the Committee may direct.

LEGAL REF: M.G.L. 71:16

Original Adoption:

Revision Date:

SCHOOL COMMITTEE/SUPERINTENDENT-DIRECTOR RELATIONSHIP

The Committee will leave to the Superintendent-Director all matters of decision and administration that come within his/her scope as executive officer and professional leader of the Montachusett Regional Vocational Technical School System. While the Committee reserves to itself the ultimate decision of all matters concerning general policy and expenditures of funds, it will typically work collaboratively with the Superintendent-Director and key administrators on all policies. Further:

1. The Superintendent-Director may ask guidance from the Committee with respect to matters of operation at any time. If it is necessary to make exceptions to established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent-Director 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 the situation or business at hand.
3. Whenever possible, Committee members will bring policy concerns to the Committee Chairman and Superintendent-Director prior to introducing as "New Business" at a Committee meeting.

SOURCES: MASC;

LEGAL REFS:

Original Adoption: 03/10/72

Revision Date: 12/10/03

04/08/15

ADMINISTRATION IN POLICY ABSENCE

(Emergency Powers of the Superintendent-Director)

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent-Director or his/her designee in his/her absence that, under more normal situations, would clearly be beyond the scope of his/her duty and authority. It shall be the policy of the Montachusett Regional Vocational Technical School Committee that the Superintendent-Director shall act in emergency situations so as to preserve and protect lives and property, as well as the reputation of the School.

- I. In those situations that arise within the schools where the School Committee has provided no guidelines for administrative action, the Superintendent-Director shall have power to act, but his/her decisions shall be subject to review by action of the Committee at its next meeting. It shall be the duty of the Superintendent-Director or his/her designee to inform the School Committee Chairperson promptly of such action. Other members of the school community shall be notified as necessary.
- II. When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, the Superintendent-Director or his/her designee closes the school under the above granted authority, it shall be the duty of the Superintendent-Director or his/her designee to inform the School Committee Chairperson promptly of such action. Other members of the school community shall be notified as necessary.

In instances where the Administration acts in absence of policy, the Committee will review the situation and determine if policy changes are necessary.

Original Adoption: 03/01/72

Revision Date: 12/10/03
10/1/14

Original Adoption: 3/1/72
Revision Date:12/10/03

SUB-COMMITTEES OF THE SCHOOL COMMITTEE

The Montachusett Regional Vocational Technical School Committee may appoint its members to sub-committees to be responsible either for one specific problem or for a general area of School Committee concern.

Members may be appointed to sub-committees at the meeting for organization or at any time it becomes desirable to do so during the year.

The function of a sub-committee is to investigate, to become informed, and then, to report back to the School Committee.

A sub-committee may make recommendations to the School Committee, but it has no power to make decisions which bind the School Committee as a whole.

Sub-committee meetings shall be in accordance with the requirements of the Open Meeting Law.

LEGAL REF: M.G.L. 39:23A - 23B - 23C; 71:16A

CROSS REF: BEC

Original Adoption: 03/01/72

Revision Date: 12/10/03

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The Montachusett Regional Vocational Technical School Committee may appoint its members to represent it on committees and for functions and activities of other organizations and groups.

Members may be appointed to external committees or functions at the meeting for organization or at any time during the year when it becomes desirable to do so.

An appointee should express the interest of the School Committee and be an information source for the Committee.

On the basis of the experience as a representative to an external group, the member may propose recommendations to the School Committee, but may not take any action which binds the School Committee.

Citizen Advisory Committees

Each school district, operating and approved vocational technical program shall appoint advisory committees composed of representatives of local business and industry related to the program, organized labor, parents and students, which shall consult with and advise the trustees and other school officials managing and supervising such schools.

Student Advisory Committee

In accordance with state law, the School Committee will meet while school is in session with the Student Advisory Committee at least once every other month. The student body elects the five (5) member Student Advisory Committee following the election procedures and guidelines as established by law.

LEGAL REF: M.G.L. 71:38m; 74:6

CROSS REF: JIB/JIBC

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COUNCIL**ALSO: CEA**

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

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

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

The following guidelines define the role of the School Council.

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

- I. Adoption of educational goals for the school that are consistent with state and local policies and standards;
- II. Identification of the educational needs of the students attending the school; Review of the school building budget; and
- IV. Formulation of a School Improvement Plan that may be implemented only after review by the School Committee and review and approval of the Superintendent- Director.

The composition of the School Council will be as follows:

- One principal;
- Two professional staff members (plus two alternates) — chosen by total professional staff of the school based on submitted nominations (professional staff includes all administrators, counselors, and teachers employed by the school, but excludes secretarial, clerical, aide, cafeteria, custodial and part-time employees);
- Three parents (parity is required, therefore, number of parents must be equal to the number of "teachers" plus the principal);

Original Adoption: 03/01/72

Revision Date: 08/01/10

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

Also: CEA-E

The written School Improvement Plan shall be submitted by the Principal to the School Committee for review and to the Superintendent-Director for review and approval by June 1st of each year.

The School Improvement Plan should:

- I. Focus on improvement of student learning;
Specify expected student outcomes and measurable/observable results;
- II. Align with the Mission of the Montachusett Regional Vocational Technical School and any goals and policies of the school district;
- III. Be consistent with state and federal law, Montachusett Regional Vocational Technical School policy, established curriculum and collective bargaining agreements;
- IV. Clearly identify actions to be taken on how changes will be implemented;
- V. Include a plan on how to solicit community support for the changes being developed;
- VI. Indicate anticipated costs and available funding sources; and
- VII. Delineate the method of evaluating and reporting progress and results.

If the Superintendent-Director does not approve the School Improvement Plan, 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 Committee, the plan shall be deemed to have been approved.

LEGAL REF: M.G.L. 71:59c

Original Adoption: 03/01/72

Revision Date: 08/01/10

CONDUCT OF SCHOOL COUNCIL BUSINESS

Also: CEA-R1

The Principal shall, by law, serve as co-chair of the School 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 formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, Section 23 A, B, and C, 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-Director shall receive agendas and minutes of all School Council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

LEGAL REF: M.G.L. 39:23A-C

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL IMPROVEMENT PLAN

BDFA-R2

Also:CEA-R2

The Principal, in conjunction with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent and the School Committee.

The School Improvement Plan should be drafted with the following in mind:

- I. 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;
- II. An assessment of the needs of the school in light of the proposed educational goals;
- III. The means to address student performance;
- IV. Professional development for the school's professional staff;
- V. The enhancement of parental involvement in the life of the school, safety, and discipline;
- VI. The development of means for meeting the diverse learning needs of every child; and
- VII. Any further subjects as the Principal, in consultation with the School Council, shall consider appropriate.

Elements of the School Improvement Plan should include the following:

- Class size and impact on students;
- Enhance parent involvement;
- Extra-curricular activities;
- In-service on second language acquisition and linguistic and cultural diversity
- School climate, safety, discipline;
- Professional development;
- Mainstreaming; and
- Additional subjects that they deem appropriate for including in the School Improvement Plan.

The School Council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and the School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

LEGAL REF: M.G.L. 71:59C

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COMMITTEE ATTORNEY

By law, the School Committee of a regional school district has the power to engage legal counsel. The following are general duties of legal counsel with reference to educational matters:

To advise and furnish the school committee legal opinions, verbally and in writing, as directed, on all matters and questions of law, including interpretations of old and new statutes;

To attend meetings at the request of the School Committee;

To prepare legal instruments and contracts, including resolutions, advertising of bids, and other legal papers as directed by the School Committee; and

When needed, to commence and prosecute all legal action brought by the School Committee and to defend the School Committee in action brought against it.

Counsel for Collective Bargaining

The regional School Committee, having all the powers and duties conferred by law on School Committees, may, under provisions of the law, employ legal counsel in connection with collective bargaining with employee organizations for school employees.

Requests for Legal Opinions

All requests for legal opinions or information from our legal counsel from School Committee members should be directed to the Chairperson of the School Committee. It may be the chairperson's opinion to refuse the request. If the request is denied, then the member has recourse through the full committee.

LEGAL REFS: M.G.L. 71:16(j); 71:37E; 71:37F

Original Adoption: 03/01/72

Revision Date: 12/10/03

CONSULTANTS TO THE SCHOOL COMMITTEE**Supporting Professional Services**

From time to time, on the recommendation of the Superintendent-Director, the Montachusett Regional Vocational Technical School Committee may appoint, retain, or employ persons for consulting or other professional services to the school district. Consulting services may be either on a per diem or contractual basis. Consultants shall have no administrative authority over any facet of the district's school, but shall act solely as advisors to the School Committee and its officers and employees. Such services may be provided from professions other than education as well as from the educational profession.

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COMMITTEE MEETINGS

PURPOSE: To ensure all business of the Montachusett Regional Vocational Technical School Committee is conducted in compliance with current Open Meeting Laws, occurring only at duly called and advertised meetings.

POLICY: The Committee shall hold its regular meeting on the first (1st) Wednesday of each month at 7:00 p.m., except that at any regular meeting the Committee may by majority vote of members present cancel and/or reschedule a regular meeting. All meetings shall be held at Montachusett Regional Vocational Technical School at 7:00 p.m. unless otherwise voted by the Committee.

All School Committee meetings shall be open to the public and press unless the Committee votes to move into executive session.

Notification requirement are stated in **Policy BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS.**

Legal Ref: MGL 39: 23 A-C

Cross Ref: BEC (Open Meeting Law)

Cross Ref: BEDA (Notification of School Committee Meetings)

Original Adoption: 03/01/72

Revision Date: 02/01/12

SPECIAL SCHOOL COMMITTEE MEETINGS

The agenda for special meetings is restricted to only such business that appears in the call of the meeting unless words such as the following are included in the call: "and such other business as may properly come before it."

The chairperson may call a special meeting at any time and, upon written request of a simple majority of committee members, the secretary may call a special meeting. Each member shall be notified at least forty-eight (48) hours before any special meeting in accordance with Policy *BEDA – Notification of School Committee Meetings*.

If any member of the School Committee is not properly notified about a special meeting, the legality of any action taken could be subject to challenge.

The law provides that if a special meeting is called because of an emergency, public notice need not be given. "Emergency" is defined as "a situation where immediate, action is deemed by the board to be imperative."

All special meetings are open to the public and press unless they are to go into executive session.

All procedures and rules for the conduct of special meetings shall be the same as those used in the regular meetings.

Note: Henry M. Robert, Robert's Rules of Order, Pyramid Books, New York, 1967, p. 165.

LEGAL REF: M.G.L. 39: A-C

CROSS REF: BEC, BEDA

Original Adoption: 03/01/72

Revision Date: 12/10/03
12/3/14

OPEN MEETING LAW**Ch. 39, S.23A. Definitions**

The following terms as used in sections twenty-three B and twenty-three C shall have the following meanings:

"Deliberation," a verbal exchange between a quorum of members of a governmental body attempting to arrive at a decision on any public business within its jurisdiction.

"Emergency," a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

"Executive session," any meeting of a governmental body which is closed to certain persons for deliberation on certain matters.

"Governmental body," every board, commission, committee or subcommittee of any district, city, region or town, however elected appointed or otherwise constituted, and the governing body of a local housing, redevelopment or similar authority.

"Made public," when the records of an executive session have been approved by the members of the respective governmental body attending such session for release to the public and notice of such approval has been entered in the records of such body.

"Meeting," any corporal convening and deliberation of a governmental body for which a quorum is required in order to make a decision at which the governmental body has supervision, control, jurisdiction or advisory power is discussed or considered; but shall not include any on-site inspection of any project or program.

"Quorum," a simple majority of a governmental body unless otherwise defined by constitution, charter, rule or law applicable to such governing body. Added by St.1958, c. 626, s.4; amended by St.1960, c.274; St.1960, c.437, s.3; St.1964, c.195; St.1970, c.571; St.1975, c.303, s.3; St.1976, c.397, s.5; St.1978, c.372, s.9.

CH. 39, S.23B. Open Meetings; Notice; Records; Enforcement

All meetings of a governmental body shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by this section.

No quorum of a governmental body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as provided by this section.

No executive session shall be held until the governmental body has first convened in an open session for which notice has been given, a majority of the members have voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes, the presiding officer has cited the purpose for an executive session, and the presiding officer has stated before the executive session if the governmental body will reconvene after the executive session.

Nothing except the limitation contained in this section shall be construed to prevent the governmental body from holding an executive session after an open meeting has been convened and a recorded vote has been taken to hold an executive session. Executive sessions may be held only for the following purposes:

- I. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the governmental body, at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:
 - a. To be present at such executive session during discussions or considerations which involve that individual;
 - b. To have counsel or a representative of his/her own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation in said executive session; and
 - c. To speak in his/her own behalf.

- II. To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual, provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:
 - A. To be present at such executive session during discussions or considerations which involve that individual;
 - B. To have counsel or a representative of his/her own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation; and
 - C. To speak in his/her own behalf.

- III. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions or contract negotiations with non-union personnel.

- IV. To discuss the deployment of security personnel or devices.

- V. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.

- VI. To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.

- VII. To comply with the provisions of any general or special law or federal grant-in-aid requirements.

- VIII. To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicant; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee or a subcommittee appointed by a governmental body, to consider and interview applicants who have passed a prior preliminary screening.

- IX. To meet or confer with a mediator, as defined in section twenty-three C of chapter two hundred and thirty-three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: (a) any decision to participate in mediation shall be made in open meeting session and the parties, issues involved and purpose of the mediation shall be disclosed; and (b) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice as may be required in this section. This section shall not apply to any chance meeting, or a social meeting at which matters relating to official business are discussed so long as no final agreement is reached. No chance meeting or social meeting shall be used in circumvention of the spirit or requirements of this section to discuss or act upon a matter over which the governmental body has supervision, control, jurisdiction or advisory power.

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such city or town. The secretary of a regional school district committee shall be considered to be its clerk and he/she shall file the notice of meetings of the committee with the clerk of each city or town within such district and each such clerk shall post the notice in his/her office or on the principal official bulletin board of the city or town and such secretary shall post such notice in his/her office or on the principal official bulletin board of the district. If the meeting shall be of a regional or district governmental body, the officer calling the meeting shall file the notice thereof with the clerk of each city and town within such region or district, and each such clerk shall post the notice in his/her office or on the principal official bulletin board of the city or town. The notice shall be printed in easily readable type and shall contain the date, time and place of such meeting. Such filing and posting shall be the responsibility of the officer calling such meeting.

A governmental body shall maintain accurate records of its meetings, setting forth the date, time, place, and members present or absent and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret as long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive sessions shall be recorded roll call votes and shall become a part of the record of said executive sessions.

A meeting of a governmental body may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or by means of videotape equipment fixed in one or more designated locations determined by the governmental body except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting.

Upon qualification for office following an appointment or election to a governmental body, as defined in this section, the member shall be furnished by the city or town clerk with a copy of this section. Each such member shall sign a written acknowledgement that he/she has been provided with such a copy. The district attorney of the county in which the violation occurred shall enforce the provisions of this section. Upon proof of

failure by any governmental body or by any member or officer thereof to carry out any of the provisions for public notice or meetings, for holding open meetings, or for maintaining public records thereof, any justice of the supreme judicial court or the superior court sitting within and for the county in which such governmental body acts shall issue an appropriate order requiring such governmental body or member or officer thereof to carry out such provisions at future meetings. Such order may be sought by complaint of three or more registered voters, by the attorney general, or by the district attorney of the county in which the city or town is located. The order of notice on the complaint shall be returnable no later than ten days after the filing thereof and the complaint shall be heard and

determined on the return day or on such day thereafter as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however that orders with respect to any of the matters referred to in this section may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of this section. In the hearing of such complaints the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by section eleven A 1/2 of chapter thirty A, by section nine G of chapter thirty-four or by this section. All processes may be issued from the clerk's office in the county in which the action is brought and, except as aforesaid, shall be returnable as the court orders.

Such order may invalidate any action taken at any meeting at which any provision of this section has been violated, provided that such complaint is filed within twenty-one days of the date when such is made public.

Any such order may also, when appropriate, require the records of any such meeting to be made public, unless it shall have been determined by such justice that the maintenance of secrecy with respect to such records is authorized. The remedy created hereby is not exclusive, but shall be in addition to every other available remedy.

Such order may also include reinstatement without loss of compensation, seniority, tenure or other benefits for any employee discharged at a meeting or hearing held in violation of the provisions of this section.

The rights of an individual set forth in this section relative to his/her appearance before a meeting in an executive or open session, are in addition to the rights that an individual may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements, and the exercise or nonexercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual. Added by St.1958, c.626, s.4; amended by St.1960, c.437, s.4; St.1975, c.303, s.3; St.1976, c.397, s.6; St.1977, c.27; St.1977, c.829, s.3; St.1978, c.372, s.10, s.11, s.12; St.1980, c.220, s.3; St.1983, c.648; St.1985, c.333; St.19486, c.694. St.1987, c.159

C. 39, S.23C. Participation by Public

No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him to withdraw from the meeting,

and, if he/she does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned. Added by St.1960, c.437, s.5; amended by St. 1964, c.323, s.1; St.1974, c.83; St.1975, c.303, s.3; St.1986, c.694.

LEGAL REFS: M.G.L. 39:23A; 39:23B; 39:23C

CROSS REF: BDE, BE, BEB. KDB

Original Adoption: 09/21/66

Revision Date: 12/10/03

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

PURPOSE: This policy ensures that the Montachusett Regional Vocational Technical School District is in compliance with current Open Meeting Laws, and that meeting notices are made available as efficiently as possible to the broadest possible audience.

POLICY: The Secretary to the Superintendent-Director or his/her designee shall post notices of all regular, special and subcommittee meetings for the Montachusett Regional Vocational Technical School on the official website, www.montytech.net, at least forty-eight (48) hours before each meeting. In the event of an emergency meeting, notice shall be posted as soon as possible after establishing a date, time and location. A copy of each posted notice shall be filed at the and kept at the Montachusett Regional Vocational Technical School, 1050 Westminster Street, Fitchburg, Massachusetts, by the Secretary of The MRVTS Regional School District Committee or the Secretary's designee.

Additionally, the Superintendent-Director or his/her designee is encouraged to notify member cities and towns of each meeting posted on the website via electronic means.

In the event of a meeting cancellation due to weather conditions or unforeseen circumstances, the cancellation will be posted on the website, and attempts made to contact (sub)committee members by telephone or electronic means.

Legal Ref CMR 940 Section 29.03, Subsection 4 b

Cross Ref: BE (School Committee Meetings)

Cross Ref: BEC (Open Meeting Law)

Original Adoption: 03/01/72

Revision Date: 02/01/12

AGENDA PREPARATION AND DISSEMINATION

The Superintendent-Director working with the chairperson of the Montachusett Regional Vocational Technical School Committee has the responsibility of planning the agenda and gathering all background material that pertains to items to be considered by the Committee. In the case of an impasse on the agenda between the Superintendent-Director and the Chair, the Chair prevails.

It should be recognized that for some matters it is necessary for the Superintendent-Director and the professional staff to have time to investigate and prepare materials. Adequate time should be provided for this.

Any person or group wishing to address the School Committee shall file a written request with the Superintendent-Director to be placed on the agenda at least seven days prior to the meeting. The request should contain: the name and address of the person or group, the nature of the matter, background material (if there is any), and the specific questions to be asked or the specific action required of the Committee.

School Committee members having items to be included on the agenda should submit these items to the district's office by the Wednesday noon one week prior to the meeting.

When the agenda is mailed to the Committee, where possible, all material pertaining to the agenda should be sent in advance or with the agenda.

Original Adoption: 03/01/72

Revision Date: 12/10/03

SAMPLE AGENDA FORMAT

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
Regular Meeting of the District School Committee No. 130-///
1050 Westminster Street Fitchburg, Massachusetts

WEDNESDAY, DATE

CALL TO ORDER – Pledge of Allegiance

7:00 P.M.

1. GUESTS & VISITORS
2. APPROVAL OF MINUTES
3. SUPERINTENDENT-DIRECTOR'S REPORT
4. EDUCATIONAL MATTERS
5. PERSONNEL MATTERS
6. FINANCIAL MATTERS
7. COMMUNICATIONS
8. EXECUTIVE SESSION (When needed)
9. ADJOURNMENT

Original Adoption: 03/01/72

Revision Date: 12/10/03

QUORUM

The quorum for transaction of business shall be a majority of the Committee, but a number less than the majority may adjourn.

In the event of a lack of a quorum of the committee, the start of the meeting shall be delayed up to, but no longer than thirty (30) minutes. The meeting shall then be cancelled due to lack of quorum.

CROSS REF: District Agreement

Original Adoption: 11/65

Revision Date: 12/10/03

RULES OF ORDER

The Montachusett Regional Vocational Technical School Committee shall conduct all its meetings in accord with Robert's Rules of Order, Revised.

Original Adoption: 10/04/67

Revision Date: 12/10/03

VOTING METHOD

All voting at Montachusett Regional Vocational Technical School Committee meetings must be by voice or roll call vote and no secret ballot shall be used.

LEGAL REF: M.G.L. 39:23B

CROSS REF: BEC

Original Adoption: 03/01/72

Revision Date: 12/10/03

MINUTES

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

Minutes will include:

- I. 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;
- II. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting;
- III. 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; and
- IV. Notation of formal adjournment.

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

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

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

Original Adoption: 12/10/03

Revision Date:

PUBLIC PARTICIPATION IN SCHOOL COMMITTEE MEETINGS

Right to Address Meetings

Montachusett Regional Vocational Technical School Committee meetings, except for executive sessions, are open to the public. Citizens of the district are invited to attend the meetings of the Committee.

A citizen or employee desiring a formal place on the agenda should submit such a request to the Superintendent-Director seven days prior to the School Committee meeting, according to "Agenda Preparation and Dissemination." (BEDB)

The Chairperson will ascertain, prior to the opening of the meeting, whether any visitor who has not requested to be on the agenda wishes to bring anything to the attention of the Committee. Under most circumstances, the Committee will permit a brief statement at an appropriate time by any citizen requesting to be heard.

Cases of discipline, school management, instruction or administration of any sort shall come before the School Committee only when reported by the Superintendent-Director of schools or on appeal of a pupil, parent, teacher, or other person from a decision of the Superintendent-Director which shall be addressed to the Chairperson of the Committee.

"No person shall address a public meeting of a board without leave of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned." (BEC)

LEGAL REFS: M.G.L. 39:23A-C

CROSS REF: BEDB, BEC

Original Adoption: 03/01/72

Revision Date: 12/10/03

BROADCASTING/TAPING OF SCHOOL COMMITTEE MEETINGS

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special School Committee meetings legally open to the public according to the following guidelines:

- I. Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used; and
- II. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Committee members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given.

Original Adoption: 12/10/03

Revision Date:

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS

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

- I. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media;
- II. Make available printed information on the topic of the hearing; and
- III. 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.

Original Adoption: 12/10/03

Revision Date:

SCHOOL COMMITTEE WORKSHOPS

The School Committee, as a decision making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Committee is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action.

Workshops will be conducted for the purpose of informal discussions and exploration of matters pertaining to the Montachusett Regional Vocational Technical School District. Topics for discussion and study will be announced publicly. All workshops will be conducted in accordance with the Open Meeting Law. No formal votes will be taken at these workshops.

All workshops are open to the public.

LEGAL REF: M.G.L. 39:23A-C

Original Adoption: 01/04/67

Revision Date: 12/10/03

SCHOOL COMMITTEE POLICY DEVELOPMENT

Formulation of Policies

The Superintendent-Director shall, in cooperation with the staff, formulate and recommend for adoption policies designed to maintain a satisfied and efficient staff.

The School Committee as the controlling body, is charged with the responsibility of establishing policies and maintaining the best possible education conditions for the District. The primary function of the Committee is the determination of general policies for and the exercise of general supervision of the District School, but its Superintendent-Director and professional staff thereof shall carry out the details and administration.

The Committee shall concern itself primarily with broad questions of policy rather than with administrative details. The Superintendent-Director shall utilize the best judgment of the professional staff in formulating a sound educational program, shall recommend policies for adoption to the Committee, and shall administer policies enacted by the Committee. The adopted policies shall represent a combination of the lay judgment of the members of the Committee and the professional judgment of the Superintendent-Director and his/her staff, adopted officially as Committee policy. Having determined its policies, the Committee shall stand squarely behind those employees whose work it is to put the policies into practice.

In formulating policies, the Committee shall adopt general principals that provide authorization for the Superintendent-Director and professional staff. Such policies shall be broad enough to determine or indicate a line of action to be taken by the Superintendent-Director in meeting a number of specific problems and jobs. Application of such policies to individual problems and jobs in an administrative detail to be performed by the Superintendent-Director, who shall be held responsible for the effective administration and supervision of the entire system.

Policy Development System

Adopting and changing policies is solely the responsibility of the School Committee.

Proposals from any Committee member, citizen of one of the district towns or cities, any employee of the School Department, or any student of the Montachusett Regional Vocational Technical School shall be referred to the Superintendent-Director.

The Superintendent-Director shall be responsible for reviewing the proposed policy request and drafting a statement for School Committee consideration in accordance with School Committee policy.

Original Adoption: 01/04/67

Revision Date: 12/10/03

POLICY ADOPTION

The policies of the Montachusett Regional Vocational Technical School Committee shall be subject to amendment only upon a majority vote of all the members of the Committee at two consecutive meetings in the call for which the proposed amendment has been described in writing.

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 would be presented as an agenda item to the Committee in the following sequence:

- I. Discussion item - first reading of proposed policy or policies; response from Superintendent-Director; report from any subcommittee assigned responsibility in the area; Committee discussion and directions for any redrafting;
- II. Discussion item - second reading of proposed policy or policies; response from Superintendent; report from any subcommittee assigned responsibility in the area; Committee discussion and directions for any redrafting;
- III. Action item -- discussion, adoption or rejection.

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

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

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

Original Adoption: 03/01/72

Revision Date: 12/10/03

POLICY REVISION AND REVIEW

PURPOSE: 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.

POLICY: The Committee will evaluate how the policies have been executed by the Superintendent-Director and will consider and take action.

All policies will be placed on the School Committee agenda for reconsideration five years following the date the policy was adopted. Individual members are also encouraged to consider policies in the course of their duties, and bring any they feel need reviewing to the attention of the Policy Subcommittee Chair.

The Superintendent-Director is given the continuing commission of calling to the Committee's attention all policies that need updating, or for other reasons appear to need revision. The Superintendent-Director will provide evidence for the effect of policies adopted.

Original Adoption:

Revision Date: 10/1/14

SCHOOL COMMITTEE REVIEW OF REGULATIONS**Also: CHB**

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

The Committee may review the regulations developed by the Superintendent-Director for the Montachusett Regional Vocational Technical School whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

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

Rules Pertaining to Staff and Student Conduct

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

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

Original Adoption: 12/10/03

Revision Date:

POLICY DISSEMINATION

The Superintendent-Director 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 Montachusett Regional Vocational Technical School, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

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

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

Original Adoption: 12/10/03

Revision Date:

POLICY SUSPENSION

The policies of the Montachusett Regional Vocational Technical School Committee shall be subject to suspension only upon a majority vote of the members of the committee present at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all the members of the Committee present, when no such written notice has been given.

Original Adoption: 01/18/67

Revision Date: 12/10/03

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

Also: GBD

The Montachusett Regional Vocational Technical 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-Director.

Visits to School

Individual School Committee members interested in visiting the Montachusett Regional Vocational Technical School will make arrangements with the Superintendent-Director for this purpose. 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.

School Committee members should make their presence known to the Superintendent-Director upon entering the building.

Original Adoption: 09/83

Revision Date: 12/10/03

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

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

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to 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, unless such messages fall within the exemptions defined in M.G.L. 4:7. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate an individual who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

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

Original Adoption: 12/10/03

Revision Date:

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A, as amended on December 24th, 2003, each new member elected to the Montachusett Regional Vocational Technical School District is required to complete, within one (1) year of their election or appointment, at least eight (8) hours of orientation training. This orientation shall include, but not be limited to, a review of school finance, the open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations, and the roles and responsibilities of School Committee members.

The Montachusett Regional Vocational Technical School Committee and the Superintendent-Director shall assist each new member to understand the Committee's functions, policies, and procedures of the Committee as soon after his/her election as possible. Each new member shall be given the following materials:

- I. A copy of the School Committee policy manual.
- II. A copy of the Open Meeting Law.
- III. A copy of the Conflict of Interest Regulations.
- IV. A copy of the district's budget.
- V. Collective bargaining agreements and contracts.
- VI. Student and staff handbooks.
- VII. District Agreement.

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

The Chair and/or Superintendent-Director shall also clarify policy about:

- I. Arranging visits to the school or administrative offices.
- II. Requesting information regarding school district operations.
- III. Responding to community requests/complaints concerning staff or programs.
- IV. Handling confidential information.

Original Adoption: 12/10/03

Revision Date: 06/04/08

**SCHOOL COMMITTEE MEMBER DEVELOPMENTAL OPPORTUNITIES/
SCHOOL COMMITTEE MEMBER CONFERENCES, CONVENTIONS, WORKSHOPS**

Purpose:

Montachusett Regional Vocational Technical School Committee members are encouraged to engage in activities that will broaden their vision and knowledge of education and increase their competence as they function on a meeting-by-meeting basis on the Committee. In as much as School Committee members serve without pay, it is in the public interest for them to be reimbursed for the costs of educational opportunities/activities that enable them to perform their official duties more effectively.

Educational opportunities/activities for School Committee members take many forms:

- I. Membership in local, state, and national School Committee and School Board Associations
- II. Reading of newsletters, periodicals and books about education and school committee operation;
- III. Visiting schools with exemplary programs;
- IV. Attendance and participation at events such as clinics, competitions, workshops, conferences and conventions, at the local, state and national levels.

Policy:

Attendance and/or participation in educational opportunities/activities will be encouraged.

- a. The Superintendent-Director will inform the School Committee of educational conferences relating specifically to School Committees;
- b. Members desiring to attend out-of-state opportunities/activities should request the Chairperson to place this matter on the agenda for School Committee approval;
- c. Reimbursement to Committee members for their travel expenses will be in accord with the School's Travel Policy.

CROSS REFERENCE: BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES; BIDA TRAVEL POLICY

**ORIGINAL ADOPTION: 11/5/97
REVISIONS: 12/10/03
03/02/16**

BID

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The members of the Montachusett Regional Vocational Technical School Committee serve without compensation.

No funds held or to be held by the Montachusett Regional Vocational Technical School District, appropriated or by reimbursement, will be paid or disbursed for the services of any School Committee member other than for approved expenses in the performance of School Committee duties.

Committee members shall be reimbursed for travel at the rate approved by the Committee and for "out of pocket" expenses while participating in any official District business, including attendance at all Committee meetings.

CROSS REF: BIB/BIBA

Original Adoption: 06/15/66

Revision Date: 12/10/03

Travel Policy

Purpose:

The purpose of this policy is to provide fair standards for reimbursement of travel expenses incurred by employees (staff, faculty and school committee members) on School business and to minimize travel costs.

Montachusett Regional Vocational Technical School will reimburse employee travel expenses incurred in the conduct of school business provided that they are in compliance with this policy.

Out of State Travel:

Out of state travel requests must be in compliance with this policy and have written approval from Superintendent/School Committee for anticipated expenditures prior to travel.

Introduction:

Montachusett Regional Vocational Technical School reimburses employees for reasonable travel expenses in the conduct of school business. This policy sets forth guidelines for reimbursable expenses. All employee travel must be approved by their Coordinator and the Superintendent-Director. Superintendent-Director's travel is approved by the School Committee or their designee. It is highly recommended that travelers review this policy prior to travel. Business associates, vendors, or family members accompanying an employee traveling for business purposes are not eligible for travel reimbursement costs.

Documentation for reimbursement should include original receipt and proof of payment (paid receipt, credit card receipt or credit card statement). Credit card statements alone are not sufficient documentation for reimbursement. ***Original receipts are required for reimbursement.***

Reimbursement:

All employees who incur travel expenses must comply with the policy. Employees who submit expenses for reimbursement not in compliance with the policy risk delayed, partial or forfeited reimbursement.

Travel Arrangements:

Conferences:

Employees are required to take advantage of conference discounts and reduced air-fare and lodging expenses offered on conference brochures or conference web-sites.

- Registration Fees and Discounts
 - Early registration discounts
 - Team member discounts
- Air-Fare
 - Conference official travel partners have reduced rates
 - Advanced purchases for best rates
- Lodging
 - Official conference hotels offer Special rates for conference attendees
 - Group discount rates
 - Manage reservations on-line
- Ground Transportation
 - Discounted tickets for conference attendees
- Meals
 - Meals included as part of conference registration fee cannot be substituted and will not be reimbursed.

Air Travel:

All employees must fly “coach” or “economy” class. Class of service may be upgraded at the traveler’s expense.

Air travel will be booked at the lowest possible fare available at the time of booking. This may include restricted fares, non-refundable fares, or trips on discount carriers, and should be made 7 to 21 days or beyond in advance to ensure the availability of the lowest available airfare. Travelers should use e-tickets (electronic tickets) where available. Copy of the electronic ticket receipt (itinerary receipt) is required to be submitted with other travel expenses.

The cost to change a non-refundable ticket is not reimbursable, and is the sole responsibility of the employee, unless the change is required by MRVTS or due to special circumstances.

Ground Travel:

Rental Cars: Conference attendees must not rent cars, unless required under special circumstances and with administrative approval. Itemized car rental receipt is required

for reimbursement. Traffic and parking fines are not reimbursable. Parking expenses related to business travel is reimbursable with a receipt.

Use of School Vehicle: Employees should make every effort to reserve school vehicle for business travel. In the event the vehicle is unavailable, the employee's personal vehicle may be used.

Personal Car: Employees using personal vehicles for business travel (other than regular workday commute) will be reimbursed at the current IRS allowable rate. For reimbursement, Mapquest or similar mileage trip measure is required.

Taxis: Taxis may be used for business-related travel only where a suitable and cheaper form of public transportation is not available.

- All taxi fares and tips must be documented with a receipt for reimbursement.
- Airport, hotel and other types of "shuttle" service must be used when available.

Rail Travel: Employees must use the lowest available reserved coach or second-class seat.

Lodging:

Maximum allowance \$300 per night or going conference rate. Exceptions may be made with prior approval from the Superintendent-Director for regional differences. Employees are encouraged to take advantage of conference discount rates (see conferences above).

Single Occupancy rate only, unless 2 or more employees share double occupancy or suite accommodations that are less than multiple single occupancy rates.

Reimbursable hotel expenses will be for room and tax only. An itemized hotel bill is required.

The traveler is responsible to cancel a room reservation prior to the cancellation time to avoid no-show or early checkout charges. If failure of the traveler to cancel in a timely manner results in charges, the employee will be responsible for those charges.

Personal Meals:

The cost of reasonably priced meals and drinks while traveling on business are reimbursable. The maximum daily allowable amounts are outlined in the chart below. Per meal guidelines are suggestions to help employees stay within the daily maximum allowance. Employees will not be reimbursed for the expenses above the daily maximum allowance.

- Breakfast \$12
- Lunch \$18
- Dinner \$35
- Daily Total: \$65

Tips: 20% of total bill.

Original receipts must be submitted for the individuals' meal, and may not include any alcoholic beverages or tobacco. In the instance that two or more traveling employees cannot get separate receipts all names of employees must be noted on the receipt for reimbursement.

Meal Reimbursement Guidelines:

- Entire itemized receipt for meal must be included for reimbursement.
- Employees are expected to eat meals that are offered at conferences, alternate meals are not reimbursable.
- Non-employee meals will not be reimbursed.

Entertainment:

Entertainment is at employee's expense and will not be reimbursed.

Separate Gym expenses are not reimbursable.

Original Adoption: 11/10/10
Review Date: 03/25/15

SCHOOL COMMITTEE MEMBER INSURANCE

The Montachusett Regional Vocational Technical School District is a body politic and corporate with all the powers and duties conferred by law on School Committees, and with the following additional powers and duties:

- I. To indemnify each member of the Montachusett School Committee for expenses or damages incurred in the defense or settlement of a claim against him/her in an amount not to exceed one million dollars that claim arose while such member was acting within the scope of his/her official duties and to provide funds therefore.
- II. Or to effect insurance providing such indemnity, in the annual operating and maintenance budget of the district, provided that the defense or settlement of such claim shall have been made by the district legal counsel, or by an attorney legally employed for the purpose by the district or by an attorney furnished by an insurer obligated under the terms of a policy of insurance to defend the district and the members against such claim.

LEGAL REFS: M.G.L.: 71:16; 71:16A; 258:8

Original Adoption: 03/01/72

Revision Date: 12/10/03

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of the Montachusett Regional Vocational Technical School District, 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:

- I. 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;
- II. 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; and
- III. The Committee may 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

Original Adoption: 03/01/72

Revision Date: 12/10/03

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the policy classification system provides a repository for statements about the school district management, the administrative structure, school building and department administration. It also is the location for personnel policies that pertain to one individual -- the Superintendent-Director.

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|---------------|--|
| CA | ADMINISTRATION GOALS |
| CB | SCHOOL SUPERINTENDENT-DIRECTOR |
| CBA-E | SUPERINTENDENT-DIRECTOR'S JOB DESCRIPTION |
| CBB | RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT-DIRECTOR |
| CBD | SUPERINTENDENT'S CONTRACT |
| CBG | SUPERINTENDENT-DIRECTOR'S PROFESSIONAL DEVELOPMENT OPPORTUNITIES |
| CBH | SUPERINTENDENT'S CONSULTING ACTIVITIES |
| CBI | EVALUATION OF THE SUPERINTENDENT-DIRECTOR |
| CBJ | SUPERINTENDENT-DIRECTOR'S TERMINATION OF EMPLOYMENT |
| CBK | SUSPENSION OF THE SUPERINTENDENT-DIRECTOR |
| CE | ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES |
| CEA | SCHOOL COUNCIL (ALSO: BDFA) |
| CEA-R1 | CONDUCT OF SCHOOL COUNCIL BUSINESS (ALSO: BDFA-R1) |
| CEA-R2 | SCHOOL IMPROVEMENT PLAN (ALSO: BDFA-R2) |
| CEA-E | SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN (ALSO: BDFA-E) |
| CG | POST-GRADUATE AND CONTINUING STUDIES ADMINISTRATION |
| CH | POLICY IMPLEMENTATION |
| CHA | DEVELOPMENT OF REGULATIONS |
| CHB | SCHOOL COMMITTEE REVIEW OF REGULATIONS (ALSO: BGC) |
| CHC | REGULATIONS DISSEMINATION |
| CHCA | APPROVAL OF HANDBOOKS AND DIRECTIVES |
| CHD | ADMINISTRATION IN POLICY ABSENCE (ALSO: BDDA) |

CI **TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

CM **REPORTS**

ADMINISTRATION GOALS

It is the intent of the School Committee that the district employs qualified personnel to administer the Montachusett Regional Vocational Technical School efficiently and to require the Superintendent-Director to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent-Director 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-Director and School Committee.

The organization and administration of the school 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 school 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.

Original Adoption:

Revision Date:

SCHOOL SUPERINTENDENT-DIRECTOR

The title "Superintendent-Director" is used in Massachusetts to refer to the chief school officer of specially created regional vocational school districts. The Superintendent-Director's role is truly unique in that it combines elements of a number of different administrative positions. The primary responsibility of the Superintendent-Director of the Montachusett Regional Vocational Technical School is:

The Superintendent-Director functions as a Superintendent of Schools in that he/she is the chief executive officer of the School Committee.

LEGAL REF: M.G.L. 71:59, 59A

Original Adoption: 03/01/72

Revision Date: 12/10/03

SUPERINTENDENT-DIRECTOR'S JOB DESCRIPTION

POSITION: Superintendent-Director

RESPONSIBILITIES OF THE SUPERINTENDENT-DIRECTOR:

The Superintendent-Director is the Executive Officer of the Montachusett Regional Vocational Technical School District and is directly responsible to the School Committee. The Superintendent-Director administers the policy guidelines set by the School Committee. Duties of the Superintendent-Director include the following:

I. General Functions

- A. Assumes overall charge and leadership of the school district as the Executive Officer of the School Committee.
- B. Provides overall coordination for the work of all programs and departments.
- C. Recommends policies to the School Committee, providing the necessary data for formulation of policy.
- D. Executes policies of the School Committee.
- E. Supervises and evaluates those with administrative responsibilities.
- F. Assists the School Committee in developing long-range plans to implement district goals and objectives in accordance with board policy.
- G. Assures the district's compliance with all pertinent state and federal laws and regulations.

II. Personnel Functions

- A. Hires and appoints all employees and assigns, transfers and dismisses employees according to state law.
- B. Provides for the coordination and supervision of the work of all employees.
- C. Supervises and evaluates those with administrative responsibilities.
- D. Supervises the effective carrying out of all constitutional or statutory laws, state regulations and Committee policies.
- E. Communicates directly, or through delegation, all actions of the Committee relating to personnel matters to all employees and receives from employees

all communications to be made to the Committee including items for School Committee agenda.

F. Provides opportunities for training and professional improvement for all staff.

III. Instructional Program Functions

A. Is committed to standards of excellence in both the academic and vocational areas.

B. Conducts a periodic audit of the total school program and advises the Committee on recommendations for upgrading and updating the educational and training programs of the school.

C. Assigns or delegates the responsibility for the assignment of instructors for the various instructional areas.

D. Provides leadership to administrators for the development of In-Service educational programs, testing programs, instructional materials, curriculum, and competencies.

E. Provides leadership for the review of the adequacy of the Program of Studies and the needs for additions or amendments to it.

F. Assures that each individual staff member develops a Five-Year Professional Development Plan that meets the educational goals of the school, as voted by the School Committee.

G. Reviews assessment results and collaborates with administrators to modify curriculum and staffing to meet the educational needs of the students.

IV. Financial Functions

A. Provides leadership in the development of a sound financial program and directs preparation of annual school budget.

B. Analyzes and interprets long-range financial needs and proposals to the School Committee.

C. Directs the preparation of the budget and presents and interprets the information for the School Committee, Finance Committees, and to the general public

D. Makes, in conjunction with the District Treasurer, periodic reports to the School Committee relative to financial conditions of the school district.

E. Recommends to the School Committee the sale and/or disposal of all property no longer required by the district and supervises execution of such.

F. Maximizes funding through all types of grants, both state and federal and provides and maintains accurate records of same. Involves staff in grant preparation.

V. School Plant Functions

A. Ensures a safe, healthy, clean, and environmentally sound school plant.

B. Analyzes and makes recommendations on school plant needs. Administers the activities of those responsible for the maintenance of buildings and grounds.

VI. Pupil Personnel Services

A. Administers the activities of those responsible for enforcing policies and procedures on pupil discipline.

B. Administers the activities of those responsible for classification, promotion and graduation of pupils.

C. Administers the activities of those responsible for the development of programs for atypical students and/or populations of varying needs.

D. Administers and supervises those responsible for establishing and maintaining such personnel records, pupil accounting records and other records as are required by the law and by Committee policy.

E. Administers the activities of those responsible for research programs to determine achievements and needs of pupils.

F. Provides reports to the School Committee on the effectiveness of pupil personnel policies.

VII. Community Relations Functions

A. Provides strong advocacy for vocational education to the community.

B. Interprets the program and activities of the school before various community groups and maintains communications with feeder schools.

C. Administers and supervises the activities of those responsible for working with parent groups and other organizations interested in and concerned for the welfare of the school.

D. Develops, establishes and maintains a positive working relationship with the business and industrial communities of the Monty Tech District to insure that student skills are commensurate with those of industry standards.

E. Provides an annual report on the school program and policies for each Committee person for submission to member communities for their annual town report.

- F. Represents the school before the public and maintains, through cooperative leadership -- both within and without the school -- such program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the school.

VIII. Evaluation Function

- A. Provides leadership for those who evaluate the work of all personnel. Additionally, administers the activities of those who evaluate the instructional program, finances, budgeting and all other aspects of the school program.
- B. Assures evaluation of all staff according to established contracts and procedures.
- C. Cooperates with the School Committee in the evaluation of his/her own work.

IX. Miscellaneous

- A. All other duties as assigned by the Montachusett Regional Vocational Technical School District School Committee.
- B. Provides school-wide goals for 1, 3 and 5 years into the future to present to the School Committee.
- C. Yearly evaluation of Superintendent-Director based on policy and procedures established by the School Committee.

Original Adoption:

Revision Date:

RECRUITMENT AND APPOINTMENT OF THE SUPERINTENDENT-DIRECTOR

In the event of a vacancy in the office of the Superintendent-Director, the following procedures will be followed:

- I. The Montachusett Regional Vocational Technical School Committee will review its policies with reference to desired qualifications and position description as well as level of salary and benefits.
- II. The School Committee will take special care to assess the needs of the school district with reference to change and stability. Change, movement, and progress may be in order for the immediate future. On the other hand the school district may have need for a period of stability with a slower pace of change. In large measure, a Superintendent-Director sets the tone and pace of educational improvement for the school district.
- III. The School Committee may proceed in one of three ways: Appoint a sub-committee to act as a search committee; use the whole Committee as a search committee; or secure expert assistance to conduct the search process and submit the names of a limited number of applicants for interview.
- IV. Applicants have the responsibility for submitting evidence to the Division of Career and Technical Education that they fulfill the certification requirements for the position of Superintendent-Director. They will also cooperate with any testing or interview requirements of the Division of Career and Technical Education. Information provided to the Committee by the Commissioner will be an important consideration in weighing the relative merits of appropriately credentialed applicants.
- V. Those responsible for carrying out the search for a new Superintendent-Director are reminded of the steps involved in the process: preparing a presentable and attractive notice of vacancy; publishing the notice of vacancy within and outside the school district; securing applications and credentials of applicants; screening applicants down to a manageable number for interviews and visitations; negotiation of terms; and selection.
- VI. No interview shall be granted except at the invitation of the School Committee or the Superintendent search committee.
- VII. If at all possible, selection of a new Superintendent-Director should be by unanimous vote of the School Committee. Should this not be possible, selection may be made by a two-thirds vote of the entire School Committee.

LEGAL REFS: 71:16; 71:52; 71:59

Original Adoption: 03/01/72

Revision Date: 12/10/03

SUPERINTENDENT-DIRECTOR'S CONTRACT

The Superintendent-Director and the School Committee shall enter into a contract that may be up to six years. Included in the contract will be all the provisions for evaluation, termination, salary, and other terms that may be deemed appropriate.

The salary of the Superintendent-Director of the Montachusett Regional Vocational Technical School may not be reduced without his/her consent until at least one year after the Committee has so voted.

This policy shall not be construed as preventing the Superintendent-Director from entering into an agreement with the School Committee for deducting from his/her salary to pay the premiums of an annuity.

CROSS REF: Superintendent-Director's Contract

Original Adoption: 03/01/72

Revision Date: 12/10/03

**SUPERINTENDENT PROFESSIONAL DEVELOPMENT
OPPORTUNITIES**

The School Committee encourages the Superintendent-Director to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to the advantage of the Montachusett Regional Vocational Technical School District.

For the benefit of the entire school system, the School Committee encourages the Superintendent-Director to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging.

CROSS REF: Superintendent-Director's contract

Original Adoption: 12/10/03

Revision Date:

SUPERINTENDENT'S CONSULTING ACTIVITIES

The School Committee expects the Superintendent to devote undiminished attention and energy to the concerns of the Montachusett Regional Vocational Technical School.

The Superintendent may not be engaged in other employment or in long-term consulting activities.

The School Committee recognizes the Superintendent's obligation to contribute to the profession of school administration and the cause of public education generally.

This policy, therefore, does not prohibit the Superintendent from undertaking occasional consultative work that does not conflict with obligations to the district.

Any such task, which requires the Superintendent's absence from the district for three (3) or more days, must have the prior approval of the School Committee.

As a courtesy to the School Committee the Superintendent-Director shall make known his/her intention to engage in consulting activities, and/or seek elective or appointed office.

Original Adoption: 12/10/03

Revision Date:

EVALUATION OF THE SUPERINTENDENT-DIRECTOR

It is the responsibility of the Montachusett Regional Vocational Technical School Committee to evaluate the performance of the Superintendent/Director. The evaluation will be conducted annually and in writing.

Among the basic reasons for evaluating the Superintendent/Director are:

1. To improve educational performance.
2. To provide a means of accountability.
3. To inform the Superintendent/Director of the School Committee's expectations.

The School Committee will evaluate the Superintendent/Director no later than May 30 of each year using a mutually agreed upon evaluation form.

Original Adoption: 12/10/03

Revision Date: 11/05/08

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

Also: BDFA-E

The written School Improvement Plan shall be submitted by the Principal to the School Committee for review and to the Superintendent-Director for review and approval by June 1st of each year.

The School Improvement Plan should:

- I. Focus on improvement of student learning;
- II. Specify expected student outcomes and measurable/observable results;
- III. Align with the Mission of the Montachusett Regional Vocational Technical School and any goals and policies of the school district;
- IV. Be consistent with state and federal law, Montachusett Regional Vocational Technical School policy, established curriculum and collective bargaining agreements;
- V. Clearly identify actions to be taken on how changes will be implemented;
- VI. Include a plan on how to solicit community support for the changes being developed;
- VII. Indicate anticipated costs and available funding sources; and
- VIII. Delineate the method of evaluating and reporting progress and results.

If the Superintendent-Director does not approve the School Improvement Plan, 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 Committee, the plan shall be deemed to have been approved.

LEGAL REF: M.G.L. 71:59C

Original Adoption:
Revision Date: 08/04/10

SUPERINTENDENT-DIRECTOR'S TERMINATION OF EMPLOYMENT

Resignation:

The Superintendent-Director is required to give sixty (60) days notice, or as per current contract, should he/she decide to resign the position or as per current contract.

In the event the position becomes vacant, the School Committee may appoint an Acting Superintendent-Director whose duties and responsibilities will terminate with the appointment of a new Superintendent-Director.

Dismissal of Superintendent-Director

If the Superintendent-Director is not serving at discretion, he/she may not be dismissed unless by a two-thirds vote of the entire Committee. To be effective for the following school year, he/she must be notified in writing of his/her dismissal on or before April 15, or as per current contract.

If the Superintendent-Director is employed at discretion, he/she may not be dismissed:

- Except for inefficiency, incapacity, or conduct unbecoming a Superintendent-Director, insubordination, or other good cause.
- Unless he/she has been given at least thirty days notice (exclusive of customary vacation periods) prior to the meeting at which the vote is to be taken.
- Unless, if so requested, he/she shall have been furnished by the Committee with the written charge(s) for which the dismissal is proposed.
- Unless, if so requested, he/she has been given a hearing before the School Committee which may be either public or private at the discretion of the School Committee and at which he/she may be represented by counsel, present evidence and call witnesses to testify in his/her behalf and examine them.
- Unless the charge(s) shall have been substantiated.

A Superintendent-Director who has been lawfully dismissed shall not receive compensation for services after the effective date of the dismissal.

A Superintendent-Director may not be dismissed except by a two-thirds vote of the entire School Committee.

CROSS REF: CBD
LEGAL REF: M.G.L. 71:16; 71:37; 71:41; 71:42

Original Adoption: 03/01/72

Revision Date: 12/10/03

SUSPENSION OF SUPERINTENDENT-DIRECTOR

If the Superintendent-Director is not serving at discretion, he/she may be suspended by a two-thirds vote of the entire Committee.

If the Superintendent-Director is serving at discretion he/she may not be suspended:

- Except for unbecoming conduct or for other good cause.
- Unless he/she is given seven days notice (exclusive of customary vacation periods) prior to the meeting at which the vote is to be taken.
- Unless, if so requested, he/she shall have been furnished by the Committee with a written statement of the charges for which the suspension is proposed.
- Unless, if so requested, he/she has been given a hearing before the School Committee and at which he/she may be represented by counsel, present evidence, and call witnesses to testify in his/her behalf and to examine them and to cross-examine other witnesses.
- Unless the charges shall have been substantiated.

No Superintendent-Director shall be suspended for a period exceeding one month, nor shall such Superintendent-Director receive compensation for any period of lawful suspension.

No Superintendent-Director shall be interrogated prior to any notice given relative to a hearing on suspension unless the Superintendent-Director is notified of his/her rights to be represented by counsel during any such investigation.

LEGAL REFS: M.G.L. 71: 16, 41 & 42

Original Adoption: 03/01/72

Revision Date: 12/10/03

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent-Director may establish such permanent or temporary councils and committees as deemed 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 and committees created by the Superintendent-Director may make recommendations for submission to the School Committee through the Superintendent-Director. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee, and authority for implementing policy remains with the Superintendent-Director.

The membership, composition, and responsibilities of administrative councils and committees will be defined by the Superintendent-Director 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 Montachusett Regional Vocational Technical School, but only within budgetary allotments and when approved in advance by the Superintendent-Director.

Original Adoption: 12/10/03

Revision Date:

SCHOOL COUNCIL

CEA

Also: BDFA

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

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

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

The following guidelines define the role of the School Council.

The School Council shall meet regularly with the Principal of the school and shall assist in: Adoption of educational goals for the school that are consistent with state and local policies and standards;

- I. Identification of the educational needs of the students attending the school;
- II. Review of the school building budget; and
- III. Formulation of a School Improvement Plan that may be implemented only after review by the School Committee and review and approval of the Superintendent- Director.

The composition of the School Council will be as follows:

- One principal;
 - Two professional staff members (plus two alternates) — chosen by total professional staff of the school based on submitted nominations (professional staff includes all administrators, counselors, and teachers employed by the school, but excludes secretarial, clerical, aide, cafeteria, custodial and part-time employees);
 - Three parents (parity is required, therefore, number of parents must be equal to the number of "teachers" plus the principal);
-
- LEGAL REFS: M.G.L. 71:38Q, 71:59C

Original Adoption: 11/03/93

Revision Date: 12/10/03

CONDUCT OF SCHOOL COUNCIL BUSINESS

Also: BDFA-R1

The Principal shall, by law, serve as co-chair of the School 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.

The School Council shall use consensus as the primary method to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, Section 23 A, B, and C, 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-Director shall receive agendas and minutes of all School Council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

LEGAL REF: M.G.L. 39:23A-C

Original Adoption:

Revision Date:

SCHOOL IMPROVEMENT PLAN

Also: BDFA-R2

The Principal, in conjunction with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent and the School Committee.

The School Improvement Plan should be drafted with the following in mind:

- VIII. 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;
- IX. An assessment of the needs of the school in light of the proposed educational goals;
- X. The means to address student performance;
- XI. Professional development for the school's professional staff;
- XII. The enhancement of parental involvement in the life of the school, safety, and discipline;
- XIII. The development of means for meeting the diverse learning needs of every child; and
- XIV. Any further subjects as the Principal, in consultation with the School Council, shall consider appropriate.

Elements of the School Improvement Plan should include the following:

- Class size and impact on students;
- Enhance parent involvement;
- Extra-curricular activities;
- In-service on second language acquisition and linguistic and cultural diversity
- School climate, safety, discipline;
- Professional development;
- Mainstreaming; and
- Additional subjects that they deem appropriate for including in the School Improvement Plan.

The School Council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and the School Council may not expand the scope of its authority beyond that established by law or expressly granted by School Committee policy.

LEGAL REF: M.G.L. 71:59C

Original Adoption: 12/10/03

Revision Date:

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

Also: BDFA-E

The written School Improvement Plan shall be submitted by the Principal to the Superintendent-Director and the School Committee for review and approval by June 1st of each year.

Because the implementation of the plan is dependent on School Committee approval, it is important that the School Council be aware of certain expectations of the School Committee regarding the School Improvement Plan.

The School Improvement Plan should:

- I. Focus on improvement of student learning;
- II. Specify expected student outcomes and measurable/observable results;
- III. Align with the Mission of the Montachusett Regional Vocational Technical School and any goals and policies of the school district;
- IV. Be consistent with state and federal law, Montachusett Regional Vocational Technical School policy, established curriculum and collective bargaining agreements;
- V. Clearly identify actions to be taken on how changes will be implemented;
- VI. Include a plan on how to solicit community support for the changes being developed;
- VII. Indicate anticipated costs and available funding sources; and
- VIII. Delineate the method of evaluating and reporting progress and results.

If the Superintendent-Director and School Committee do not approve the School Improvement Plan, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval. If the School Committee does not review the School Improvement Plan within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved.

LEGAL REF: M.G.L. 71:59C

Original Adoption:

Revision Date: 08/04/10

POST-GRADUATE AND CONTINUING STUDIES ADMINISTRATION

The Montachusett Regional Vocational Technical School District will offer post-secondary courses that provide skills and knowledge in both technical and academic disciplines reflective of the employment demands of the District. Courses offered will provide training opportunities in industrial, medical and technical occupations.

Further, the District will provide adult and continuing education offerings designed to address content specific and leisure learning programs for the members of the Montachusett Regional Vocational Technical School District.

The Coordinator of Postgraduate and Continuing Studies will administer these programs through the Office of Postgraduate and Continuing Studies.

Original Adoption:

Revision Date:

POLICY IMPLEMENTATION

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

The policies developed by the Committee, and the regulations developed to implement policy, are designed to increase the effectiveness and efficiency of the Montachusett Regional Vocational Technical School District. Consequently, it is expected that all school district employees and students will carry them out.

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

CROSS REF: BG

Original Adoption: 12/10/03

Revision Date:

DEVELOPMENT OF REGULATIONS

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

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

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

Original Adoption: 12/10/03

Revision Date:

SCHOOL COMMITTEE REVIEW OF REGULATIONS

Also: BGC

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

The Committee may review the regulations developed by the Superintendent-Director for the Montachusett Regional Vocational Technical School whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such regulations only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

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

Rules Pertaining to Staff and Student Conduct

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

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

Original Adoption: 12/10/03

Revision Date:

REGULATIONS DISSEMINATION

It will be the responsibility of the Superintendent-Director or his/her designee to see that the regulations developed to implement Committee policies and administer the Montachusett Regional Vocational Technical School District are appropriately coded and included as regulations in the School Committee's policy manual.

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

Original Adoption: 12/10/03

Revision Date:

APPROVAL OF HANDBOOKS AND DIRECTIVES

Massachusetts General Laws, Chapter 71, Section 37H 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 Montachusett Regional Vocational Technical School District be of a quality that reflects credit on the school department. The Superintendent-Director will recommend to the School Committee handbooks requiring approval prior to publication.

Committee approval will be necessary for all 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-Director 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.

Original Adoption: 12/10/03

Revision Date:

ADMINISTRATION IN POLICY ABSENCE
(Emergency Powers of the Superintendent-Director)

From time to time, emergency situations arise which would call for immediate and decisive action by the Superintendent-Director or his/her designee in his/her absence that, under more normal situations, would clearly be beyond the scope of his/her duty and authority. It shall be the policy of the Montachusett Regional Vocational Technical School Committee that the Superintendent-Director shall act in emergency situations so as to preserve and protect lives and property, as well as the reputation of the School.

- I. In those situations that arise within the schools where the School Committee has provided no guides for administrative action, the Superintendent-Director shall have power to act, but his/her decisions shall be subject to review by action of the Committee at its next meeting. It shall be the duty of the Superintendent-Director or his/her designee to inform the School Committee Chairperson promptly of such action. Other members of the school community shall be notified as necessary.
- II. When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open (or keep open) the school, and the Superintendent-Director or his/her designee closes the school under the above granted authority, it shall be the duty of the Superintendent-Director or his/her designee to inform the school committee chairperson promptly of such action. Other members of the school community shall be notified as necessary.

In instances where the Administration acts in absence of policy, the Committee will review the situation and determine if policy changes are necessary.

Original Adoption: 03/01/72

Revision Date: 12/10/03
10/1/14

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In the event the Superintendent-Director is on temporary absence from duty, the Superintendent-Director will designate another administrator to serve as Acting Superintendent-Director.

A temporary absence is defined as a vacation period, attendance at national conventions, and/or any other periods when the Superintendent-Director would be out of immediate contact or presence in the district for over twenty-four hours.

When so appointed, the Acting Superintendent-Director will assume all duties that are the responsibility of the Superintendent-Director, with particular emphasis on emergency and day-to-day decision-making. The Acting Superintendent-Director will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the Superintendent-Director.

The Acting Superintendent-Director will take special care to keep the School Committee chairperson informed as to any departure from normal routine.

To ensure continuous administrative control within a school, the Principal will name an administrator to be in charge in the event of his/her or her absence.

Original Adoption: 12/10/03

Revision Date:

REPORTS

Administrative Reports

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

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

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

Because statistical information 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 programs and will make accurate and prompt return on scheduled dates of all statistical and other information required.

Treatment of Outside Reports

Within a reasonable time after receiving reports from outside agents such as the auditor, fire department, health department and others, the Superintendent-Director shall inform the School Committee of action he/she has taken pursuant to recommendations made in such reports.

Annual Report

The Committee shall submit on or before January 31 of each year, an annual report to each of the member municipalities containing a detailed financial statement for the prior year and the budget for the then current year including in each case a statement showing the method by which the annual charges assessed against each municipality were computed, together with such additional information relating to the operation and maintenance of the Regional School as may be deemed necessary or appropriate by the Committee. The Committee shall also furnish, upon request, any additional financial information as may reasonably be deemed necessary by the selectmen, mayor or city council of any member municipality.

CROSS REF: District Agreement

Original Adoption: 12/10/03

Revision Date:

SECTION D: FISCAL MANAGEMENT

Section D of the policy classification system provides a repository for statements concerning district fiscal affairs and the management of district funds. Statements relating to the financing of school construction, however, are filed in the F (Facilities Development) section.

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|---------------|---|
| DA | FISCAL MANAGEMENT GOALS |
| DA-E | INTERNAL CONTROL POLICIES AND PROCEDURES/EDGAR GRANTS MANUAL |
| DAB | FISCAL RESPONSIBILITY OF THE SCHOOL COMMITTEE |
| DB | ANNUAL BUDGET |
| DBB | FISCAL YEAR |
| DBF | BUDGET HEARINGS AND REVIEWS |
| DBI | BUDGET IMPLEMENTATION |
| DBJ | BUDGET TRANSFER AUTHORITY |
| DC | BORROWING AUTHORITY/LIMITATIONS |
| DD | FUNDING PROPOSALS AND APPLICATIONS |
| DF | REVENUES FROM NON-TAX SOURCES |
| DFF | INCOME FROM SCHOOL SHOP SALES AND SERVICES |
| DG | DEPOSITORY OF FUNDS |
| DGA | AUTHORIZED SIGNATURES |
| DIB | REVOLVING ACCOUNTS |
| DIBA | PERFORMING ARTS CENTER REVOLVING ACCOUNT POLICY |
| DID | INVENTORIES |
| DIE | AUDITS |
| DJ/DJB | PURCHASING/PURCHASING PROCEDURES |
| DJE | BIDDING REQUIREMENTS |
| DK | PAYMENT POLICY |
| DKAB | WARRANT SIGNATURES |
| DN | SCHOOL PROPERTIES DISPOSAL POLICY |

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 district'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 Committee 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 management and operation.

In the Montachusett Regional Vocational Technical School's fiscal management, it is the Committee's intent:

- I. 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.
- II. To establish levels of funding that will provide high quality education for the students.
- III. To use the best available techniques for budget development and management.
- IV. To provide timely and appropriate information to all staff with fiscal management responsibilities.
- V. 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.

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Review Date: 09/12/17

INTERNAL CONTROL POLICIES AND PROCEDURES

Part I: General Financial Procedures:

I. INTRODUCTION

These general financial procedures are intended to provide the Montachusett Regional VTSD with the internal control procedures that adequately safeguard its assets properly, implement the Montachusett Regional School Committee's policies, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.

II. COMPLIANCE WITH LAWS

The Montachusett Regional VTSD will follow all of the relevant laws and regulations that govern the school districts within the Commonwealth of Massachusetts and United States including the specific policies of the Montachusett Regional School Committee. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received (refer to the EDGAR Manual). The following are specific policies and procedures of the Montachusett Regional VTSD.

A. Record Keeping

- i. To provide an accurate and auditable record of all financial transactions, the Montachusett Regional VTSD will maintain its records and accounts in conformity with Generally Accepted Accounting Principles (GAAP) as required by the Commonwealth's statutes applicable to school districts.
 - ii. Further, the Montachusett Regional VTSD specifically requires that:
 - a. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the records of the Montachusett Regional VTSD.
 - b. Separate, auditable accounting records will be maintained that adequately document the source and use of funds.
 - c. Source documents are maintained for all transactions (including time and attendance records, purchase orders, invoices, contracts, etc.).
 - d. Receipts and disbursements must be fully and accurately described in the records.
 - e. No false entries may be made in the records.
 - f. No false or misleading reports shall be issued.
 - g. Payments may be made only to the contracting party and only for the actual services rendered or products delivered.
 - h. No false or fictitious invoices may be submitted or paid.
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B. Organizational Conflict of Interest or Self-Dealing (Related Parties)

- i. The Montachusett Regional VTSD will follow M.G.L. Chapter 268A the “Conflict of Interest Law and Disclosure”. The School District may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to the Montachusett Regional VTSD or members of its management, unless the private benefit is considered merely incidental and not to conflict with M.G.L. Chapter 268A. This private benefit preclusion will extend to the following:
 - a. Sale or exchange, or leasing, of property between the district and an affiliated or unaffiliated organization or a private or related individual.
 - b. Lending of money or other extension of credit between an agency and an affiliated or unaffiliated organization or a private or related individual.
 - c. Furnishing of goods, services, or facilities between the district and an affiliated or unaffiliated organization or a private or related individual except for the rental of district facilities as specified in the Montachusett Regional School Committee Policy Manual.
 - d. Payment of compensation, unless authorized by the Montachusett Regional School Committee, by the district to an affiliated or unaffiliated organization or a private or related individual.
 - e. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Montachusett Regional VTSD unless specifically voted by the Montachusett Regional School Committee.
- ii. Thus, the Montachusett Regional VTSD will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Related party transactions shall include transactions between the School District and members of the Montachusett Regional School Committee, administration, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, mother-in-law, sister-in-law, and brother-in-law of a School Committee member or school district employee.

C. Whistleblower Protection

- i. In compliance with M.G.L. Chapter 149 Sect.185, Montachusett Regional VTSD will not take retaliatory action again any employee who:
 - a. Reports violations of laws or risks to public health, safety or environment; or who
 - b. Refuses to participate in activities, policies or practices which the employee believes to be a violation of law or risk to public health, safety or environment.

D. “Open Door” Policy to Prevent Fraud

Montachusett Regional Vocational Technical School

- i. Montachusett Regional VTSD will maintain an “Open Door” policy to employees who wish to talk about the pressure, problems and rationalizations that they face, which could lead them to consider engaging in fraudulent actions.
- ii. Counsel will be provided about the appropriateness of actions and the consequences of wrongdoing, in a ‘safe space’ environment, provided that wrongdoing has not already been committed.

E. Non-Discrimination Policy

- i. It is the policy of the Montachusett Regional VTSD not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its educational programs, services, activities or employment practices.

F. Political Contributions

- i. No funds or assets of the Montachusett Regional VTSD may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Montachusett Regional VTSD for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Montachusett Regional VTSD cannot be involved with any committee or other organization that raises funds for political purposes.
- ii. The following are examples of prohibited activities include the following:
 - a. Contributions by an employee that are reimbursed through expense accounts or in other ways.
 - b. Purchase by the school district of tickets for political fundraising events.
 - c. Contributions in kind, such as lending employees to political parties or using the assets of the Montachusett Regional VTSD in political campaigns.

G. Security of Financial Data, Records and School Assets

- i. Security of Financial Data
 - a. The district’s accounting software should be reviewed regularly to ensure that only properly authorized individuals, utilizing a security password, can access or modify data.
 - b. The district’s financial data must be backed up daily to ensure the recoverability of financial information in case of hardware failure. Such back-up shall be stored in a fire-safe area that is properly secured.
 - c. All other financial data, petty cash box, and unused checks will be secured by the Business/HR Manager from unauthorized access.
- ii. Security of School Documents
 - a. Originals of the following district documents are maintained and their presence is verified on a periodic basis.

1. Minutes of School Committee Meetings
2. Personnel and Payroll Records
3. Insurance Policies
4. Vendor Invoices and other Payment Records
5. Grant and Contract Agreements
6. Fixed Asset Inventory List
7. Student Records
8. Leases

iii. Security of Physical Assets

- b. The Superintendent or Superintendent's designee(s) will ensure the security of physical assets, including, but not limited to, cash and other receivables, equipment, and technology.

H. Record Retention and Disposal

i. Records are maintained for the following indicated minimum periods:

- a. Records, documents, and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, employees' timesheets and other public documents are retained for seven years after the original entry date.

ii. The following records supporting Federal contracts, as required by the U. S. Office of Management and Budget are retained for the indicated minimum periods:

- a. For three years after submission of the final report of expenditures, all financial records including spreadsheets, salary information, invoices submitted and paid, and any other pertinent information, with the following exceptions:
 1. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 2. Records of equipment acquired with Federal funds shall be retained for three years after final disposition.

iii. Permanently: Audit reports, annual district reports, School Committee minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

iv. The disposal date determined under this procedure is the end of the fiscal year, or the date of final payment of government grants.

v. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

- vi. All financial records are maintained, by category, in chronological order and fiscal year.

III. Asset (Property) Management Guidelines

A. Use of School Assets

- i. No employee or member of the general public may use any of the School property, equipment, material or supplies for personal use without the prior approval of the Superintendent or his/her designee.

B. Use of School Credit Cards

- i. A school credit card may, at the approval of the School Committee, be issued to the Superintendent and School District for limited business transactions.

C. Property and Equipment

- i. The Montachusett Regional VTSD will develop and maintain detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government grants.
- ii. The Montachusett Regional VTSD tags all property and equipment acquired through government grants.
- iii. The Montachusett Regional VTSD will perform a physical inventory of its equipment every two years.

D. Record and Report of Property

- i. The School district maintains records for every item of property purchased for \$500 or more as follows:
 - a. Name and description
 - b. Serial number, model number, or other identification
 - c. Location and condition of the equipment
 - d. Ultimate disposition data, including date of disposal, sales price, or method of disposal.

E. Physical Inventories - The school district performs a physical inventory of all property valued in excess of \$500 per unit on an annual basis

- i. The physical inventory records include each such asset, its identification number, its location, and a brief description of its condition.
- ii. The physical inventory is reconciled to the detailed fixed asset list. Any differences are investigated and reconciled.

F. Disposal of Property and Equipment

- i. No item of property or equipment shall be removed from the premises without the prior approval of the Superintendent.
- ii. District property and equipment of value no longer needed by the school district shall be disposed of according to the School Committee policy (DN) and the State Surplus Property Regulations M.G.L. Chapter 30B sect. 16.
- iii. The Business/HR Manager shall arrange for its disposal and shall ensure that any revenues obtained for the equipment shall be returned to the School's general fund unless other arrangements have been previously made at School Committee Meeting.
- iv. If items are disposed of, appropriate adjustments shall be made of the physical inventory list.

IV. PROCUREMENT GUIDELINES

A. Procurement of Goods and Services

- i. The Montachusett Regional VTSD procures only those items and services that are required to perform and mission and/or fill a bona fide need. Procurements are made using best value contracting, which includes assessing the best value considering quality, performance, and price.
- ii. M.G.L. Chapter 30B shall govern all procurements of supplies and services, unless specifically exempted or covered by other state or federal laws.
- iii. The Business/HR Manager shall function as Chief Procurement Officer for the District, upon official designation.
- iv. The district adheres to the following objectives:
 - a. Procurement will be completely impartial based strictly on the merits of the supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
 - b. Make all purchases in the best interests of the district and its funding sources.
 - c. Obtain quality supplies / services needed for delivery at the time and place required.
 - d. Buy from responsible sources of supply.
 - e. Obtain maximum value for all expenditures.
 - f. Deal fairly and impartially with all vendors.
 - g. Maintain dependable sources of supply.

- h. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school district supplier relationships.

B. Purchase Orders

- i. Requisition requests will be reviewed by the Business/HR Manager for compliance with M.G.L. Chapter 30B requirements and funds sufficiency.
- ii. The district will execute a Purchase Order for each purchase, in advance of an order being placed with a vendor to purchase goods or services. This requirement does not apply to student activity expenditures.
- iii. The Department Coordinator, Principal, Superintendent and the Business/HR Manager must approve purchase orders.

C. Lease Agreements

- i. All lease agreements will be evidenced by a signed agreement identifying all of the terms and conditions of the lease and approved by a vote of the School Committee.

V. EXPENSE REIMBURSEMENT - TRAVEL GUIDELINES

- i. Personnel and District Officials who incur expenses in carrying out their authorized duties will be reimbursed by the District upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent in accordance with the School Committee District Travel Policy #BIDA.
- ii. When official travel by a personally owned vehicle is authorized, mileage payment will only be made if a request to use a school-owned vehicle was made and was deemed unavailable by the Director of Facilities or his/her designee, and will be made at the rate currently approved by the School Committee. The following are considered allowable expenses:

MILEAGE - Actual mileage between the School or the Employee's home, whichever is shorter, for activities that have been approved by the Superintendent, when a school vehicle is not available, will be reimbursed at the standard mileage rate set by the Internal Revenue Service.

GASOLINE - Actual cost of gasoline and oil purchased and placed in a District-owned vehicle by an employee while engaged in District-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES - All tolls and parking and baggage handling fees included in District-related business. All fees must be substantiated by a ticket or receipt.

CAR RENTAL - Car rental charges when pre-approved by the Superintendent and substantiated by a receipt.

COMMON CARRIERS - All charges or fares for necessary travel on common carriers (plane, bus, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

OUT-OF-STATE TRAVEL - Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD - Actual monies spent for food while on out-of-district trips or in-district business functions. Maximum allowable food expenditure per day shall be \$65.00 per day. All Purchases must be substantiated by receipts. Tips may be included up to the maximum allowable amount but not for more than 20%.

LODGING -Hotel or motel charges incurred in District-related travel. Charges must be substantiated by an itemized receipt. The maximum allowance per night is \$300 or going conference rate. Reimbursable hotel expenses will be for room and tax only.

EMERGENCY REPAIRS TO VEHICLES - Reimbursement will be made for emergency repairs or road service to District-owned vehicles if incapacitated while out-of-district. Drivers may not obligate the District for major repairs without the permission of the Superintendent or designee.

OTHER PERSONAL EXPENSE - Opportunities arise at times, by exception, for employees to purchase materials of an educational nature without prior approval of the expenditure. Employees may submit reimbursement requests if the requests are accompanied by receipts. Approval of the requests is contingent upon the availability of funds and the spending priorities that are in place. The requests must be reasonable and, if possible, employees should discuss such spending opportunities in advance.

REIMBURSEMENT FORM - No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper itemized receipts. Receipts are required for all expenditures. Reimbursement must be requested prior to the end of the school fiscal year or the reimbursement request may be denied.

NOTE: ALL reimbursement requests must be accompanied by a receipt regardless of the amount.

Helpful Questions for Determining Whether a Cost is Allowable under a Grant

In addition to the cost principles and standards described above, the Business/HR Manager, along with the grant program manager, can refer to this section for a useful framework when performing an allowability analysis. In order to determine whether federal funds may be used to purchase a specific good or service, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?
- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?

- For example, the District may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
- Is the proposed cost consistent with EDGAR?
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

VI. CONSULTANTS AND CONTRACTORS

A. Consultant Utilization

- i. The utilization of all consultants and contract personnel are sufficiently evidenced by the following:
 - a. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any), with the individuals or organizations providing the services and details of actual services performed.
 - b. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and the nature of the actual services performed.
 - c. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, contractor's compensation, and the district's rights to educational curricula and intellectual property developed.

B. Independent Contractors

- i. The Montachusett Regional VTSD will closely monitor and regulate the use of consultant, so as to comply with the Independent Contractor Law (M.G.L. Chapter 149, sect. 148B) and the Internal Revenue Code. In particular, consultants will:
 - a. Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
 - b. Adhere to a precise contract scope of services, recomputed or at least adjusted annually. This consultant agreement will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.
 - c. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
 - d. Not be assigned a permanent workstation.
 - e. Make their services available or work for a number of firms or persons at the same time.

VII. FUND STRUCTURE & FINANCIAL ORGANIZATION

A. School Fund Structure

- i. The accounts of the School Department are organized on the basis of fund and account groups.
- ii. Funds are the control structures that ensure public monies are spent only for those purposes authorized and within the amounts authorized.
- iii. The use of funds and the budgeting, accounting and auditing that are associated with this fund structure are governed by the Massachusetts General Law and Generally Accepted Accounting Principles, as determined by the Governmental Accounting Standards Board.
- iv. The following school funds are utilized:
 - a. General Fund. School Operating Budget is the principal financing plan for school operations.
 - b. Capital Fund. School Capital Budget, which is the basic financing plan for capital needs, including school facilities.
 - c. Revolving Funds. School Special Revenue Revolving Funds, which are extracurricular programs of the School Department that are self-funded through fee revenues and are authorized by specific statutes of either Massachusetts General Law, or federal law. Once established, school revolving funds may be expended without further appropriation.
 - d. Grant Funds. Grant funds are awarded through entitlement or competitive process and must be used for their stated purpose. There are three main sources of grant funds: Federal, State and Private. According to M.G.L. Chapter 71, s 37A and M.G.L. Chapter 44, s53A the School Committee may accept grants or gifts for educational purposes without further appropriations.

B. Chart of Accounts

- i. A Chart of Accounts will be maintained that reflects:
 - a. DESE reporting categories (Fund, Department, Function, Object, Program, School Use)

C. Basis of Accounting & Budgeting

- i. The accounting principles conform to Generally Accepted Accounting Principles (GAAP), as applicable to governmental units.
- ii. The 'basis of accounting' for the General Fund, Special Revenue Funds, Debt Service Funds and Capital Funds is the modified accrual basis.
- iii. The 'basis of budgeting' is the form of accounting used to describe revenues and expenditures in the budget document. Generally, the basis of budgeting and accounting are the same for Governmental Funds.

- iv. Encumbrance accounting is used for all general fund types.

D. Budgetary Oversight

- i. The School Committee has legal responsibility for all School Accounts.
- ii. The Superintendent is charged by the School Committee with developing and overseeing school budgets and accounts, on their behalf. The Superintendent is assisted by the Business/HR Manager.
- iii. Each program budget is managed by a District administrator, who is responsible for operating their programs within the limits of their approved budgets, and for managing the financial accounts assigned to their program.
- iv. Expenditure requests are prepared by Principals and Directors under the general oversight of the Business/HR Manager.

E. Expenditure Authorization

- i. Under M.G.L Chapter 41 Sect. 56, the School Committee approves all school bills, drafts, orders and payrolls, and stipulates that approval may only be given after an examination to determine that the charges were correct and that the goods, materials or services charged for were actually had been ordered, delivered and/or rendered.
- ii. School Committee Policy #DJ/DJB requires a majority of the School Committee to review and approve warrants for goods and services.

F. Fund Balance

- i. Unexpended operating and capital budget balances lapse at year's end and are closed into the excess & deficiency account.
- ii. Special revenue revolving fund programs are permitted to retain unexpended balances within each fund/account, with the exception of those programs established under M.G.L Chapter 40 Sect. 3, for which unexpended balances laps to the General Fund at year end.
- iii. As a general guideline, unexpended balances within special revenue revolving fund accounts may not exceed three months operating expenses, unless special conditions apply.
- iv. Special revenue grant funds lapse at the end of the applicable grant period, which is typically July 1-June 30 for state and local grants, and September 1 – August 31 for federal grants. For these grant funds, unexpended balances typically must be returned to the granting agency.

VIII. Budgeting

A. Annual Operating and Capital Budget

Montachusett Regional Vocational Technical School

Definitions

Capital Costs: shall include the cost of acquiring land, the cost of constructing, reconstructing and adding to buildings and the costs of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the cost of the original equipment and furnishings for such building or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions and related premises in operating conditions. Capital costs shall also include payment of principal and the interest on bonds, notes or other obligations issued by the District to finance capital needs.

Operating Costs: shall include all costs not included in capital costs and including interest on temporary notes issued by the District in anticipation of revenue.

i. Budget Development Process

- a. The Superintendent and Business/HR Manager provide the Finance Subcommittee with copies of the departmental spending requests no later than mid-December.
- b. The School Committee is responsible for recommending a balanced budget to Cities and Towns for their consideration and vote. The Regional District School Committee, by a two-thirds vote of all its members, shall annually determine the amounts deemed necessary to be raised for the operation and capital spending of the school. (M.G.L Chapter 71, Sect. 16B).
- c. School Committee Policy #DB further stipulates that, the School Committee delegates responsibility for budget preparation to the Superintendent, who is to be assisted by the Business/HR Manager:
 1. Principals, department heads and staff are required to prepare preliminary budget requests, based upon the above assumptions, and to present these requests to the Superintendent for review.
 2. The Superintendent and Business/HR Manager will present their preliminary budget recommendation to the Financial Subcommittee which will make a recommendation to the full School Committee.
 3. A hearing on the proposed budget is required, prior to which citizens are to be informed of the budget contents. The Committee sends a summary of the proposed budget to all stakeholders at least one week prior to the public hearing. G.L. 71, Sect. 38N)
 4. A presentation of the School Committee's budget will be made during the public hearing which is held prior to Annual City/Town Meetings.

ii. Budget Appropriation & Amendments

- a. City and Town operating and capital apportionments/assessments are established based on the District Agreement.

- b. The operating and capital assessments, as enacted by City/Town Meeting establishes the overall School District appropriation.
- c. Although the School Committee has the legal authority to move funds within its appropriation, the total school appropriation may only be amended by Special City/Town meetings that occur during the year.

iii. Fiscal Year

- a. The fiscal year for all towns in the Commonwealth begins on July 1st and ends the following June 30th. (M.G.L Chapter 44, Sect. 56)

C. Special Revenue Grant & Revolving Funds:

i. Revolving Funds

- a. State law allows the School Committee to charge fees or receive monies in connection with certain other school activities, the receipts of which also are held separately (in revolving funds.) Of these revolving funds, only the School Transportation Revolving Fund (a departmental revolving fund established under M.G.L Chapter 44 Sect. 53E1/2) requires annual appropriation by School Committee; all others may be spent without further appropriation, once the fund is established. (M.G.L Chapter 40 Sect. 3; Chapter 44 Sect. 53; Sect.17A; Chapter 71 Sect. 26C; Sect. 47; Sect. 71C; Sect. 71E; Sect. 71F; Chapter 71B Sect. 12; Ch 548 of Acts of 1948.)

ii. Gifts & Grants

- a. Under state law, School Committees may receive grants or gifts for educational purposes, which are held in separate accounts, and, once accepted (by vote of the Committee), may be expended without further appropriation. (M.G.L Chapter 71 Sect. 37A, M.G.L Chapter 44 Sect. 53A.)
- b. Upon acceptance, the School Department reviews and approves the budgets of all state and federal grants, as well as the budgets of significant local grants.

- c. The School Department does not budget donations or miscellaneous local grants School Fund Structure.

IX. GENERAL ACCOUNTING PROCEDURES - In this section, procedures are described for the overall accounting system design, accounting activity, and closeout of the accounts at year-end.

1. Overall Accounting System Design

Control Objective - To establish a coding structure that supports financial reporting and decision-making.

Major Controls

- a. The Business/HR Manager is responsible for designing the Chart of Accounts / Coding Structure.
- b. To support the decision making, the Business/HR Manager shall be involved in ensuring that Massachusetts Department of Elementary and Secondary Education (DESE) guidelines, as updated June 9, 2017, are used for recording and reporting purposes using the district's software.
- c. Expenditures will be correctly categorized within the Chart of Accounts upon initial posting.

2. General Accounting Activity

Control Objective - To ensure that all accounting entries are current, accurate, and complete.

Major Controls

- a. Timeliness of Entries - All entries are made soon after the underlying accounting event to ensure the financial record and reporting are accurate.
- b. Internal Consistency – an integrated financial management system is used, which is shared by all school employees.
- c. Support Documentation - All entries are supported by adequate documentation that clearly shows the justification and authorization for the transaction. Forms are properly designed to capture all relevant information.

Audit Trail - A complete paper trail should be kept so that the auditors will be able to reconstruct and / or justify all entries.

3. Procedures

- a. Payment requests are verified against original source documentation (e.g., invoice, purchase order, etc.) by the Accounts Payable Assistant before entering into the software system and before payment is made.
- b. Each entry in the accounting software is reviewed and approved by the Accountant and Business/HR Manager.

- c. Non-recurring entries, such as for correcting entries, are prepared by the Accountant and approved by the Business/HR Manager. Documentation shall be attached to all such correcting entries.

4. Account Reconciliation and Close-out

Control Objective - To ensure the accuracy of financial records and reports.

Major Controls - Reconciliation of all accounts and sub-accounts

Procedures

- a. Reconciliation of Montachusett Regional VTSD's records occurs monthly.
- b. The Montachusett Regional VTSD' Student Activity Treasurer shall ensure that each account is reconciled to the balances carried by the Accountant on a monthly basis, sending a copy to the Business/HR Manager.
- c. The Accountant shall ensure that the Revolving Accounts are reconciled on a monthly basis, sending a copy to the Business/HR Manager.
- d. At fiscal year-end and after the annual audit, all accounts are closed out and the balances of revolving funds and grants are agreed to the audited financial statements.

X. CASH MANAGEMENT PROCEDURES - In this section, procedures are described for cash receipts.

A. Cash Receipts

Control Objective - To record receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

- a. Cash Receipts Procedures - The Montachusett Regional VTSD has internal control systems in place to monitor cash receipts and to ensure that deposits are made in a timely manner.
- b. Internal Accounting Controls
 - 1. Opening of mail assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
 - 2. Listed receipts and credits compared to accounts receivable and bank deposits.
 - 3. Checks and money orders are to be made payable to Montachusett Regional VTSD.

4. Cash and other receivables should be turned over upon receipt to the Accounts Receivable Assistant for processing. If immediate turnover is not possible funds should be safeguarded in a safe or locked cash box and turned over the next business day. Checks are marked with a restrictive endorsement upon receipt.
5. A copy of each check to be deposited is made and attached to the copy of the deposit slip and filed to provide support for all deposits.
6. The Accounts Receivable Admin Assistant makes deposits on a daily basis or no later than on a weekly basis. If deposits are made other than daily, the deposit should be maintained in a secure area with limited access.
7. Reconciliation of cash receipts to deposit slips and bank statements are, performed by the Accountant and Treasurer on a monthly basis.

XI CASH DISBURSEMENTS

Control Objective -To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls -

A. Cash disbursement Policies

Check preparation and signatures are consistent with warrant dates.

B. Internal Accounting Controls

- (i) Pre-numbered checks and special check protective paper.
- (ii) Match disbursement records against accounts payable/open invoice files.
- (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by either the Business Manager or the Accountant.
- (iv) Supporting documentation canceled to prevent resubmission for payment.
- (v) Detailed comparison of actual vs. budget disbursements on a periodic basis.
- (vi) Separation of duties to the extent possible for an organization the size of the School.
- (vii) All voided and alignment checks defaced and retained.
- (viii) Separate check numbering sequence used for manual checks.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check is prepared by the Business Office who attaches all supporting documentation (e.g., vendor invoice, purchase order, purchase requisition, etc.) to it.
2. A warrant report is submitted to School Committee for signature approval. The report submitted for signature will include vendor name, expense account charged, check number and date of payment.
3. After having been signed, the checks are mailed directly to the payee by the Accounts Payable Admin Assistant.
4. All supporting documents are scanned and filed by the Accounts Receivable Admin Assistant.
5. On a periodic basis, cash disbursement records are matched against accounts payable/open invoice files for any discrepancies.
6. Bank statements are reconciled soon after receipt by the Accountant and Treasurer.
7. Blank check stock is secured in a locked safe except when checks are being printed. The signature stamp or plate is secured in a separate location from the check stock. Access is denied to anyone responsible for reconciling bank statements.

XII PETTY CASH FUNDS

Control Objective - to control the use of petty cash funds for valid transactions.

Major Controls

A. Internal Accounting Controls

- (i) Reconcile petty cash funds by employees with responsibilities independent of cash receipts, disbursements or custody.

Procedures

1. The School System will maintain an imprest petty cash system of \$400, which will be maintained and secured by the Account and/or Business/HR Manager.
2. The Accountant maintains a log of all disbursements made from the petty cash fund and uses a *Petty Cash Voucher* for all petty cash disbursements.
3. When the fund needs to be replenished, a check request is prepared by the Accountant, attaching the log of disbursements and the supporting vouchers. See cash disbursement procedure above for payment.
4. The Business/HR Manager reviews and signs the replenishment request. A check is prepared on the accounts payable warrant.
5. Funds disbursements are entered into the General Ledger by expense category when the fund is replenished.

XII PREPAID ITEMS

Control Objective - To ensure proper accounting for prepaid expenses.

Major Controls

A. Internal Accounting Controls

- (i) Preparation and updating of an amortization schedule to reflect the incurring of expenses for prepaid items (e.g., prepaid insurance)
- (ii) Detailed prepaid expenses reconciled with the General Ledger control account.

Procedures

- 1. Vendor invoices are reviewed by the Accountant to identify all required prepayments.
- 2. For payment of prepaid items, the transaction is coded to reflect the appropriate portion of the payment representing the prepaid portion.
- 3. A prepaid warrant is prepared by the Accounts Payable Admin Assistant.
- 4. The warrant posts the expenses of the prepaid invoices to the general ledger and is presented to School Committee for approval.
- 5. A reconciliation is performed on a monthly basis between the subsidiary ledger and the prepaid expense General Ledger control account.

XIII. GRANT RECEIVABLE PROCEDURES

A. Grant Writing

Control Objective - To ensure that grant funding is pursued to the greatest extent possible.

Major Controls

- a. The Development Coordinator has been assigned as the point person on all grants.
- b. The Business/HR Manager provides accounting records for all approved grants on a monthly basis

Procedures

- a. All information relative to grant opportunities is funneled to the Development Coordinator.

- b. The District shall pursue grant funding opportunities that are consistent with District goals and objectives.

B. Grant Management - Entitlement and Competitive Grants

Control Objective - To ensure that entitlement and competitive grants are managed according to applicable state, federal and local laws, regulations, by-laws and ordinances.

Major Controls

- a. Applications for entitlement grants are distributed to the appropriate administrator.
- b. The administrator will consult with the Superintendent to ensure that the proposed application is appropriate, given the requirements of the grant and the fiscal needs of the district.
- c. Care will be taken to ensure that any application prepared for submission will adhere to all laws and regulations, paying particular attention to the requirements relative to non-supplanting.
- d. The administrator will complete the grant application, ensuring that any positions within such grant application are specified at salary rates listed in collective bargaining agreements, if appropriate. The development of the budget will be done in conjunction with the Business/HR Manager.
- e. The Superintendent will review the application and sign. In the Superintendent's absence, the Business/HR Manager will sign the grant application.
- f. The grant application will be submitted via the method determined by the Granting Authority.
- g. The Business/HR Manager will receive a copy of the grant.

C. Grant Amendments

Control Objective - To ensure that grant amendments are filed according to applicable state, federal and local laws, regulations, by-laws and ordinances.

Major Controls

- a. Any proposed amendments to grants, either entitlement or competitive, must be discussed with the Superintendent prior to preparation.
- b. After consultation with the Superintendent, the grant administrator may prepare a draft of the amendment.

- c. The grant administrator must then meet with the Business/HR Manager to ensure that the proposed amendment can be accomplished within the remaining fund balances.
- d. After the Business/HR Manager has reviewed the amendment document, the form shall be submitted to the Superintendent for signature.
- e. The Superintendent shall sign the proposed amendment. In the Superintendent's absence, the Business/HR Manager will sign the grant amendment.
- f. The amendment will be filed via the method determined by the Granting Authority.
- g. The Business/HR Manager will receive a copy of the amendment.

D. Requesting Grant Payments

Control Objective - To ensure that requests for funds (RFF) are filed according to applicable state, federal and local laws, regulations, by-laws and ordinances.

Major Controls

- a. The Business/HR Manager will work with the grant administrator to monitor the expenditure of funds.
- b. The Business/HR Manager shall be responsible for requesting additional funds from DESE on a monthly basis and the Federal Government as needed.
- c. The Business/HR Manager shall ensure that the final grant payment is requested in a timely manner.
- d. The Business/HR Manager will work with the grant administrator to ensure that the grant is reconciled to the general ledger.
- e. The Business/HR Manager shall submit the final financial report on the grant within 45 days after the end of the project.

XIV. PAYROLL PROCEDURES

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, and preparation of payroll, submission of payroll, distribution of checks or statements.

A. Personnel Requirements

Montachusett Regional Vocational Technical School

Control Objective - To ensure that the School hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Procedures

- a. The School has adopted payroll procedures for adding new employees on the payroll system and removing terminated employees from the system, as well as monitoring vacation and sick pay.

Procedures

a. New Employees

1. Request for new employees are initiated by the building principal or supervisor and submitted to the Superintendent of Schools.
2. The Superintendent shall review the request to ensure that it falls within the approved School Committee budget.
3. A Criminal Offender Records Inquiry (CORI) and fingerprint-based criminal record information (SAFIS- employees only) is completed prior to the hiring of any new employee and contractors.
4. Any individual being considered for a position shall ensure that there is a complete application packet on file. That packet shall include the following:
 - Letter of Application
 - Resume
 - Letters of Reference
 - Certification / License (when appropriate)
 - Transcripts (when appropriate)
5. References shall be checked prior to hiring.
6. Any individual being hired shall receive a letter from the Superintendent detailing the position, salary step, pertinent collective bargaining agreement or individual contract, actual salary, and date of hire.
7. The individual being hired shall sign the letter of hire accepting the position and return the signed copy to the Superintendent-Director.
8. The individual being hired shall be given, and shall acknowledge receipt of (in writing), copies of the following:
 - Harassment Policies (Sexual, Racial, Disability, Gender, Sexual Preference);
 - Internet Acceptable Use Policy;

- Drug Free Workplace Policy;
- Conflict of Interest Statement; and
- Ethics Commission Information.

9. The individual being hired shall complete an IRS W-4 Form and a Massachusetts Form M-4. Copies of a social security card, driver's license, and/or passport shall be provided to the Payroll/Benefits Assistant.

10. The individual being hired shall complete all necessary paperwork with regard to retirement.

11. The individual being hired shall complete all necessary paperwork with regard to insurance, if it is appropriate.

12. An individual will be entered onto the payroll only after all of the above steps have been completed.

13. The Business/HR Manager shall notify the Technology Director so that an e-mail account can be established and a laptop/chromebook assigned.

b. Vacation and Sick Pay

1. Employees accrue vacation time based on their collective bargaining agreement, School Committee policy or his/her individual contract.

2. Employees must secure the approval of their supervisors in advance of taking time off. Under usual circumstances, this approval should be secured two weeks in advance.

3. Regular part-time employees will earn vacation time as detailed in the applicable collective bargaining agreement or in his/her individual employment contract. Usually this vacation time is on a pro-rated basis.

4. Employees' vacation balances are adjusted to reflect vacation time taken.

5. Sick leave taken is monitored against each employee's available time and is recorded on a weekly basis.

6. The Business/HR Manager, in conjunction with the Payroll/Benefits Assistant, monitors vacation, sick and personal time by maintaining individual records for each individual.

7. Unused vacation time and/or sick time is based on collective bargaining agreements, individual contracts, and state law.

c. Non-renewals

1. The Principal will sign letters of non-renewal.
2. Such letters will be given to the non-renewed individual by June 15th by the Principal and Business/HR Director of any given year. The letter will be handed to the individual personally.
3. The Business/HR Manager shall provide the individual with COBRA, unemployment and any other pertinent information.
4. The Business/HR Manager shall remove the individual from the payroll effective June 30, or after the last payroll run of the school year, as appropriate.

d. Terminations

1. Any time an administrator or supervisor is considering terminating an employee, the Superintendent, Business/HR Manager and Principal shall be notified immediately.
2. The Business/HR Manager and the Superintendent shall immediately consult with the School Committee's legal counsel to ensure that all appropriate steps are taken relative to the termination.
3. The Business/HR Manager shall arrange with the Payroll/Benefits Assistant to cut a final check in compliance with state law.
4. The Payroll/Benefits Assistant, under the direction of Business/HR Manager, shall remove the individual from the payroll according to the advice of the School Committee's legal counsel.
5. The Business/HR Manager and Payroll/Benefits Assistant shall handle all issues relative to insurance, direct deposit, COBRA, pension, etc. for an individual who has been terminated.

B. Personnel Data

Control Objective - To calculate and record payroll data accurately and completely for all employees.

Major Controls

- a. Internal Accounting Controls
- b. A precise paper trail covering all transactions is required.

- c. The Superintendent approves changes in personnel data.
- d. Separate payroll and personnel files periodically reviewed and reconciled.

Procedures

- a. Changes to personnel data are initiated with a "Personnel Action Notice" which is signed by the Business/HR Manager and Superintendent-Director.
- b. The Payroll/Benefits Assistant, under the direction of the Business/HR Manager, processes the authorized changes to the payroll data.
- c. A copy of the "Personnel Action Form" is retained in the employee's personnel file.

C. Timekeeping

Control Objective - To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

- a. Timekeeping Procedures - Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.
- b. Time Sheet - Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.
- c. Internal Reviews - The Business/HR Manager monitors the overall integrity of timekeeping.
- d. Internal Accounting Controls - Reconciliations of hours charged on time sheets to attendance records are made on a weekly or semi-monthly basis, depending on the pay period of the employee.

Procedures

- a. Time Sheet Preparation
 - 1. Time sheets for hourly employees are prepared on a bi-weekly basis.
 - 2. In preparing time sheets, hourly personnel will:
 - i. Enter hours in ink, or electronically.
 - ii. Make all corrections in ink by crossing out the error and initialing the change
 - iii. Submit the completed time sheet to the appropriate supervisor for approval.
 - 3. In preparing attendance sheets for salaried personnel, the clerical personnel will:

- i. Enter attendance in ink, or electronically.
 - ii. Make all corrections in ink by crossing out the error and initialing the change.
 - iii. Submit the completed attendance sheet to the appropriate supervisor for approval.
- b. Approval and Collection of Time Sheets
 1. Timesheets for all hourly personnel are forwarded to Payroll Office on a bi-weekly basis. The time frame ensures that all timesheets are submitted in a timely manner.
 2. The authorized forms are submitted to the Payroll Office for processing.
 3. All attendance sheets for salaried personnel are submitted to Payroll Office on a semi-monthly basis.
 4. Attendance is recorded in the individual record of each salaried employee after verification that personal days and sick days fall within the number available for each.
- c. Reconciliation of Payroll to Time Sheets
 1. Hours shown on time sheets are reconciled to the hours recorded on the payroll forms by Payroll Office.
 2. The Payroll Office will reconcile daily attendance for substitutes submitted by administrative assistants who are in for salaried employees.
- d. Time Cards
 1. Hourly staff that are required to punch in and out on time cards through a time clock are maintained on a weekly basis.
 2. The Payroll Office calculates the time on a weekly basis. Hours will be totaled and recorded on the bi-weekly payroll.

D. Preparation of Payroll

Control Objective - To ensure that payment of salaries and wages is accurately calculated.

Major Controls – (Internal Accounting Controls) - Time records are reconciled with payroll records twice a month by the Business/HR Manager. The responsibility for checking the accuracy of payroll calculations is separated from the responsibility for payroll preparation to the extent possible for the size of the district.

Procedures

Montachusett Regional Vocational Technical School

- a. The department administrative assistant or department supervisor forwards approved time sheets or time cards to the Payroll Office.
- b. All calculations are performed and verified by the Payroll/Benefits Administrative Assistant.
- c. The payroll documents are reviewed and approved by the Accountant and Business/HR Manager for processing.

E. Payroll Payment

Control Objective - To ensure payment for salaries and wages by check or direct deposit is made only to employees entitled to receive payment.

Major Controls – (Internal Accounting Controls) - All payroll checks and direct deposit are handled through the Business Office.

Procedures

- a. Payroll is processed through a third party vendor (Harpers). The Payroll/Benefits Administrative Assistant submits the payroll electronically to the vendor to be processed.
- b. All employees are required to receive payment via direct deposit.
- c. The Payroll Office receives all employee direct deposit vouchers from the payroll vendor along with payroll reports. These reports are reviewed by the Payroll/Benefits Administrative Assistant, the Accountant, and the Business/HR Manager.
- d. All employee payments, taxes, annuities and certain other withholdings are paid electronically through ACH by the third party vendor.
- e. Employee direct deposit vouchers are placed in mailboxes by Thursday afternoon of the payroll check date.

F. Payroll Withholdings

Control Objective - To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls - Reconciliation of Payment and Payroll Withholdings

Procedures

- a. All payroll withholdings are handled through the third party payroll vendor (Harpers)
- b. Copies of the original withholding and benefit election forms shall be maintained in the individual employee's personnel file.

- c. The Payroll/Benefits Administrative Assistant shall provide employees seeking to change their withholding or benefit elections with the appropriate forms to request these changes.

XII. PROPERTY AND EQUIPMENT PROCEDURES

This section is organized into six parts” P & E acquisitions, record keeping over P & E, depreciation, inventory of P & E, disposal of P & E, and Government-furnished and School-acquired P & E.

A. Property and Equipment (P & E) Acquisitions

Control Objective - To control the acquisition of P & E and completely and accurately record fixed asset acquisitions in order to safeguard fixed assets from loss.

Major Controls

- a. **P & E Acquisitions Tied to Budget** - All acquisitions of property and capital equipment are either designated in the approved budget or subsequently approved by the School Committee.
- b. **P & E Acquisitions Based on Approved Requests** - Official approval is obtained before a P & E purchase is made. This is performed by reviewing the purchase order prepared for the item.

Internal Accounting Controls - Reconcile fixed assets acquisitions with capital expenditure authorizations.

Procedures

- a. Authorization requests for the acquisition of fixed assets are reviewed and approved by the Superintendent.
- b. Each item of property and equipment received is identified and tagged in a visible area on the asset.
- c. A copy of purchase orders for capital expenditures is entered into the record for proper identification of all fixed assets to be included in the accounting records.
- d. Information on each tagged asset is entered in the fixed asset inventory.

B. Recordkeeping Over Property and Equipment

Control Objective - To record fixed asset acquisitions, transfers and dispositions completely and accurately on a current basis.

Major Controls

- a. Capitalization Policies - The district follows the policy of capitalizing all fixed assets purchased greater than \$5,000.
- b. Fixed Asset Classification - Fixed assets are accounted for by the following classifications: land, building, equipment, furniture, and computer hardware/software.
- c. Complete Record of P & E Acquisition Costs - The fixed asset inventory list contains the full history of each capital asset acquired, original acquisition cost, and any costs incurred to prepare the asset for use.

Procedures

- a. Asset acquisitions, transfers, and dispositions are entered in the fixed asset inventory list on a periodic basis.
- b. The fixed asset inventory list is reconciled with the financial accounts on a periodic basis. Any differences are analyzed and resolved by the Business/HR Manager.

C. Depreciation

Control Objective - To record depreciation expense timely and accurately on fixed assets.

Major Controls - The district records assets when acquired and records the historical cost of these items.

The estimated useful life of district assets is as follows:

| | |
|------------------------|---|
| Computers | 3 years |
| Office Equipment | 5 years |
| Vehicles | 5 years |
| Office Furniture | 7 years |
| Leasehold Improvements | Lease life or 5 years, whichever is greater |
| Building Improvements | 20 years |
| Building | 30 years |

When calculating the current value of an asset, straight-line depreciation over the above estimated useful life shall be utilized.

D. Inventory of Property and Equipment

Control Objective - To ensure that all recorded assets exist and are in use.

Major Controls - Internal Accounting Controls

- a. All property and equipment is tagged when received.
- b. Physical inventories are performed annually.

- c. Differences between physical inventories and amounts recorded on the fixed asset inventory list are analyzed and reconciled annually.

Procedures

- a. The Business/HR Manager secures a printout of the fixed asset inventory list by asset classification.
- b. An inventory of fixed assets is taken annually.
- c. The physical inventory of fixed assets is compared to the figures recorded on the fixed asset inventory list.
- d. Differences are investigated and resolved by the Business/HR Manager.

E. Disposal of Property and Equipment

Control Objective - To ensure that assets no longer in use are disposed of in accordance with existing policies.

Major Controls - Disposal Policies, The School Committee has adopted policies on the disposition of property and equipment.

Internal Accounting Controls

- a. Use of fixed asset disposal authorization forms.
- b. Disposal or transfer of fixed assets only with proper authorization.
- c. Periodic count of fixed assets that is reconciled with the fixed asset inventory list.

Procedures

- a. A determination is made by school personnel as to the usefulness of a fixed asset.
- b. An asset disposal form is prepared with proper written authorization by the appropriate administrator.
- c. The asset disposal form is reviewed and signed by the Business/HR Manager.
- d. Any proceeds realized from the disposition of these assets are turned over to the Town unless otherwise specified by Town Meeting.

1. Government-Furnished and School-Acquire Property and Equipment

Control Objective - To ensure that Government-furnished and School-acquired property and equipment are properly obtained, used, and managed during the life of a federal or state grant.

Major Controls

- a. Record Keeping - The district maintains detailed records on all property and equipment.
- b. Custody - All Government-furnished and School-acquired property and equipment, when not in use, is stored in a secure area.
- c. Inventory - All Government-furnished and School-acquired property and equipment is inventoried.

Procedures

- a. All Government-furnished and School-acquired property and equipment on Government grants are assigned tag numbers and properly identified with this number in the fixed asset inventory list.
- b. On an annual basis, administrators inventory all property and equipment and ensure that fixed assets are being used for the purpose intended.
- c. The disposition of Government furnished and School-acquired property and equipment is authorized by the Superintendent and reported to the proper Government Agency as required by that agency.

XIII. ACCOUNTS PAYABLE PROCEDURES

This section is organized into three major parts: accounts payable, purchasing, and expense reimbursement.

A. ACCOUNTS PAYABLE

Control Objective - To ensure that invoices are accurately recorded on a timely basis for authorized purchases.

Major Controls

- a. Reconciliation of Accounts Payable Records - Reconciliation of source data is performed periodically to ascertain the accuracy of accounts payable entries.
- b. Internal Reviews - are conducted to determine if duplicate payments or overpayments exist.

Procedures

- a. Authorization of payment for purchases and preparation of warrants for payment.

- b. Invoices are received by the Business Office and a copy forwarded to the Requisitioner for approval if over \$500.
- c. Approved invoices are forwarded to the Business Office.
- d. Invoices are compared to the Purchase Order and the packing list.
- e. The invoice is reviewed for the following:
 - i. The nature, quality, and quantity of goods ordered and the related price.
 - ii. Accuracy of all arithmetic calculations and extensions.
 - iii. Services performed/goods delivered.
 - iv. Completed 30B form if applicable.
- f. The Accounts Payable/Receivable Admin Assistant reviews the above and enters the amounts into the software program.
- g. Completed warrants, with supporting documents attached are prepared for the signatures of the Accountant, Business/HR Manager and Superintendent-Director.
- h. The School Committee approves the warrants at each meeting.

Purchase Discounts

- a. The Accounts Payable/Receivable Admin Assistant or the Business/HR Manager shall establish all vendors within the accounting system upon initial use of the vendor. All vendors should provide verified street address and valid federal tax ID or social security number through the submission of a W9 form.
- b. The Accounts Payable/Receivable Admin Assistant reviews the invoice for any purchase discount date and ensures that the vendor file is established and properly capturing the discount period.
- c. The Accounts Payable/Receivable Admin Assistant reviews the invoice for contracted prices to ensure the vendor is charging the agreed upon price.

Reconciliation of Accounts Payable Records

- a. The Accountant and Business/HR Manager review all accounts payable warrants for accuracy.

B. PURCHASING

Control Objective - To ensure that goods and services are required at fair and reasonable prices and the highest personal standards of conduct are maintained in all relationships with vendors, suppliers, and subcontractors. To ensure that transactions are accurately classified and recorded in the financial records.

Major Controls –

Montachusett Regional Vocational Technical School

- a. **Purchase Requirements** - The district has developed cost-effective and efficient purchase requirements in order to achieve full and open competition, meeting delivery schedules, controlling inventory and material, and expediting and following up on purchases.
- b. **Required Competition** - The district utilizes the following procurement guidelines when procuring supplies and services under M.G.L. c 30B:
 - 1. Contracts under \$10,000 – The district uses sound business practices when procuring goods and services for amounts less than \$10,000.
 - 2. Contracts from \$10,000 to \$50,000 – The district seeks price quotes from at least three vendors and awards the contract to the responsible vendor offering the supply or service needed for the lowest price.
 - 3. Contracts greater than \$50,000 – The Business/HR Manager, working in conjunction with the requester, conducts a formal advertised competition using sealed bids or proposals. An award is offered to the qualified bidder who meets the district’s specifications and offers the lowest price.
 - 4. Where possible, the district utilizes the Commonwealth of Massachusetts – state contract, or the cooperative bids solicited by purchasing collaboratives.
- c. **Selecting the Vendor** - The district selects the most responsive and responsible vendor to provide required materials and services, and promotes competition in order to obtain fair and reasonable prices.
- d. **Other procurements** – The district follows guidelines established by Massachusetts General Laws for services procured for building construction under M.G.L. c. 149, Public Works M.G.L. c 30§39M, and Design Services for Public Building M.G.L. c7C§§44-57.

Internal Accounting Controls - Implementation of procedures that require the reporting of unethical conduct to the Superintendent and the subsequent restitution of any gain resulting from such conduct.

Procedures

Purchase Requirements - After approval of the annual budget, the Superintendent, or the Superintendent’s designee, reviews the district’s needs to uncover patterns of orders and opportunity for clustering orders to achieve volume discounts.

In preparing a purchase requisition, the requestor identifies only minimum needs.

Processing Purchase Requisitions

- a. Requisitions are entered and forwarded electronically to the Business/HR Manager for approval.

- b. Purchase orders must include the following:
 - i. A description of items ordered;
 - ii. A cost estimate;
 - iii. The required delivery information;
 - iv. The account to be charged; (DESE guidelines should be used to determine appropriate function and object codes.)
 - v. Signed approval of the Business/HR Manager.

Processing Purchase Orders

- a. Purchase orders, after having been approved by the Department Coordinator, Principal, and Superintendent, are then sent electronically to the Business/HR Manager.
- b. Before a purchase order is sent to a supplier, it is reviewed by the Business/HR Manager for accuracy the dates, account coding, quantities listed, and arithmetic extensions.
- c. Four copies of the purchase order are printed: Vendor, Business Office, and Receiving Copy. One copy is filed alpha then numerically by school in the Business Office to track outstanding commitments.
- d. The Accounts Receivable Admin Assistant distributes all purchase orders.

Obtaining Bids and Quotations

- a. The Business/HR Manager ensures that the requesting administrator has obtained and documented the required quotations on transactions no expected to exceed \$10,000, and has obtained these in writing for transactions between \$10,000 and \$50,000. All of these require the attachment of the required documentation. Items greater than \$50,000 will require formal bid requests and evaluation before the purchase order is issued.
- b. In evaluating bids received, the recommending administrator performs and documents a cost or price analysis for submission to the Business/HR Manager.

Negotiation and Award - Awards may be made to other than the low bidder in circumstances where the higher bid demonstrates best value contracting procedures to the district (can use M.G.L Chapter 30B as guide). In such situations, the Business/HR Manager shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

C. EXPENSE REIMBURSEMENT

Control Objective - To ensure the district pays for only authorized business expenses.

Major Controls

Travel Policies – The School Committee has established travel policies #BIDA.

Employee Expense Reimbursement Documentation - Employees are required to obtain and furnish documentation for all individual expenses.

Internal Accounting Controls

- a. Justification for travel approved by Superintendent-Director.
- b. Documentation for incurred employee expenses.
 - i. An employee who seeks reimbursement for authorized travel expenses completes a travel report detailing the expenses incurred, attaching copies of supporting documentation.
 - ii. If payment was made by check, copies of both the front and back of the cancelled check must be provided.
 - iii. The employee's travel report reimbursement request is reviewed and approved by the Business/HR Manager.
- c. A credit card may only be issued to the Superintendent and/or the School District at the approval of the School Committee. The credit limit is determined by the School Committee.
- d. All reimbursement requests must be submitted within the fiscal year in which the expenditure was made.

XIV. MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget and financial reporting.

A. ANNUAL BUDGET

Control Objective - To support effectively the preparation of the annual budget and its periodic review.

Major Controls

Budget Process

The Principal and Department Coordinators develop budget requests utilizing input from their Department Liaisons and the School Council. These requests shall include requests for operating budgets and capital purchases. The budgets are submitted to the Superintendent, through the Business/HR Manager. After compilation of the requests, the Superintendent shall forward them to the School Committee for initial approval.

Internal Accounting Controls - Accuracy and completeness of the budget and projections.

Procedures

In preparation of the annual operating and capital budgets, the Principal and Department Coordinators consult with faculty members and School Council members. Requests for additional resources and / or significant programmatic changes shall be submitted in priority order.

Department Liaisons shall meet with the Principal, Department Coordinators, Superintendent and the Business/HR Manager to discuss the initial requests.

The Superintendent with the assistance of the Business/HR Manager shall prepare the initial budget request, compiling the requests from the Principal and Department Coordinators.

The Superintendent shall submit this preliminary budget request to the Financial Planning Subcommittee of the School Committee for its consideration.

After consultation with the Financial Planning Subcommittee, the School Committee will adopt a final budget by a two-thirds majority and send an assessment request to City/Town Officials for approval at City Council and annual Town Meetings.

FINANCIAL REPORTING

Control Objective - To ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

Major Controls

Schedule - Monthly managerial reports are prepared.

Review and Approval - Financial reports are reviewed for accuracy and completeness.

Audit - A certified public accounting firm audits the annual financial reports of the district.

Procedures

- a. The Accountant, under the direction of the Business/HR Manager shall prepare periodic financial reports for the School Committee and School Administration.
- b. The administrators will review the reports for accuracy.
- c. The Superintendent shall report any significant trends to the School Committee.
- d. If necessary, the School Committee will approve transfers from one account to another.
- e. The district submits to an audit of its financial statements by a qualified certified public accounting firm as required by law.

PAYROLL TAX COMPLIANCE

Control Objective - To prepare and file required tax documents accurately and on a timely basis.

Preparation – The district will retain a payroll Service Bureau or in-house payroll software to assist in the preparation of this periodic tax filings.

Procedures

1. The School maintains a schedule of required filing due dates for:
 - (i) IRS Form W2 – Wage and Tax Statement
 - (ii) IRS Form W3 – Transmittal of Income and Tax Statements
 - (iii) IRS Form 940 – Employer’s Federal Unemployment (FUTA) Tax Return
 - (iv) IRS Form 941 – Employers’ Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes
 - (v) IRS Form 1099 MISC (also 1099-DIV, 1099-INT, 1099-OID) – U.S. Annual Information Return for Recipients of Miscellaneous Income
 - (vi) Quarterly and annual state(s) unemployment tax return(s)
2. Before submission, all payroll tax documents and the supporting schedules are reviewed and approved by the Business/HR Manager for accuracy and completeness.

EDGAR GRANTS MANUAL

Introduction

This manual sets forth the policies and procedures used by Montachusett Regional Vocational Technical School District to administer federal funds. The manual contains the internal controls and grant management standards used by the District to ensure that all federal funds are lawfully expended. It describes in detail the District's financial management system, including: cash management procedures; procurement policies; inventory management protocols; procedures for determining the allowability of expenditures; time and effort reporting; record retention; and, sub-recipient monitoring responsibilities. New employees of the District, as well as incumbent employees, are expected to review this manual to gain familiarity and understanding of the District's rules and practices.

Prior to July 1, 2017, the District will adhere to EDGAR Part 80 standards, at which time the District shall transition fully to comply with EDGAR 2 C.F.R. § 200 .

I. Financial Management System

The District maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Certain fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in return of funds or termination of the award.

A. Financial Management Standards

The standards for financial management systems are found at 2 C.F.R. § 200.302. The required standards include:

Identification

The District identifies, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification includes, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting

Accurate, current, and complete disclosure of the financial results of each federal award or programs are made in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

Accounting Records

The District maintains records that adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information

pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

Internal Controls

Effective control and accountability are be maintained for all funds, real and personal property, and other assets. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

“Internal controls” are tools to help grant program and financial managers achieve results and safeguard the integrity of their program(s). Internal controls are designed to provide reasonable assurance that the following objectives are achieved:

- Effectiveness and efficiency of operations;
- Adequate safeguarding of property;
- Assurance property and money is spent in accordance with the grant program and to further the selected objectives; and
- Compliance with applicable laws and regulations.

Budget Control

Actual expenditures or outlays are compared with budgeted amounts for each federal award.

Cash Management

The District maintains written procedures to implement the cash management requirements found in EDGAR.

Please see page 23 for these written cash management procedures.

Allowable Costs

The District maintains written procedures for determining allowability of costs in accordance with EDGAR.

Please see pages 11, 13, 22 for these written allowability procedures.

B. Overview of the Financial Management/Accounting System

1. The District uses Infinite Visions (IV), a fully integrated solution for financial and personnel management, as its financial management and accounting system. IV integrates financial, human resources, payroll, purchasing, warehouse, and fixed asset applications. As a K-12 multi-fund,

Montachusett Regional Vocational Technical School

modified accrual accounting system, it is compliant with both Generally Acceptable Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).

2. Fiscal year operating budgets are uploaded into IV in the June prior to the new fiscal year.
 - a. The fund code for the general fund/operating budget is 1000.
 - b. Line accounts are used to separate and monitor expenditures.
3. Grant budgets are entered into IV upon receipt of grant approval from the appropriate granting body, in the appropriate fiscal year.
4. The District employs a fund tracking system where each grant is assigned an individual fund identification code that tracks to the hard copy of the grant, which is kept in a grants management file, by fiscal year, in the Business Office.
 - a. Each grant is coded with a five-figure individual fund code, with the first three digits identifying the grant type and the final two digits indicating the fiscal year.
 - b. For example, Title I is identified by code 305XX. In FY16, the Title I FY16 grant fund will be designated as 30516.
5. Infinite Visions provides real-time revenue and expense tracking and each grant program manager is responsible for tracking expenditures in his/her grant. The Business/HR Manager monitors revenue and expenditures at least monthly.
6. The grant program manager is responsible for filing necessary program outcome reports with MA DESE, within the required timelines.
7. The Business/HR Manager is responsible for filing all final financial reports (FR-1) by the stated reporting deadline.
8. Infinite Visions provides both Grants Management Reports in summary and in detail as well as Trial Balance Reports in summary and in detail. The Grants Management Report identifies the budgeted amount for each account within a grant, the amount expended and encumbered, along with an account balance, in real-time.

Under 2 C.F.R. 200.302, a recipient must track the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

C. Budgeting

The Planning Phase: Meetings and Discussions

Once a grant opportunity has been identified, the Superintendent is notified of the potential grant funds by the Development Coordinator. The following information is given to the Superintendent:

1. Source of funds;
2. Purpose of grant;
3. Benefits to the students;
4. Identification of grant manager;
5. Timeline for application and approval;
6. Match requirements, if applicable; and
7. Potential amount and length of funds.

The Superintendent reviews and approves all grant applications. The grant program manager is determined by the grant type. Meetings are held with the appropriate Administrators and staff to review the timeline, curriculum impacts, match requirements, grant reporting requirements, budget development/ projections and potential concerns. If the grant could impact other departments, a list of individuals is developed for the grant program manager to have a follow-up discussion with. For instance, if an application could result in technology purchases, the Director of Technology would be involved in the planning process.

Grant funds can supplement the Montachusett Regional School District's budget but cannot supplant budgeted funds. Therefore, when possible, it is critical that the grant application be developed in conjunction with the Montachusett Regional School District's annual budget. Finally, grant program managers should make use of existing furniture and equipment when possible, rather than purchasing new items with grant funds. The Director of Facilities is a good resource to locate available furniture and equipment for use.

Pension costs and reporting requirements should be discussed when preparing the application. Federally-funded grants are required to set aside an additional 9% of the total salary for Massachusetts Teachers' Retirement System (MTRS) eligible employees. Massachusetts General Laws Chapter 35, Section 32A and Chapter 40, Section 5D require that all federal grants received by local governments be charged for pension costs incurred because of the grant.

Reviewing and Approving the Budget: The Development Coordinator or grant program manager gives a copy of the grant budget to the Business/HR Manager to review the items in the budget to ensure allowability. The Development Coordinator or grant program manager, in conjunction with the Business/HR Manager, will revise the grant budget to ensure all items meet the allowability determination.

Once complete, the grant application is forwarded to the Superintendent for final approval. A copy of the full grant application is submitted to the Business/HR Manager Administrator once signed by the Superintendent. The application is filed in the Business Office's grant folder for the appropriate fiscal year.

After Receiving the Grant Award Notice (GAN)

Under normal circumstances, once a grant is received it is entered into the accounting system as described above and the grant program manager can begin to expend funds for the purposes specified in the application.

1. The Business/HR Manager or Business Office Accountant will notify the grant program manager that the GAN has arrived and that he/she can begin to expend grant funds.
2. Salaries paid through the grant are entered by the Payroll/Benefits Assistant and are not under the control of the grant program manager. The full amount of the salary to be paid by the grant is encumbered, in order to ensure that these funds are not expended for other purposes.

If the notification is different from the initial budget request, either increased or decreased, the Business/HR Manager will notify the grant program manager to adjust the budget internally.

1. If grant funding was decreased, the expenditures deemed to be least critical for the program will either be reduced or eliminated. Under no circumstance, however, will set-asides or other specifically identified mandatory expenditures (such as for Neglected under Title I) be reduced below the mandatory requirement.
2. If funding increased, the most critical expenditures will first be evaluated for additional needs.
 - a. If the most critical needs were fully funded in the initial budget, the grant program manager will then review the next critical needs, in order, until a determination is made on which need will receive additional funding.
3. All changes will be recorded in the budget entered into Infinite Visions.

Amending the Budget

Under all circumstances requiring a potential budget amendment, the grant program manager and Business/HR Manager will review the purpose of program changes requiring an amendment and the line item(s) to be amended.

1. If deemed necessary, the grant program manager will discuss the proposed amendment with the Massachusetts Department of Elementary

and Secondary Education (MA DESE) program manager responsible for the grant, in advance of the amendment.

2. The grant program manager will provide a copy of the proposed budget amendment to the Business/HR Manager.
3. Once approved, the grant program manager will create the amendment, including the narrative if necessary, and then will:
 - a. Submit the amendment either through DESE's portal or by USPS.
 - b. Print the necessary number of copies for the Superintendent's signature and forward to the granting agency via DESE's portal or USPS.
 - c. Submit a completed grant amendment hard copy to the Business/HR Manager.
4. The Business/HR Manager or Business Office Accountant will enter the amended budget into the accounting software and file the hard copy in the grant file maintained in the Business Office.

Budget Control

The District monitors its financial performance by comparing and analyzing actual results with budgeted results.

1. Infinite Visions provides real-time revenue and expense tracking by line account and each grant program manager is responsible for tracking expenditures in his/her grant. The Business/HR Manager monitors revenue and expenditures on a regular basis.
2. The Grants Management Report identifies the budgeted amount for each account within a grant, the amount expended and encumbered, along with an account balance in real-time. Reports are available on demand.
3. The grant program manager is responsible for his/her program grant. The Business/HR Manager monitors expenditures regularly, to ensure budget compliance.
 - a. The Business/HR Manager and grant program manager meet to discuss the grant budget regularly.
 - b. Should differences appear the Business/HR Manager will review the budget in detail with the grant program manager and will correct any discrepancies.

c. Necessary amendments will follow the procedure about outlined.

d. In no case are expenditures allowed to exceed the grant award amount.

D. Accounting Records

The District maintains detailed accounting records for all funds, including grants, by using a twenty-one (21) digit code – xxxx.xxx.xxxx.xxxxx as developed by MA DESE (see Appendix A).

1. **xxxx**.xxx.xxxx.xxxx.x.xxxxx – The first four (4) digits identify the fund type
2. xxxx.**xxx**.xxxx.xxxx.x.xxxxx – The next three (3) digits identify the educational program/department
3. xxxx.xxx.**xxxx**.xxxx.x.xxxxx – The next four (4) digits identify DESE function codes.
4. xxxx.xxx.xxxx.**xxxx**.x.xxxxx – The next four (4) digits identify object type of expense.
5. xxxx.xxx.xxxx.xxxx.**x**.xxxxx – The next one (1) digit identifies program.
6. xxxx.xxx.xxxx.xxxx.x.**xxxxx** – The next five (5) digits grant fund code and fiscal year or school alias

The Business Office is responsible for maintain all accounting records, both electronically and in hard copy.

Journal Entries

General ledger journal entries can only be made by the Business/HR Manager or Business Office Accountant and payroll journal entries by the Business/HR Manager or the Payroll/Benefits Assistant.

1. Opening balance entries for grants are made by the Business/HR Manager or Business Office Accountant.
2. Payroll journal entries are made by the Business/HR Manager or the Payroll/Benefits Assistant.
3. Correcting payroll journal entries are made by the Business Office Accountant or Business/HR Manager based on the type of entry needed.
4. Journal entries made to assets and liabilities are made by the Business Office Accountant or Business/HR Manager

5. The Business/HR Manager enters all budget journal entries and makes general journal entries as necessary.

The District maintains all accounting records in conformance with the Municipal Records Retention Schedule. The web address for the schedule is:

http://www.sec.state.ma.us/arc/arcpdf/MA_Municipal_Records_Retention_Manual.pdf

Relevant definitions in this section include the following:

- Asset: anything owned by an individual or a business, which has commercial or exchange value. Assets may consist of specific property or claims against others, in contrast to obligations due others.
- Liability: a loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honored by that entity.
- Revenue: the inflows of assets from selling goods and providing services to customers; including the reduction of liabilities from selling goods and providing services to customers.
- Expense: the amount of assets or services used during a period.

E. Spending Grant Funds

As the recipient of federal funds, the Montachusett Regional School District is responsible for administering the grant consistent with the grantor's terms and conditions. Federal funds must be administered in a manner consistent with the cost principles contained in EDGAR and 2 C.F.R Part 200 the Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards. The Business/HR Manager is responsible for ensuring compliance with EDGAR and 2 CFR Part 200. Further, the District expends all funds in compliance with all requirements of the awarding agency and follows GAAP and GASB requirements in all cases.

Although each grant may have specific allowable and unallowable costs, the District adheres to the federal cost principles when developing and administering the budget. Federal cost principles require costs to be allowable, reasonable, and allocable.

To meet the definition of "allowable," a cost must:

1. Be necessary and reasonable to carry out the grant;
2. Be consistent with the policies and procedures that apply uniformly to federal and non-federally financed expenses;
3. Not be included as part of a match of federal funds; and,
4. Be adequately documented.

To meet the definition of “reasonable,” the cost of the good or service must not exceed the amount a prudent person would spend on an item at the time the decision was made to incur the cost. Reasonable is further defined as:

1. Use of sound business practices, adherence to federal, state and local laws and regulations; and, the terms of the award.
2. Use of market prices in the District’s geographic area for comparing the costs of goods and services.

To meet the definition of “allocable,” the cost of the goods or services involved are chargeable or assignable to that grant award or cost objective in accordance with relative benefits received. Allocable is further defined as:

1. Costs are incurred specifically for the grant award.
2. Costs can be distributed in proportions that may be approximated using reasonable methods.
3. Costs necessary to the overall operation of the non-federal agency.

These definitions are from the Code of Federal Regulations (C.F.R).

While developing and reviewing the grant budget, the Business/HR Manager and grant program manager should keep in mind the difference between direct costs and indirect costs.

Direct and Indirect Costs

Determining Whether a Cost is Direct or Indirect: Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. 2 C.F.R. § 200.413(a). Indirect costs are those that have been incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. 2 C.F.R. § 200.56. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. 2 C.F.R. § 200.413(a).

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of Federal awards. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award. 2 C.F.R. § 200.413(b). The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency; and,

- The costs are not also recovered as indirect costs. 2 C.F.R. § 200.413(c).

Indirect Cost Rate:

1. In the interest of ensuring that the grant funds are expended on direct program/services, the District does not normally charge indirect costs to grants or other federal funds.

MA DESE determines an unrestricted and restricted indirect cost rate for every district in the Commonwealth. The rates are determined annually based on information submitted in the End of Year report and are the maximum allowable rate for any fiscal year. Under 34 CFR section 75.561 and 34 CFR section 76.561, a state education agency may approve an indirect cost rate for longer than one year. According to MA DESE, if a district utilizes an indirect cost figure, it must be equal to or less than the currently approved restricted rate. The decision to recover indirect costs using these established rates is a local option.

The MA DESE Grants Procedure Manual provides the following information on calculating the indirect cost allowable for a particular grant. The Grant Manual, and other important information, can be found at <http://www.doe.mass.edu/grants/procedure/manual.html>. Indirect rates cannot be applied to capital expenditures or to the indirect cost themselves. The following formula is recommended:

1. Total entitlement;
2. Minus capital expenditures; and
3. Divided by one plus the restricted rate.

The resulting amount is the amount that can be used for grant activities. When this amount is subtracted from the total entitlement, the result equals the amount allowed for indirect cost.

If indirect costs are recovered, they shall be returned to the general fund in accordance with Massachusetts General Laws, Chapter 44, Section 53.

Applying the Indirect Cost Rate: Once the District has an approved indirect cost rate, the percentage is multiplied against the actual direct costs (excluding distorting items such as equipment, contracts in excess of \$25,000, pass-through funds, etc.) incurred under a particular grant to produce the dollar amount of indirect costs allowable to that award. 34 C.F.R § 75.564; 34 C.F.R. § 76.569. Once the District applies the approved rate, the funds that may be claimed for indirect costs have no federal accountability and may be used as if they were non-federal funds. For Direct Grants, reimbursement of indirect costs is subject to the availability of funds and statutory or administrative restrictions. 34 C.F.R. § 75.564.

Where a federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap must include all direct administrative charges as well as any recovered indirect charges.

Determining Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the approved budget and grant application need prior approval from the granting authority.

When determining how the District will spend its grant funds, the Business/HR Manager, along with the grant program manager will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, which are provided in the bulleted list below. The Business/HR Manager, along with the grant program manager must consider these factors when making an allowability determination. Additional helpful questions to ask when making allowability determinations are located on page 22 of this policy.

➤ **Be Necessary and Reasonable for the performance of the federal award.**

- o District staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.
- o When determining reasonableness of a cost, consideration must be given to:
 - Whether the cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award.
 - The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
 - Market prices for comparable goods or services for the geographic area.
 - Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its

employees, its students, the public at large, and the federal government.

- Whether the District significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. 2 C.F.R. §200.404
- o While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the “necessary” element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it. For example, the district may deem a language skills software program necessary for a limited English proficiency program.
- o When determining whether a cost is necessary, consideration may be given to:
 - Whether the cost is needed for the proper and efficient performance of the grant program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is an educational benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.

➤ **Allocable to the federal award.** A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of a teacher's salary is paid with grant funds, then that teacher must spend at least 50% of his or her time on the grant program.

➤ **Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the District.**

➤ **Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.**

➤ **Consistent treatment.** A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

➤ **Adequately documented.** All expenditures must be properly documented.

➤ **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.**

➤ **Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such.** Some federal program statutes require the non-federal entity to contribute a certain amount of non-federal resources to be eligible for the federal program.

➤ **Be the net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406.

- Purchases for goods and services paid for with grant funds shall be net of all applicable credits. To avoid the earning of “credits” where the benefits are not reimbursable or credited to the federal grant, personal reimbursement are discouraged for purchases made with federal grant funds. The District will take advantage of all prompt pay discounts. All payments from grants shall be processed through Infinite Visions.

- o The District limits reimbursements for personal use of credits cards.

2 C.F.R. Part 200's cost guidelines must be considered when federal grant funds are expended. As provided above, federal rules require state- and District-level requirements and policies regarding expenditures to be followed as well. For example, state and/or District policies relating to travel or equipment may be narrower than the federal rules, and the stricter state and/or District policies must be followed. Further, certain types of incentives are allowable under federal law, but are not allowable under state law.

Selected Items of Cost

2 C.F.R. Part 200 examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Please do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including: the express language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable; or state/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable because it is considered too expensive. If an item is un-allowable for any of these reasons, federal funds cannot be used to purchase it.

District personnel responsible for spending federal grant funds and for determining allowability must be familiar with 2 C.F.R. Part 200 selected items of cost section. The District must follow these rules when charging these specific expenditures to a federal grant. When applicable, District staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, state, District and program-specific rules may deem a cost as unallowable and District personnel must follow those non-federal rules as well.

The selected item of cost addressed in 2 C.F.R. Part 200 includes the following (in alphabetical order):

| Item of Cost | Citation of Allowability Rule |
|--|--------------------------------------|
| Advertising and public relations costs | 2 CFR § 200.421 |
| Advisory councils | 2 CFR § 200.422 |
| Alcoholic beverages | 2 CFR § 200.423 |
| Alumni/ae activities | 2 CFR § 200.424 |
| Audit services | 2 CFR § 200.425 |
| Bad debts | 2 CFR § 200.426 |

| | |
|---|-----------------|
| Bonding costs | 2 CFR § 200.427 |
| Collection of improper payments | 2 CFR § 200.428 |
| Commencement and convocation costs | 2 CFR § 200.429 |
| Compensation – personal services | 2 CFR § 200.430 |
| Compensation – fringe benefits | 2 CFR § 200.431 |
| Conferences | 2 CFR § 200.432 |
| Contingency provisions | 2 CFR § 200.433 |
| Contributions and donations | 2 CFR § 200.434 |
| Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements | 2 CFR § 200.435 |
| Depreciation | 2 CFR § 200.436 |
| Employee health and welfare costs | 2 CFR § 200.437 |
| Entertainment costs | 2 CFR § 200.438 |
| Equipment and other capital expenditures | 2 CFR § 200.439 |
| Exchange rates | 2 CFR § 200.440 |
| Fines, penalties, damages and other settlements | 2 CFR § 200.441 |
| Fund raising and investment management costs | 2 CFR § 200.442 |
| Gains and losses on disposition of depreciable assets | 2 CFR § 200.443 |
| General costs of government | 2 CFR § 200.444 |
| Goods and services for personal use | 2 CFR § 200.445 |
| Idle facilities and idle capacity | 2 CFR § 200.446 |
| Insurance and indemnification | 2 CFR § 200.447 |
| Intellectual property | 2 CFR § 200.448 |
| Interest | 2 CFR § 200.449 |
| Lobbying | 2 CFR § 200.450 |
| Losses on other awards or contracts | 2 CFR § 200.451 |

| | |
|--|-----------------|
| Maintenance and repair costs | 2 CFR § 200.452 |
| Materials and supplies costs, including costs of computing devices | 2 CFR § 200.453 |
| Memberships, subscriptions, and professional activity costs | 2 CFR § 200.454 |
| Organization costs | 2 CFR § 200.455 |
| Participant support costs | 2 CFR § 200.456 |
| Plant and security costs | 2 CFR § 200.457 |
| Pre-award costs | 2 CFR § 200.458 |
| Professional services costs | 2 CFR § 200.459 |
| Proposal costs | 2 CFR § 200.460 |
| Publication and printing costs | 2 CFR § 200.461 |
| Rearrangement and reconversion costs | 2 CFR § 200.462 |
| Recruiting costs | 2 CFR § 200.463 |
| Relocation costs of employees | 2 CFR § 200.464 |
| Rental costs of real property and equipment | 2 CFR § 200.465 |
| Scholarships and student aid costs | 2 CFR § 200.466 |
| Selling and marketing costs | 2 CFR § 200.467 |
| Specialized service facilities | 2 CFR § 200.468 |
| Student activity costs | 2 CFR § 200.469 |
| Taxes (including Value Added Tax) | 2 CFR § 200.470 |
| Termination costs | 2 CFR § 200.471 |
| Training and education costs | 2 CFR § 200.472 |
| Transportation costs | 2 CFR § 200.473 |
| Travel costs | 2 CFR § 200.474 |
| Trustees | 2 CFR § 200.475 |

Likewise, it is possible for the state and/or District to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, employees must consult federal, state and District requirements when spending federal funds. For example, often the state's travel

rules are more restrictive than federal rules ,which means the state’s policies must be followed.

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The state and/or District rules related to some specific cost items are discussed below. District employees must be aware of these state and District rules and ensure they are complying with these requirements.

- Technology: All technology purchases (hardware, software and web-based systems) require the prior approval of the Director of Technology. New purchases must be compatible with current operating, storage and network configurations.

- Furniture (including carpeting) purchases require prior approval by the Director of Facilities to ensure they meet building code requirements. The following fire requirements must be met:
 - Carpets: must meet Class II interior finish and comply with National Fire Protection Association (NFPA) 253 and meet the Department of Commerce (DOC) FF-1 “pill test” as stated in the Code of Federal Regulations 16 CFR, Part 1630. Permanent labels must be affixed to the carpet ensuring compliance with the above stated fire requirements.

 - Furniture: All furniture purchases are regulated by 527 CMR 29 (Board of Fire Protection Regulations). Permanent labels must be affixed to the furniture ensuring compliance with the above state fire requirements.

 - Decorations: Curtains, draperies, blinds and other window treatments - all purchases in this category shall meet the applicable test(s) described in NFPA 701 and regulated by 527 CMR 21 (Board of Fire Protection Regulations).

- Professional development (workshops, conferences and consultants) require prior approval by an Immediate Supervisor, the Development Coordinator and the Superintendent-Director. All professional development must be in line with the planned District-wide professional development.

Frequent Types of Costs

Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs will be charged on an actual cost basis provided the results in charges are consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R §200.474(a).

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the District's established policy. 2 C.F.R §200.474(b).

Travel Costs, and reimbursement for such, must comply with the District's Travel Policy as below:

Expense Reimbursement – MRVTSD School Committee Policy - BIDA

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

When official travel by a personally owned vehicle is authorized, mileage payment will only be made if a request to use a school-owned vehicle was made and was deemed unavailable by the Director of Facilities or his/her designee, and will be made at the rate currently approved by the School Committee.

Expense Reimbursement – REFERENCE

The District shall reimburse employees for District-related travel when such travel is a required part of the duties of the employee or for District-related activities approved by the Superintendent. The District will be responsible only for actual expenses. Allowable expenses are:

MILEAGE - Actual mileage between the School or the Employee's home, whichever is shorter, for activities that have been approved by the Superintendent, when a school vehicle is not available, will be reimbursed at the standard mileage rate set by the Internal Revenue Service.

GASOLINE - Actual cost of gasoline and oil purchased and placed in a District-owned vehicle by an employee while engaged in District-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES - All tolls and parking and baggage handling fees included in District-related business. All fees must be substantiated by a ticket or receipt.

CAR RENTAL - Car rental charges when pre-approved by the Superintendent and substantiated by a receipt.

COMMON CARRIERS - All charges or fares for necessary travel on common carriers (plane, bus, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

OUT-OF-STATE TRAVEL - Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD - Actual monies spent for food while on out-of-district trips or in-district business functions. Maximum allowable food expenditure per day shall be \$65.00 per day. All Purchases must be substantiated by receipts. Tips may be included up to the maximum allowable amount but not for more than 20%.

LODGING -Hotel or motel charges incurred in District-related travel. Charges must be substantiated by an itemized receipt. The maximum allowance per night is \$300 or going conference rate. Reimbursable hotel expenses will be for room and tax only.

EMERGENCY REPAIRS TO VEHICLES - Reimbursement will be made for emergency repairs or road service to District-owned vehicles if incapacitated while out-of-district. Drivers may not obligate the District for major repairs without the permission of the Superintendent or designee.

OTHER PERSONAL EXPENSE - Opportunities arise at times, by exception, for employees to purchase materials of an educational nature without prior approval of the expenditure. Employees may submit reimbursement requests if the requests are accompanied by receipts. Approval of the requests is contingent upon the availability of funds and the spending priorities that are in place. The requests must be reasonable and, if possible, employees should discuss such spending opportunities in advance.

REIMBURSEMENT FORM - No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by the proper itemized receipts. Receipts are required for all expenditures. Reimbursement must be requested prior to the end of the school fiscal year or the reimbursement request may be denied.

NOTE: ALL reimbursement requests must be accompanied by a receipt regardless of the amount.

Helpful Questions for Determining Whether a Cost is Allowable

In addition to the cost principles and standards described above, the Business/HR Manager, along with the grant program manager, can refer to this section for a useful framework when performing an allowability analysis. In order to determine whether federal funds may be used to purchase a specific good or service, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?

- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?
 - For example, the District may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
- Is the proposed cost consistent with EDGAR?
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

As a practical matter, the Business/HR Manager, along with the grant program manager, should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for limited English proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students. Further, under most major elementary and secondary education programs, recipients may use federal funds only to supplement the amount of funds available from nonfederal sources for the education of students participating in the program. The recipients cannot use federal funds to supplant nonfederal funds that would otherwise have been used for the expenditure in question.

Also, funds should be targeted to address areas of weakness, as necessary. To make this determination, the Business Administrator, along with the grant program manager, should review data when making purchases to ensure that federal funds to meet these areas of concern.

F. Federal Cash Management Policy/Procedures

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Massachusetts Department of Elementary and Secondary Education (MA DESE) on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the LEA.

Interest would not accrue if the LEA uses non-federal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 system, commonly known as a reimbursement.

Payment Methods

Reimbursements:

The Business/HR Manager or Business Office Accountant will request reimbursement for actual expenditures incurred under the federal and state grants monthly.

1. A Grants Management Report will be run for each grant, from Infinite Visions.
2. For G3 grants, Title I and Title II, a request spreadsheet is sent to the District during the reimbursement request open window.
 - a. Business/HR Manager or Business Office Accountant will complete the spreadsheet with actual expenditures reported.
 - b. The completed spreadsheet will be submitted to DESE G3 grants management personnel, with a request for payment.
3. For grants included in DESE's Grants Management Portal, a request for reimbursement will be completed and submitted electronically, through the portal.
4. A copy of the Grants Management Report and the reimbursement request form(s) shall be maintained by the Business/HR Manager and Business Office Accountant to ensure requested funds are received.
5. All reimbursements are based on actual disbursements, not on obligations.

The MA DESE will process reimbursement requests as expeditiously as possible.

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Massachusetts Department of Elementary and Secondary Education review upon request.

Reimbursements of actual expenditures do not require interest calculations.

Advances: To the extent the District receives advance payments of federal grant funds, the District will strive to expend the federal funds on allowable expenditures as expeditiously as possible. Specifically, the District attempts to expend all drawn downs of federal funds within 72 hours of receipt.

The District will hold federal advance payments in interest-bearing accounts unless an allowable exception applies. The District will begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Interest will be calculated quarterly, based on the sample calculation methodology below listed. Total federal grant cash balances will be calculated on cash balances per grant and applying the District's actual interest rate. Within 30 days of the end of the quarter, the District will annually remit interest earned on U.S. Department of Education grants, by mail, to:

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden , MA 02148-4906.

The District may retain up to \$500 of interest earned per year.

Sample Calculation Methodology – Federal Interest

Total of all federal daily balances in reporting period (e.g. January 1 – January 31) = \$xx,xxx

Step 1: Calculate the Average Daily Balance

- Divide the total of advances (all federal funds) in reporting period by the number of days in reporting period.
- Total of all daily balances in the reporting Period = \$xx,xxx.
- Actual number of days in the reporting period (month) = xx
- Average daily balance = \$x,xxx

Step 2: Calculate the Annual Interest Amount

- Multiply the average daily balance by the actual interest rate
- Average daily balance = \$x,xxx
- Actual interest rate = x.xx%
- Annual interest amount = \$xx.xx

Step 3: Calculate the Daily Interest Amount

- Divide interest amount by number of days in year.
- Annual interest amount = \$xx.xx
- Number of days in year = 365
- Daily interest amount = \$x.xxx

Step 4: Calculate the Total Federal Interest Due

- Multiply the daily interest amount by number of days in reporting period
- Daily interest amount = \$x.xxx
- Number of days in reporting period = xx
- Total federal interest due = \$x.xx

G. Timely Obligation of Funds

When Obligations are Made

Obligations are orders placed for property and services, contracts and sub-awards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period. 34 C.F.R. § 200.71

The following table illustrates when funds are determined to be obligated under federal regulations:

| If the obligation is for: | The obligation is made: |
|---|---|
| Acquisition of property | On the date which the District makes a binding written commitment to acquire the property |
| Personal services by an employee of the District | When the services are performed |
| Personal services by a contractor who is not an employee of the District | On the date which the District makes a binding written commitment to obtain the services |
| Public utility services | When the District receives the services |
| Travel | When the travel is taken |
| Rental of property | When the District uses the property |
| A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E- Cost Principles. | On the first day of the project period. |

34 C.F.R. § 75.707; 34 C.F.R. § 76.707.

Period of Performance of Federal Funds

All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.77. The period of performance is dictated by statute and will be indicated in the GAN. Further, certain grants have specific requirements for carryover funds that must be adhered to.

State-Administered Grants: As a general rule, state-administered federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many federal education grants, the period of availability is twenty-seven (27) months. Federal education grant funds are typically awarded on July 1 of each year. While the District will always plan to spend all current grant funds within the year the grant was appropriated for, the period of obligation for any grant that is covered by the “Tydings Amendment” is twenty-seven (27) months, extending from July 1 of the fiscal year for which the funds were appropriated through September 30 of the second following fiscal year. This maximum period includes a 15-month period of initial availability, plus a 12-month period for carryover. 34 C.F.R. § 76.709. For example, funds awarded on July 1, 2015 would remain available for obligation through September 30, 2017.

Direct Grants: In general, the period of availability for funds authorized under direct grants is identified in the GAN.

For both state-administered and direct grants, regardless of the period of availability, the District must liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. 2 C.F.R. § 200.343(b). Any funds not obligated within the period of availability or liquidated within the appropriate timeframe are said to lapse and must be returned to the awarding agency. 2 C.F.R. § 200.343(d). Consequently, the District closely monitors grant spending throughout the grant cycle.

Carryover

State-Administered Grants: As described above, the Tydings Amendment extends the period of availability for applicable state-administered program funds. Essentially, it permits recipients to “carryover” any funds left over at the end of the initial 15-month period into the next year. These leftover funds are typically referred to as carryover funds and continue to be available for obligation for an additional twelve (12) months. 34 C.F.R. § 76.709. Accordingly, the District may have multiple years of grant funds available under the same program at the same time.

In order to track and manage “carry-over” funds, the District follows the procedures listed here:

1. The Business/HR Manager with the assistance of the grant program manager submits a carryover worksheet to MA DESE identifying the amount of funds intended to be carried into the new fiscal year.
 - a. A copy of the worksheet is filed with the Business Office and maintained in the appropriate grant file.
2. On July 1 of the new fiscal year, a General Ledger Report is run as of June 30 of the previous fiscal year, to determine year-end balances.
3. The grant budget balances as of June 30 are entered into the grant fund in the new fiscal year.
4. Calculations of expenditures in the previous year are added to the expenditures in the new year to ensure that the grant total across the two fiscal years equals the original grant award.
5. A two-year Grants Management Report is run by the Business/HR Manager at least monthly to ensure total expenditures and receipts match the original grant award.

Direct Grants: Grantees receiving direct grants are not covered by the 12-month Tydings period. However, under 2 C.F.R. § 200.308, direct grantees enjoy unique authority to expand the period of availability of federal funds. The District is authorized to extend a direct grant automatically for one 12-month period. Prior approval is not

required in these circumstances; however, in order to obtain this extension, the District must provide written notice to the federal awarding agency at least ten (10) calendar days before the end of the period of performance specified in the award. This one-time extension may not be exercised merely for the purpose of using unobligated balances.

The District endeavors to expend all funds within the timeframe required in the original GAN. Should an extension be needed, which would occur only under extraordinary/emergency circumstances and must be approved in advance by the Superintendent, the grant program manager will contact the federal grants manager responsible for that program as soon as the potential need for an extension is needed.

If the District receives a verbal approval to submit an extension request, the grant program manager will submit a written request in compliance with the granting agency's requirements. A hard copy of such request will be submitted to the Business/HR Manager and the grant will be adjusted as needed. If the extension causes the grant to span two (2) fiscal years, the process described above will be followed.

The District will seek prior approval from the federal agency when the extension will not be contrary to federal statute, regulation or grant conditions and:

- The terms and conditions of the Federal award prohibit the extension;
- The extension requires additional Federal funds; or
- The extension involves any change in the approved objectives or scope of the project. 2 C.F.R. § 200.308(d)(2).

H. Program Income

Definition

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the federal award during the grant's period of performance. 2 C.F.R. § 200.80.

Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. 2 C.F.R. § 200.80. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income. 2 C.F.R. § 200.307.

Use of Program Income

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The LEA may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2).

While the deduction method is the default method, the District always refers to the GAN prior to determining the appropriate use of program income.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

Responsibility for purchasing is assigned to the appropriate administrator, with final approval of all purchases being made by the Business/HR Manager. The Business/HR Manager has the authority to deny a purchase if the purchase either exceeds the budget or if it is determined detrimental to the District.

A. Purchasing Procedures

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Authorized Access to Infinite Visions
 - a. The Business/HR Manager is the administrator for the accounting software.
 - b. Only the Business/HR Manager is authorized to enable users in the software.
 - c. Users are given restricted rights to create requisitions, view accounts for which they cannot enter requisitions but against which they must budget. For example, Department Liaisons can only create requisitions against their department budget lines. The Principal can only approve the requisitions and not enter or change information into those requisitions. Therefore the Principals have a “view only” access to those types of accounts.

- d. The District uses Distributed Accountability Centers (DAC) to further manage user access. Each user is assigned a DAC to which they can be given access. For example, the Cosmetology Liaison can only access information for accounts listed in the “cosmetology” DAC.

2. Procurement Documents

- a. Department secretary or department liaison creates requisition for purchase order in Infinite Visions. The requisition must contain a description of the goods or services to be ordered.
- b. The Requisition is forwarded electronically, for a series of approvals, to the Department Coordinator, the Principal, then Superintendent, then Business/HR Manager prior to a purchase order being created.
- c. Accounts Payable or Business Office Secretary creates Purchase Order (PO) and mails it to the vendor. At the same time, a Receiving Copy of the PO is sent to the shipping/receiving department.
- d. All deliveries MUST be made to a District building. No home deliveries are allowed.
- e. Once the goods are received, or the service delivered, the appropriate receiving party must sign the Receiving Copy and return it to the Accounts Payable/Executive Assistant.
- f. The Accounts Payable/Executive Assistant compares the original PO to the Receiving Copy (in case not all items are received), and both are compared to the invoice prior to payment.
- g. Invoices are received by the Accounts Payable/Executive Assistant and reconciled with original PO and compared to packing list, then sent to the Department Coordinator for signature electronically.
- h. Approved invoices are entered into Infinite Visions.
- i. Invoices without Purchase Orders are researched by Accounts Payable/Executive Assistant and sent to appropriate administrator for approval.

C. Credit Card

The District has a VISA credit card, with a \$17,000 credit limit, with use limited to the following:

1. Hotel and airline reservations;
2. Professional development workshops, where the organization offering the PD does not accept Purchase orders;
3. Supply orders from vendors that do not accept POs,
4. Other purchases pre-approved by the Superintendent.

When the credit card is used, the associated cost must immediately be entered into Infinite Visions, to create a formal Purchase Order, from which the credit card bill will be paid.

The District also has credit accounts with Staples, Home Depot and Walmart. Each purchase must be entered in the accounting software prior to the time the order is placed.

D. Purchasing Methods

Purchases up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,500. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers, when their costs are relatively equal. In the cases where one supplier has a lower price, that supplier is used. The District's administrators are responsible for choosing suppliers that best meet the District's needs and budget constraints, while following District Policy and all state and federal laws and regulations.

Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all micro-purchases. A price is considered reasonable if it is consistent with market prices.

Purchases above \$3,500.

The District utilizes the following procurement guidelines per MGL Ch. 30B:

- i. Contracts under \$10,000 – The District uses sound business practices when procuring goods and services for amounts less than \$10,000.

- ii. Contracts from \$10,000 to \$50,000 – The District seeks price quotes from at least three vendors and awards the contract to the responsible vendor offering the supply or service needed for the lowest price.
- iii. Contracts greater than \$50,000– The District conducts a formal advertised competition using sealed bids or proposals. An award is offered to the qualified bidder who meets the District’s specifications and offers the lowest price.
- iv. Where possible, the District utilizes the Commonwealth of Massachusetts state contract, or the cooperative bids solicited by area collaboratives.

Selecting the Vendor

The District selects the most responsive and responsible vendor to provide required materials and services, and promotes competition in order to obtain fair and reasonable prices.

Purchases Over \$50,000

Sealed Bids (Formal Advertising): Unless a state contract is used, for purchases over \$50,000, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;

- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- A firm fixed price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- Proposals must be solicited from an adequate number of qualified sources; and
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Massachusetts General Law, Chapter 30B has additional requirements regarding Requests for Proposals (RFP). The Business/HR Manager and Accounts Payable/Executive Assistant are certified Massachusetts Public Procurement Officer and conducts the procurements. The Business/HR Manager has been designated as the Chief Procurement Officer (CPO) Below are RFP requirements:

1. The procurement officer shall determine in writing that the selection of the most advantageous offer requires comparative judgment of factors in addition to price.

2. Bidders must submit separate price and non-price proposals.
3. Comparative criteria reflect those factors for which the District would be willing to pay more money, are used to further evaluate the relative merits of all proposals that meet the quality requirements.
4. Quality requirements establish standards of acceptability for the supplies and services you are purchasing.
5. Comparative criteria rating factors include: highly advantageous, advantageous, not advantageous, and unacceptable.

In addition, all Invitation for Bid (IFB) and Request for Proposal (RFP) require vendors submitting bids to sign and submit a non-collusion and tax compliance forms.

Contract/Price Analysis: The District performs a cost or price analysis in connection with every procurement action in excess of \$50,000, including contract modifications. 2 C.F.R. § 200.323(a). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District's Chief Procurement Officer (CPO) must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.323(a).

When performing a cost analysis, the District's Chief Procurement Officer (CPO) negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200.323(b).

When performing a cost analysis, the District's Chief Procurement Officer (CPO) negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200.323(b).

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- After solicitation of a number of sources, competition is determined inadequate.

All sole source procurements must include a memo that details the basis for determining that there was only one particular source for the purchase. The documentation must be attached to the purchase order.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$50,000.

E. Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

Geographical Preferences Prohibited

The District must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

The District must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the District must not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The District must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R § 200.319(c).

F. Federal Procurement System Standards

Avoiding Acquisition of Unnecessary or Duplicative Items

The District must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration is given to consolidating procurements to obtain a more economical purchase. And, where appropriate, an analysis must be made of leases versus purchase alternatives, and another other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Please see pages 11, 13, 22 for written procedures on determining allowability.

Use of Intergovernmental Agreements

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Use of Federal Excess and Surplus Property

The District considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award sub-grants to any person or company who is debarred or suspended. For all contracts over \$50,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II (1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will utilize one of two methods to determine if a potential vendor has been suspended or debarred. Prior to approving a requisition for a contracted service in excess of \$50,000 funded by a Federal grant, the Business/HR Manager (as CPO) will check Sam.gov and will require the vendor to sign an affidavit. A copy of the affidavit is attached in Appendix D.

Maintenance of Procurement Records

The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

The District adheres to the Massachusetts Records Retention Schedule for all records retention requirements. <http://www.sec.state.ma.us/arc/arcpdf/0211.pdf>

Time and Materials Contracts

The District may use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the District must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls. M.G.L. Chapter 30B section 16.601.

Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The District maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

Contract disputes arise from a belief the procurement process was not conducted properly. A vendor has three options to seek a remedy:

1. Contact the local jurisdiction;
2. Contact the state agency in charge of enforcing the law (i.e. Inspector General's Office for Chapter 30B contracts); and/or
3. Superior Court.

If a vendor contacts the District with a complaint regarding the procurement or award of contract, the complaint should be forwarded to the Superintendent. The Superintendent, Business/HR Manager (as CPO), and the individual responsible for contract will offer to meet with the vendor. The meeting should seek all information as to the complaint of the vendor. Once the meeting has concluded, and the concerns reviewed, the Superintendent will issue a written report to the complainant with a determination.

If there is a potential error in the way the procurement was conducted, or the District seeks advice on correcting the error, the Business/HR Manager (as CPO) will ask the advice of the applicable state agency. If the vendor files a complaint in Superior Court, the district will seek the advice of legal counsel.

G. Conflict of Interest Requirements

Standards of Conduct

In accordance with 2 C.F.R. §200.18(c)(1), the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value.

Massachusetts General Law, Chapter 268A, governs the state's conflict of interest law. There are three main provisions of the law:

- Public employees are prohibited from seeking or accepting anything of substantial value for or because of their official acts or any act within their official responsibilities.
- Public employees are prohibited from using or attempting to use their position to obtain for themselves or others unwarranted privileges of substantial value that are not properly available to similarly situated individuals.

- The conflict of interest law will require public employees to disclose to their appointing authority the gift and their relationship to the giver.

The Massachusetts State Ethics Commission interprets the conflict of interest law and publishes advisories. The Ethics Commission interprets substantial value to mean anything with a value of \$50 or more. Gifts less than \$50 that may have an appearance of a conflict of interest should be disclosed. Disclosures should be made in writing and given to their appointing authority.

Massachusetts defines “immediate family” as spouse, parent, brother, sister, child or a spouse of your parent, brother, sister, or child. The financial disclosure law which, like the conflict of interest law, is interpreted and enforced civilly by the State Ethics Commission. Chapter 268B, of the Massachusetts General Law, is the financial disclosure law. This statute requires public officials, political candidates and certain public employees to disclose their and their immediate family member's private business associations and other financial interests on their Statements of Financial Interests or SFIs. The law covers all elected state and county officials and candidates for these positions as well as all state and county employees who are designated as holding major policymaking positions.

Every municipal employee (with few exceptions) must complete the Ethic Commission's online training program once every two years. New employees must complete the online training program within thirty (30) days of becoming such an employee, and once every two years thereafter.

Organizational Conflicts

The District will comply with MGL, Chapter 268A conflict of interest law and disclosure. Additionally, the District may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to any employee of the District or members of its management, unless the private benefit is considered merely incidental. This private benefit preclusion will extend to the following:

- The sale, exchange or leasing of property between the District and an affiliated or unaffiliated organization or a private or related individual.
- Lending money or other extension of credit between an agency and an affiliated or unaffiliated organization or a private or related individual.
- Furnishing of goods, services, or facilities between the District and an affiliated or unaffiliated organization or a private or related individual except for the rental of District facilities.
- Payment of compensation, unless authorized by the District School Committee, by the District to an affiliated or unaffiliated organization or a private or related individual.

- The transfer to, use by or for the benefit of a private or related individual of the income or assets of the District.
- Thus, the District will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Related party transactions shall include transactions between a school/district and members of the District School Committee, administration, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, fathers-in-law, mothers-in-law, sisters-in-law, and brothers-in-law of a school committee member or school district employee.

Political Contributions

No funds or assets of the District may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the District for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The District cannot be involved with any committee or other organization that raises funds for political purposes.

The following are examples of prohibited activities include the following:

- Contributions by an employee that are reimbursed through expense accounts or in other ways.
- Purchase by the District of tickets for political fundraising events.
- Contributions in kind, such as lending employees to political parties or using the assets of the District in political campaigns.

Disciplinary Actions

All associated entities must comply with the policies and procedures of the District.

Mandatory Disclosure

Upon discovery of any potential conflict, the District will disclose in writing the potential conflict to the federal awarding agency in accordance with applicable federal awarding agency policy.

H. Contract Administration

The District maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Contract management for the District is determined by the type of contract under consideration. For example: facilities and grounds related contracts are overseen by the Facilities Director; transportation contracts are overseen by the Business/HR Manager; and, contracts for service provision of services to special education students are overseen by the Director of Student Support Services.

III. Property Management Systems

A. Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000. 2 C.F.R. §200.33.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and,
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Inventory will be maintained on all information technology hardware and software; textbooks; and fixed assets. At the time of receipt, the Receiving Copy of the Purchase order is checked against materials received to ensure receipt of all ordered items in good working order.

All technology is tagged and the inventory maintained by the Technology Department.

Property and Equipment

The District maintains detailed records and tags all government-furnished property and equipment.

Identification of Property

Lists of purchased technology shall be kept in databases kept by the Technology Department.

Record and Report of Property

1. The Montachusett Regional Vocational Technical School District maintains records for every item of property purchased with federal funds for \$5,000 or more as follows:
 - a. Name and description.
 - b. Serial number, model number, or other identification.
 - c. Location of the equipment.
 - d. Ultimate disposition data, including date of disposal, sales price, or method of disposal.

Physical Inventories

1. The District performs a physical inventory of all property valued in excess of \$5,000 per unit on a periodic basis.
2. The physical inventory records include each such asset, its number, its location, and a brief description.
3. The physical inventory is reconciled to the detailed fixed asset list. Any differences are investigated and reconciled.

Disposal of Property and Equipment

1. No item of property or equipment shall be removed from the premises without the prior approval of the Superintendent or Business/HR Manager or Director of Facilities.
2. Textbooks or supplies which are outdated or in poor condition may be discarded at the approved method.
3. Any other items of value no longer needed by the school district shall be disposed of only after a vote by the School Committee.
4. If items are disposed of, appropriate adjustments shall be made of the physical inventory list.

C. Inventory Records

For each equipment and computing device purchased with federal funds, the following information is maintained either by the Business/HR Manager or the Director of Technology, in the case of technology purchases:

- A. Identifying information;
- B. Source of funding for the property;
- C. Who holds title;

- D. Acquisition date and cost of the property;
- E. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- F. Location, use and condition of the property; and,
- G. Any ultimate disposition data including the date of disposal and sale price of the property.

D. Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

E. Maintenance

In accordance with 2 C.F.R.313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition. The District provides each member of its staff with a working device; employees issued a device are responsible for maintaining and securing the device. When a device is not working properly, the employee submits a HelpDesk ticket and a member of the technology staff will work with the employee to resolve the issue.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

If an employee suspects theft of District property he/she must immediately report it to his/her supervisor, who in turn will report it to the Principal. The Principal will ensure a full internal investigation is conducted and will determine if a police investigation is warranted.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property without prior approval of the federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. Second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the federal awarding agency, in the following order of priority: (1) activities under a federal award from the federal awarding agency which funded the original program or project; then (2) activities under federal awards from other federal awarding agencies.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the grant program manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property deposit the funds with the District. The Business/HR Manager (Chief Procurement Officer) will develop a sales bid and publish the sale on the District website and in local and regional newspapers. The highest bid will be accepted.

IV. **Written Compensation Policies**

A. Time and Effort

Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants.

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- Comply with the established accounting policies and practices of the District; and,

- Support the distribution of the employee's salary or wages among specific activities or costs objectives.

Time and Effort Procedures

The District requires all employees paid by federal funds, including food service employees, to submit a signed semi-annual Time and Effort Certification to the Business/HR Manager. The certification includes:

1. Employee Name;
2. Employee position;
3. Program on which employee works;
4. Reporting period;
5. 100% of work activities;
6. Supervisor signature;
7. Employee signature

Time and Effort Certifications are maintained in the appropriate grant, or funding source, file in the Business Office.

Reconciliation and Closeout Procedures

It is critical for payroll charges to match the actual distribution of time recorded on the monthly certification documents. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed.

The Business/HR Manager monitors personnel assignments on a monthly basis. If an employee initially assigned to a grant is reassigned to a non-grant position, the salary amount is unencumbered immediately. A new employee hired to replace the reassigned employee is then entered into the system and coded to the grant.

Employee Exits

Employees separating from the District should submit a letter of intent to the Superintendent. In the letter, the employee is to note the reason for separation (resignation, retirement, etc.) and the effective date. The Administrative Assistant to the Superintendent will notify the Payroll/Benefits Assistant and the Business/HR Manager so end of employment payroll and associated paperwork is completed in a timely manner.

B. Human Resources Policies

The District School Committee Policies ensure that that personnel compensation costs are spent in accordance with written policies and procedures. Refer to School Committee Policy Manual, collective bargaining unit contracts and employee policies.

The allowability of various types of personnel compensation costs is dependent on whether they are spent in accordance with written policies and procedures. For example, the cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as annual leave, sick leave, or holidays, is allowable if, among other criteria, the costs are provided under established written leave policies. Therefore, ensure that the District has human resource policies which at least cover (1) how employees are hired (2 CFR §200.430(a)(2)); (2) the extent to which employees may provide professional services outside the District (2 CFR §200.430(c)); (3) the provision of fringe benefits, including leave and insurance, (2 CFR §200.431)); (4) the use of recruiting expenses to attract personnel (2 CFR §200.463(b)); and (5) reimbursement for relocations costs. 2 CFR §200.464.

V. Record Keeping

A. Record Retention

The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

The U.S. Department of Education is authorized to recover any federal funds misspent within five (5) years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Consequently, the District retain records for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be trained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

At the state level, records retention is overseen by the Massachusetts Secretary of State's Office (www.mass.gov/sec). The District must designate a custodian of records. The Administrative Assistant to the Superintendent-Director is the point of contact for all public records request; ensures record security, and follows proper destruction of records protocol.

Maintaining an inventory of records will allow for the identification of records that may be at the end of the retention period. Prior to the destruction of records, a written request must be made to the Supervisor of Records. Once the written request is approved, each district can choose a method of destruction or recycling. Districts are advised to

choose the method of destruction carefully especially if employee or student records are involved. The municipal records retention schedule is available on the website at: http://www.sec.state.ma.us/arc/arcpdf/MA_Municipal_Records_Retention_Manual.pdf.

B. Collection and Transmission of Records

Most records may be maintained in either paper or electronic form, based on the current practices in the District. Electronic storage will provide an easier means to share documents upon request i.e. auditors, records inquires, etc. In either case, care must be taken to ensure the materials chosen to create the record will last through the records retention period. Minutes of governmental bodies must be maintained in a paper format. Proper storage of the records is the responsibility of the District. The Municipal Records Retention Schedule provides recommended storage standards.

C. Access to Records

The District provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of the District which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the District's personnel for the purpose of interview and discussion related to such documents.

D. Privacy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The District adheres to FERPA requirements in all activities regarding students.

The District further ensures the security of employee personnel records by limiting access to records containing confidential personal information to those employees with a job-critical need for access to those records.

VI. Sub-recipient Monitoring

In the event that the District awards sub-grants to other entities, it is responsible for monitoring those grant sub-recipients to ensure compliance with federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each program office that awards a sub-grant must have its own monitoring policy. This policy must ensure that any monitoring findings are corrected.

ANNUAL BUDGET

One of the primary responsibilities of the Montachusett Regional Vocational Technical School Committee is to secure adequate funds to carry out a high-level program of education.

The annual school budget is the financial outline of the district's educational program. The annual school budget process is an important function of the school district operations and should serve as a means to improve communications within the school organization and with the residents of the communities in the district.

Public school budgeting is regulated and controlled by statute and state regulations. A budget is required for every fund that a school system uses in its yearly operation.

The Superintendent-Director will be responsible for preparing and presenting the annual school budget to the Committee for adoption.

LEGAL REF: M.G.L. 15:1G; 70 71:16; 71:16B; 71:16B ½

CROSS REF: District Agreement
Internal Control Policies and Procedures

Original Adoption: 08/18/93

Review Date: 09/12/17

Revision Date: 06/02/04

FISCAL YEAR

Unless changed by the legislature, the "financial and business year" of the Montachusett Regional Vocational Technical School District will commence on July 1 and end on June 30.

LEGAL REF: M.G.L. 44:56 & 56A

CROSS REF: District Agreement
Internal Control Policies and Procedures

Original Adoption: 06/02/04

Review Date: 09/12/17

Revision Date:

BUDGET HEARINGS AND REVIEWS

At a date, time, and place determined by the Montachusett Regional Vocational Technical School Committee, a budget hearing will be held, at which time Committee members will explain the proposed budget and invite questions and discussion relative to the budget items.

The announcement of the hearing will conform to the following legal requirements:

- I. Public notice of the hearing will be given by publication in a newspaper of general circulation within the district not less than seven days prior to the hearing.

- II. The notice will include the time and place of the hearing, and will state the place where a copy of the proposed budget is available for public inspection.

LEGAL REF: M.G.L. 71:38N

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Review Date: 09/12/17

Revision Date:

FISCAL RESPONSIBILITY OF THE SCHOOL COMMITTEE

The Montachusett Regional Vocational Technical School District is a legal entity created by the Commonwealth and by agreement among participating municipalities. As such, it has the power:

- I. To adopt an annual operating and maintenance budget.
- II. To receive and disburse funds for any district purpose.
- III. To incur temporary debt in anticipation of revenue to be received from member towns.
- IV. To receive any grants or gifts for the purposes of the regional district school.
- V. All purchasing shall be in compliance with Chapter 30B, Uniform Procurement Act.

The Montachusett Regional Vocational Technical School Committee appoints its own treasurer and may appoint an assistant treasurer and other personnel to manage and operate the expenditure program and the business affairs of the School District.

The Committee, under provisions of law and of the agreement, assesses member municipalities for any expenses of the School District.

The School Committee will adopt the necessary policies which will support the honest and efficient management of the fiscal affairs of the school district. Among the areas of direct School Committee concerns are:

1. Adoption of and adherence to an annual budget
2. Establishment of policy control over all monies received by the school district.
3. Accurate keeping of accounts and appropriate and secure retention of fiscal records.
4. Establishment of efficient purchasing and bid procedure.
5. Completion of and publishing of the annual audit of all school accounts.
6. Thorough insurance, maintenance, and protection of facilities and grounds.
7. Protection, by insurance, of School Committee members and employees from adverse effects of certain kinds of legal decisions.

LEGAL REF: M.G.L. 71:16; 71:17
CROSS REF: District Agreement; DIE
Internal Control Policies and Procedures/EDGAR

Original Adoption: 06/02/04

Review Date:

Revision Date: 12/06/17

BUDGET IMPLEMENTATION

The Superintendent has direct responsibility for the day-to-day implementation and control of the school district.

Except for expenditures necessitated under emergency powers of the Superintendent-Director:

1. purchase requisitions will not be approved for services, materials, or contracts which will cause sums appropriated to specific purposes in the budget to be exceeded;
2. funds budgeted for any particular classification or item of expenditure shall not be used for any other purpose or transferred to any other account except by resolution of the School Committee.

The Superintendent-Director will submit to the School Committee a monthly statement of the amounts budgeted, the amounts spent, and the balances in each of the categories of the budget.

Any grant monies will be spent according to grant specifications.

LEGAL REFS: MGL 71:16; 71:16A

Original Adoption: 09/02/72

Review Date:

Revision Date: 06/02/04;12/06/17

BUDGET TRANSFER AUTHORITY

Direct responsibility for the day-by-day implementation and control of the budget of the Montachusett Regional Vocational Technical School District is placed with the Business/HR Manager.

- I. The School Committee has authorized the Business/ HR Manager to transfer funds within the same function code.

- II. No transfers are allowed between salaries and other accounts, except by vote of the School Committee.

- III. Capital equipment will be purchased only as voted by the School Committee.

LEGAL REF: MGL 71:16B 1/2
CROSS REF: Internal Control Policies and Procedures

Original Adoption: 10/07/87
Revision Date: 06/02/04;
12/06/17

BORROWING AUTHORITY/LIMITATIONS

Borrowing Powers

The Montachusett Regional Vocational Technical School Committee may incur debt.

1. Temporarily, in anticipation of revenue to be received from member towns.
2. For the purpose of acquiring land and constructing, reconstructing adding to, equipping and/or repairing a school building or buildings.

The Committee may issue bonds and notes on behalf of the district within legal requirements.

LEGAL REF: M.G.L. 44:17; 71:14 B, C & D; 71:16 A, D, E & G
CROSS REF: District Agreement, Section V (D)
Internal Control Policies and Procedures

Original Adoption: 09/20/72

Revision Date: 06/02/04;
12/06/17

FUNDING PROPOSALS AND APPLICATIONS

Project Proposals

The Superintendent will keep the School Committee informed of all possible funds available to the school system under the various state, federal, and other special funds that will enhance the educational opportunities of the school.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specialty 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 REF: MGL 44:53A

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 09/20/72

Revision Date: 06/02/04;
09/12/17

REVENUES FROM NON-TAX SOURCES

Control Over Internal Funds

Some receipts and expenditures within the Montachusett Regional Vocational Technical School District are not included in the regular school budget. However, all funds collected from whatever source are public monies and their receipt and expenditure are under the control of the policies of the School Committee. Examples of internal funds are: ticket sales to school events, money collected by student drives, membership fees in classes and clubs, money collected for school trips, and donations and grants for student activities. The following provisions will be adhered to with reference to the receipts and expenditures of internal funds:

- I. Adults supervising funds that exceed \$500 must be appropriately insured.

- II. The Business/HR Manager is responsible for the control of internal funds within the school.

- III. Necessary bank accounts must be established in those banks that are designated as the official depository for this purpose by the School Committee.

- IV. Numbered receipts (or numbered tickets) will be given for all monies received. No funds are to be taken to an individual's home overnight.

- V. Disbursement out of internal funds will be by numbered check, with every check blank being accounted for.

- VI. The Superintendent-Director will have all internal funds audited once a year. A report of this annual audit will be given to the School Committee.

- VII. Money collected from all vending machines will be deposited in designated accounts.

- VIII. LEGAL REF: M.G.L. 71:34; 71:47; 71:71 C & E

CROSS REF: DM
 Internal Control Policies and Procedures

Original Adoption: 09/20/72

Review Date: 09/12/17

Revision Date:

INCOME FROM SCHOOL SHOP SALES AND SERVICES

Through certain vocational activities, students provide goods and services at a charge to the public. These activities are designed for educational purposes, not to make a profit or to be competitive with business in the community.

The charges for work performed and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.

The Montachusett Regional Vocational Technical School Committee may spend shop income on shop expenses rather than using budget money.

LEGAL REF: M.G.L. 74:14B

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 03/18/81

Review Date: 09/12/17

Revision Date: 06/02/04

DEPOSITORY OF FUNDS

The District Treasurer is authorized to place District funds in those state approved banks and/or Massachusetts Municipal Depository Trust (MMDT), which will pay to the District the best interest consistent with safe practice.

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/06/84

Review Date: 09/12/17

Revision Date:

AUTHORIZED SIGNATURES

The secretary or any other officer of the Montachusett Regional Vocational Technical School Committee is hereby authorized to certify to the bank the names of the present and future officers of this regional School Committee and other persons, if any, authorized to sign and act for it and the offices respectively held by them, together with specimens of their signatures.

LEGAL REF: M.G.L. 71:16A

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 09/20/72

Review Date: 09/12/17

Revision Date: 06/02/04

REVOLVING ACCOUNTS

The School Committee in accordance with Massachusetts General Laws may establish revolving accounts.

All monies received by the School Committee in connection with certain organizations composed of Montachusett Regional Vocational Technical School pupils and bearing the school name or organized in connection therewith, and any activity for which participation is contingent upon the payment of a fee, including, but not limited to athletic programs, school organizations, adult education and continuing education programs, shall be deposited in the Montachusett Regional Vocational Technical School treasury and held as separate accounts. The School Committee may expend the receipts held in such accounts for the purposes of the program or programs from which the receipts held in such account were derived.

LEGAL REF: M.G.L. 44:53; 71:16D1/2, 17A, 47, 71C, 71E; and 74:14B

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Review Date: 09/12/17

Revision Date:

PERFORMING ARTS CENTER REVOLVING ACCOUNT POLICY

The School Committee establishes a “Performing Arts Center Revolving Account” in conformance with the provisions of M.G.L., Chapter 71 and as otherwise permitted by the General Laws of the Commonwealth.

The purpose of said account is to collect, maintain and expend funds for cultural and other designated actions at the discretion of the School Committee or their duly appointed designee.

LEGAL REF: M.G.L. 71:16r

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 10/03/01

Review Date: 09/12/17

Revision Date: 06/02/04

INVENTORIES

Inventories are taken for a number of reasons: to make sure that school property is being used for the purposes for which it was purchased; to protect school property from theft and damage; to assess the operational condition and efficiency of school equipment; to establish a maintenance and repair schedule; to determine the specific amounts of supplies which need to be purchased for the near future; and to create (for insurance purposes) a current record of the value of school property in the case of fire loss, other damage, or theft.

- I. There shall be an annual inventory of all equipment, furniture, and supplies that are under the responsibility and jurisdiction of the Montachusett Regional Vocational Technical School Committee.

- II. The annual inventory shall be taken under the general supervision of the Superintendent-Director and shall be under the direct supervision of the Business/HR Manager with other professional and non-instructional employees cooperating as directed.

- III. The procedures for taking and valuing the annual inventory shall be established in consultation with insurers.

- IV. The Superintendent-Director will provide the School Committee with the important details of the inventory program.

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 09/20/72

Review Date: 09/12/17

Revision Date: 06/02/04

AUDITS

An audit of the Montachusett Regional Vocational Technical School's accounts shall be conducted annually. In addition, the Committee may request a private audit of the school's accounts at its discretion.

The School Committee and Business/HR Manager shall consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

LEGAL REF: M.G.L. 71:16E

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Revision Date: 12/06/17

PURCHASING/PURCHASING PROCEDURES

All purchases for the Montachusett Regional Vocational Technical School shall be made in accordance with state purchasing procedures set forth under the General Laws of Massachusetts.

It is understood that in emergency situations the Superintendent-Director may commit no more than the amounts established by law without waiting for a meeting of the School Committee to be convened. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency.

Purchasing procedures will be developed by the Superintendent-Director or his/her designee and will be designed to ensure the best possible price for products and services. These procedures will require that all purchases are made on a properly approved purchase order, and that for items not put out to bid, price quotations are solicited.

To authorize bills for payment, a warrant must be prepared for each budget account totaling the current bills to be paid from that account. The warrant must be signed by a majority of the School Committee prior to payments being processed.

Additionally, the School Committee authorizes and encourages the Superintendent-Director to participate in cooperative purchasing of materials, supplies, and equipment with other school districts in order to save tax dollars.

LEGAL REF: M.G.L. 30B

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Revision Date: 12/06/17

PURCHASING AUTHORITY

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

No further School Committee approval is needed except when by law, or Committee policy, the purchases or services must be put out to bid.

LEGAL REF: M.G.L. 30B

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Review Date:

Revision Date: 09/12/17

BIDDING REQUIREMENTS

The Superintendent-Director or his/her designee shall go out for bids on materials, equipment, services, and contracts for construction or maintenance in accordance with Massachusetts General Laws.

The School Committee reserves the right to reject any or all bids and to accept the bid that is in the best interest of the District.

LEGAL REF: M.G.L. 7: 22A & B; 30B; 149

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 11/19/80

Revision Date: 06/02/04;
12/06/17

PAYMENT POLICY

All claims for payment from school department funds will be processed in accordance with Internal Control Policies and Procedures – DA-E.

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

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/02/04

Revision Date: 12/06/17

WARRANT SIGNATURES

A minimum of three (3) members of the School Committee must sign payroll warrants and accounts payable warrants allowing for the release of checks.

LEGAL REF: MGL 71:16A

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/19/85

Revision Date: 06/02/04;
12/06/17

SCHOOL PROPERTY DISPOSAL

Sale of Surplus Equipment Under the Aegis of the School Committee

- I. The School Committee, by a majority vote, shall determine:
 - A. What equipment and supplies constitute surplus.
 - B. The disposition to be made thereof.
 - C. In each instance, the manner or procedure to be adopted for such disposition.
- II. Disposition shall be in accordance with applicable State and Federal regulations.
- III. Interpretation of applicable State and Federal regulations shall be by counsel to the School Committee.

LEGAL REF: M.G.L. 30B:15

CROSS REF: Internal Control Policies and Procedures

Original Adoption: 06/19/85

Revision Date: 06/02/04;
12/06/17

SECTION E: SUPPORT SERVICES

Section E of the policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall in the area of business management such as safety, buildings and management (not construction), transportation, food services.

| | |
|--------------|---|
| EB | HEALTH AND SAFETY |
| EBAB | INTEGRATED PEST MANAGEMENT |
| EBCB | FIRE DRILLS |
| EBCC | BOMB THREATS |
| EBCE | EMERGENCY CLOSINGS |
| | |
| EC | BUILDINGS AND GROUNDS |
| | |
| EDB | MAINTENANCE AND CONTROL OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND EQUIPMENT |
| | |
| EEA | STUDENT TRANSPORTATION SERVICES |
| EEAE | SCHOOL BUS SAFETY PROGRAM |
| EEAEA | BUS DRIVER EXAMINATION AND TRAINING |
| | |
| EF | FOOD SERVICES MANAGEMENT |
| EFC | FREE AND REDUCED PRICE FOOD SERVICES |
| EFCA | FOOD BREAKFAST PROGRAM |
| | |
| EI | INSURANCE MANAGEMENT |
| EIB | LIABILITY INSURANCE |

HEALTH AND SAFETY

INTRODUCTION

The personal safety and health of everyone in Montachusett Regional Vocational Technical School is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over any operation to the greatest degree possible whenever necessary. The administration will ensure that all mechanical and physical facilities have met requirements for personal safety and health for all students, staff and faculty in accordance with modern occupational safety and health standards. The effectiveness of the competency-based instructional programs of this school includes safety and health instruction and is, in part, determined by an environment free from disruption to the learning process. Accidents not only disrupt the learning process but also may result in personal injury, waste, and costly damage to equipment and property. The administration of this school will maintain a safety program that conforms to modern occupational safety and health standards. To be successful, such a program requires the cooperation and proper attitude toward injury and illness prevention in all health and safety matters from all students, staff and faculty alike. A safety record in the best interest of all persons can be established and preserved only through such a cooperative effort.

OBJECTIVE

The objective of this Safety and Health Policy for Montachusett Regional Vocational Technical School is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum. It will also provide the best safety and health training possible in accordance with modern occupational health and safety standards for all students, staff and faculty.

All students, staff and faculty are responsible for wholehearted, genuine cooperation with all aspects of the Safety and Health Program, including compliance with all rules and regulations, and for consciously and continually practicing safety while performing their respective tasks. These responsibilities include:

- I. Safety to yourself.
- II. Safety to all students, staff and faculty.
- III. Protection to all visitors.
- IV. Adherence to all rules set forth by the school.
- V. Reporting of all accidents to an instructor or staff member.
- VI. Reporting of all injuries to an instructor, the school nurse and/or a staff member.

PERSONAL PROTECTIVE EQUIPMENT

Protective equipment, including personal protective equipment for the eyes, face, head and extremities; protective clothing; respiratory devices; and protective shields and barriers will be provided and shall be used and maintained in a sanitary and reliable condition, wherever it is necessary, due to hazards of processes or environment, chemical hazards, radiological hazards or irritants that may be encountered in any way capable of causing injury or impairment to the function of any part of the body through absorption, inhalation, ingestion or physical contact.

Students, staff and faculty are required to wear appropriate personal protective equipment in the performance of all tasks where there is an exposure to such hazardous conditions as listed above or where the need is indicated for using such equipment.

EYE PROTECTION

This school will enforce and all students, staff and faculty shall comply with Massachusetts General Law, Chapter 71, Section 55C, Eye Protection Devices. "Each teacher and pupil of any school, public or private, shall while attending school classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping, or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the Department of Public Health. Each visitor to any such classroom or laboratory shall also be required to wear such protective devices."

This school will provide each student with a pair of approved safety glasses in areas requiring eye protection. The student shall be responsible for his or her eye protective equipment. If the student loses, willfully abuses or damages his or her eye protective equipment, he or she is required to purchase additional eye protective equipment from the school business office. Students wearing contact lenses shall inform their instructor and are required to wear eye protection. Students wearing eyeglasses shall be issued and shall wear an approved cover goggle. Students who claim that their corrective lenses and frames are industrial quality are required to verify such claims with a signed statement from their doctor attesting that the safety glasses in question meet or exceed all the requirements of the A.N.S.I. 87.1 - latest standard.

All students, staff and faculty shall comply with safety and health standards and all rules, regulations, and orders that are applicable to personal actions and conduct.

COMPREHENSIVE HEALTH AND SAFETY PLAN

The Montachusett Regional Vocational Technical School Comprehensive Health and Safety Plan contains the following policies and procedures that have been approved by the School Committee: School Identification and Information; Emergency Coordinators and Duties; Emergency Response Procedures; Evacuation Plan; Characteristics of

Hazardous Materials/Waste; Hazardous Material/Hazardous Waste Storage; Emergency Equipment; Health and Safety Committee; Health and Safety Training of Students, Staff and Faculty; and Other Health and Safety Issues Pertaining to Students, Staff and Faculty.

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

CROSS REF: Comprehensive Health and Safety Plan

Original Adoption: 08/18/93

Revision Date: 06/02/04

INTEGRATED PEST MANAGEMENT (IPM)

Montachusett Regional Vocational Technical School desires to prevent unnecessary exposure of students, children and employees to chemical pesticides and reduce the need to rely on chemical pesticides when managing pests. It is the policy of Montachusett Regional Vocational Technical School to use chemical pesticides only when pests have been identified and their presence verified. Selection of treatment option or corrective actions will give priority to non-chemical actions whenever possible to provide the desired control of pests. Education of staff, students, children, employees and parents about IPM will be included to achieve desired objectives. When it is determined that pesticides are needed, only those allowed by the Children's and Families' Protection Act will be used. Further, only certified and/or licensed individuals will be able to use pesticides. Our policy prohibits the use of any pesticide by unlicensed staff. It will be the school's policy to make the appropriate notification and posting as well as keep records of all pesticide use. A copy of the IPM plan will be maintained in the school office and the facility room. It will be available upon request.

Original Adoption: 06/02/04

Revision Date:

FIRE DRILLS**Fire Prevention and Fire Drills**

The Montachusett Regional Vocational Technical School District will cooperate with the fire department in maintaining fire-safe conditions within all school buildings and in regularly conducting fire drills for the protection of students and staff.

The Superintendent-Director and the Assistant Director for Business Affairs of the school with the assistance of the Plant Supervisor have the responsibility for periodic inspection of every room, corridor, and space in the school. The purposes of these inspections are:

- I. To remove any fire hazards.
- II. To insure that flammable supplies and materials are properly stored.
- III. To check the condition and proper location of all fire extinguishers and alarms.
- IV. To insure that there is no obstruction in any corridor or stairway.

CROSS REF: Teacher & Student Handbook

Original Adoption: 09/20/72

Revision Date: 06/02/04

BOMB THREATS

Procedures:

In the event that a call or notice to the effect that a bomb has been placed in the school, the following procedures will be followed:

BOMB THREAT

All bomb threats will be taken seriously and immediately be reported to the Fitchburg Police Department.

THE PERSON WHO RECEIVES THE BOMB THREAT WILL:

- I. Keep caller on the line as long as possible.
- II. Not transfer the call or interrupt the caller.
- III. Follow the Bomb Threat Checklist.
- IV. Notify the Principal or designee.

THE PRINCIPAL OR DESIGNEE WILL:

- I. Notify police.
- II. Follow school policy regarding evacuation of the building.
- III. Follow the specific directions of the Bomb Squad/Police.
- IV. Notify parents as appropriate.

THE SUPERINTENDENT-DIRECTOR OR DESIGNEE WILL:

- I. Coordinate the media effort with the appropriate city and town departments.
- II. Notify the School Committee.

ADDITIONAL INFORMATION:

- I. Direct staff and students not to touch or move any suspicious device or object found on the premises.
- II. Restrict the use of telephones.
- III. A search of the premises should be done under the direction of emergency personnel.
- IV. Any decision concerning the dismissal of students is the prerogative of the Principal and/or Superintendent-Director.

DO NOT DISCUSS THE SITUATION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT-DIRECTOR OR DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATION WITH THE PUBLIC AND MEDIA.

CROSS REF: Adapted from the Massachusetts Department of Education
"Recommended Procedures to be followed when a Bomb Call is received."

Original Adoption: 09/20/72

Revision Date: 06/02/04

EMERGENCY CLOSINGS

The Superintendent-Director or his/her designee may close schools or dismiss early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent under certain circumstances to excuse all students from attending school, to delay the opening an hour or two, or to dismiss students early, the Superintendent-Director or his/her designee has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible.

In making the decision, the Superintendent-Director or his/her designee will consider many factors relating to the fundamental safety and health of the students:

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

The Superintendent-Director or his/her designee will weigh these factors and take appropriate action after consultation with area highway and/or public safety authorities and with school officials from neighboring communities.

Students, parents and staff will be informed early in each school year on the procedures being used to notify them in case of emergency closings or early release. Decisions by parents not to send their children to school on days when conditions or situations are questionable should be respected. Parents retain their responsibility for the safety of their children.

The Superintendent-Director or his/her designee will keep the Chairperson of the School Committee informed of developments and decisions during emergencies.

Cross Ref: Student Handbook; Faculty Handbook

Original Policy: 09/20/72

Revised Policy: 06/02/04

01/20/15

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 Superintendent-Director will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school; 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.

The supervision over the care and safekeeping of property used by the Montachusett Regional Vocational Technical School will be the general responsibility of the Superintendent-Director. The Superintendent-Director will develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of the school building and grounds to ensure that it is well maintained, equipped, and staffed.

Maintenance

The Montachusett Regional Vocational Technical School Committee can "adopt an annual operating and maintenance budget." The maintenance and repair program is viewed as a continuing long-term effort to maintain the appearance and functioning efficiency of the building and sites.

The maintenance, repair and cleaning of school facilities (building and sites) are the direct responsibility of the Building Supervisor.

A long-term (3-5 year) program of maintenance will be the basis for developing work schedules to accommodate work projects which have to be done two or three times a year, seasonally or once a year, and once every two or more years. Money will be allocated each year in the regular budget for the support of the long-term program of repair and maintenance of school facilities. The long-term maintenance and repair program for school facilities will include work projects such as:

- I. Washing and repair of windows.
- II. Major cleaning, stripping and waxing of floors.
- III. Care, repair and replacement of locks, alarms and other protective devices.
- IV. Testing (and recharging) of fire extinguishers, hoses, and sprinkling systems.
- V. Maintenance, repair and replacement of working components of heating, lighting, electrical and communications systems.
- VI. Maintenance, repair and replacement of hand and power tools and equipment used by custodial and maintenance workers.

Security

The School building constitutes one of the great investments of the Montachusett Regional Vocational Technical School. It is deemed in the best interest of the district 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 requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

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

The school building shall be closed and locked after the conclusion of the last school activity.

If an authorized school or community group is using the building in the evening, or on non-school days, it shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to the secured building by any employee. Authorization may be granted only by the School Committee or by the Superintendent-Director and his/her staff.

Protective devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate to the individual situation.

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

Original Adoption: 09/20/72

Revision Date: 06/02/04

VIDEO SURVEILLANCE

Purpose: To protect the privacy of students, employees and other individuals, ensure compliance with all laws and regulations pertaining to the use of surveillance equipment and related practices, while at the same time, taking advantage of every opportunity to safeguard the public's investment in MRVTS District property.

Definitions:

Conspicuous signage – Wording, on signs or superimposed on any surface, that is obvious, easily observed and easily understood by both interested and disinterested observers.

Data – Dates, times and conditions, situations and/or behaviors observed.

Reasonable expectation of privacy – Locations where an individual would be surprised to be subjected to surveillance, including (but not limited to) restrooms, changing rooms, private offices, nurses' offices, or locker rooms.

Recordings – Visual images captured by traditional and digital methods.

Surveillance – Observation and collection of data to provide evidence for a purpose.

Policy:

- I. Surveillance cameras may be used in locations deemed appropriate by the Superintendent-Director of MRVTS, in consultation with local law enforcement and emergency response agencies. Surveillance cameras may be used inside, outside, and/or in vehicles where there is no reasonable expectation of privacy. Surveillance monitors shall be located in controlled-access areas, and shall not be viewable by unauthorized individuals. At no time may sound be recorded without appropriate notification.
- II. Information obtained through video surveillance may be used for disciplinary investigations (employees or students), security, or law enforcement purposes. Surveillance cameras may monitor all areas where employees work, even if just a single employee is in that area. Video surveillance will not be used as a part of routine employee evaluation.
- III. MRVTS shall notify students and staff regarding the presence of surveillance cameras via the Student Handbook, the Faculty Handbook, and all individuals via conspicuous signage, stating surveillance cameras are in use.
- IV. The Superintendent-Director shall ensure proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or images from surveillance cameras, in accordance with applicable laws and regulations. Annually, following the close of school in June and before August 15th of the next school year, the Superintendent-Director shall post reviewed/new procedures in the MRVTS District Policy Manual as **ECAF-E**.

- V. The Superintendent-Director or his/her designee shall maintain an accurate, up-to-date record of all locations of installed surveillance cameras. The record of locations shall be considered confidential. With the exception of Law Enforcement and Emergency Response Officials who request access in the performance of their duties, the Superintendent-Director or his/her designee may, at their discretion, choose to share or withhold locations.
- VI. All recordings are the sole property of MRVTS District.
- VII. All recordings shall be stored in their original format and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Unless otherwise dictated by law or regulation, original recordings not requested for investigations shall be retained for 30 days, after which time they shall be permanently deleted.
- VIII. Access to all recordings is limited to the Superintendent-Director and his/her designee and the Principal and his/her designee. All employees approved to monitor recordings shall receive a copy of this policy and sign an acknowledgement of receipt. The signed acknowledgment shall be maintained in the employee's personnel file. Any employee violating this policy may be subject to discipline, up to and including termination.
- IX. Law Enforcement and Emergency Response Officials shall be granted access to recordings or security systems after giving prior notice* to the School Superintendent-Director or his/her designee. (*If not an emergency situation, prior notice shall be in writing.)
- X. In the event a request is made by law enforcement personnel for a copy of a recorded event to assist in an investigation and/or court proceedings, the requested event shall be preserved in its original format and not deleted from the digital recording system until that court proceeding has been adjudicated or dismissed.
- XI. The Superintendent-Director may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCES: MASC sample policy; Policies from public, private and post-secondary schools; NEPN Policy Coding Manual

LEGAL REFS: CMR 603; FERPA

CROSS REFS: EB HEALTH & SAFETY; JIH INTERROGATION & SEARCHES; KDB PUBLIC'S RIGHT TO KNOW; KDDA NEWS MEDIA RELEASES; Collective Bargaining Agreement

ORIGINAL ADOPTION: 6/20/18

**MAINTENANCE AND CONTROL OF TEXTBOOKS AND
INSTRUCTIONAL MATERIALS AND EQUIPMENT**

In an effort to reduce educational costs and to promote individual responsibility for school property, the Committee shall establish the following policy:

- I. All students shall be issued the necessary textbooks and other instructional materials for their course work.
- II. Adequate receipted records shall be kept on all textbooks, instructional materials and/or equipment issued to students and will indicate the condition of the materials and/or equipment at the time it was issued (good, new, fair).
- III. Students who fail to return issued textbooks, instructional materials and/or equipment are required to pay the cost of replacing them.
- IV. Students who attempt to return textbooks, instructional materials and/or equipment in such condition as would make it unable to be issued to another student will be instructed to retain the textbooks, instructional materials and/or equipment and will be required to pay the cost of its replacement.

CROSS REF: Student Handbook

Original Adoption: 06/02/04

Revision Date:

STUDENT TRANSPORTATION SERVICES

The Montachusett Regional Vocational Technical School District shall be subject to all laws pertaining to school transportation; and when the agreement provides for the furnishing of transportation by the District, the Commonwealth shall reimburse the District in accordance with the provisions of M.G.L. 71:7A for the amounts expended. The State Treasurer shall annually pay to the regional school district, subject to appropriation, the sums required for such reimbursement and approved by the Commissioner of Education.

Regional school districts are subject to all laws pertaining to school transportation. (See M.G.L. 71:7A & 16C)

Provision is made in the law for the use of state transportation funds to help sustain the cost of a city or town's public transportation system when that system transports students to and from school. (See M.G.L. 71:7B)

The School Committee may provide transportation for athletic teams, coaches, cheerleaders, bands, and any other groups composed of pupils from the school that bear the school name and are under the control of the School Committee.

The School Committee on the following condition provides transportation services to students:

Students must follow established procedures for changing their boarding or unloading bus stop or for transferring from one bus to another.

Original Adoption: 09/20/72

Revision Date: 06/02/04

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. The Montachusett Regional Vocational Technical School Committee on the following conditions provides transportation services to students:

- I. Students must follow established procedures for changing their boarding or unloading bus stop or for transferring from one bus to another.
- II. Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
- III. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
- IV. All vehicles used to transport students will be inspected periodically for conformance with state and federal safety requirements.

Original Adoption: 08/18/93

Revision Date: 06/02/04

BUS DRIVER EXAMINATION AND TRAINING

Licensing of School Bus Drivers:

Inasmuch as the Montachusett Regional Vocational Technical School District contracts for transportation services, the regular school bus drivers are not employees of the School District. However, because the safety and welfare of children are involved, the Superintendent-Director shall secure verification from the contractor that all legal and health requirements have been fulfilled and that the Registrar of Motor Vehicles has properly licensed all bus drivers.

Provision for Emergency Bus Driver:

In case of an emergency, a school bus may, for a period not to exceed three consecutive days, be operated by any person 21 years of age or older who is duly licensed by the Registrar of Motor Vehicles to operate a Class I or Class II motor vehicle. However, no person shall operate a school bus whose license to do so is suspended or revoked or whose application to operate a school bus has been rejected by the Registrar of Motor Vehicles.

LEGAL REF: M.G.L. 6:172C; 90:7D; 90:8A

Original Adoption: 04/19/72

Revision Date: 06/02/04

FOOD SERVICES MANAGEMENT

As per law, the Montachusett Regional Vocational Technical School Committee shall establish, maintain, operate and expand a school food service program for its pupils, may make all contracts necessary to provide material, personnel and equipment needed to carry out the provisions of this act; and, if necessary, may expend funds to meet the matching requirements and any other provisions of the National School Lunch Act, and such other acts as are provided for in Section 1 of Chapter 15.

The Committee may use funds disbursed to them under the provisions of this act, gifts and other funds received from sale of school lunches and other meals under such programs.

- I. Such contributions received in the form of money, together with fees from the sale of lunches, other meals and any allotments received from the state under the provisions of this act for said purposes, shall be deposited with the treasurer of the Montachusett Regional Vocational Technical School District and held as a separate account and expended by the Committee without appropriation, notwithstanding the provision Massachusetts General Laws, Chapter 44:53.
- II. Nothing in this act shall prevent the school district from appropriating funds in addition to those provided from other sources.

The Bureau of Nutrition Education and School Food Services, with the approval of the Commissioner, shall prescribe regulations for keeping accounts and records and making of reports by or under the supervision of school committees.

Such accounts and records shall at all times be available for inspection and audit by:

- I. Authorized officials and shall be preserved for such period of time, not in excess of five years, as the Bureau may lawfully prescribe.
- II. The Bureau shall conduct or cause to be conducted such audits, inspections and administrative reviews of accounts, records, and operations with respect to school food service programs as may be necessary to determine whether its agreements with school committees or other sponsors of school food service programs and other regulations made pursuant to this act are being complied with and to insure that school food service programs are effectively administered.

Provisions for training of personnel, research and development, consultant assistance, and the acceptance and distribution of surplus foods are also included in the Massachusetts School Lunch Act.

The school will establish its standards for student behavior in the cafeteria. Students who violate these standards of behavior in the cafeteria shall be subject to the regular disciplinary procedures of the school.

LEGAL REF: M.G.L. 69:1C; 71:72

Original Adoption: 09/20/72

Revision Date: 06/02/04

FREE AND REDUCED PRICE FOOD SERVICES

Free lunches for needy students will be made available according to procedures established by the Bureau of Nutrition Education and School Food Services. Care should be taken to provide these lunches in such a way as to avoid embarrassing students.

Parents will be informed at the beginning of each school year of the eligibility requirements for participation by their children. However, in accordance with the guidelines of the program, no child who a teacher believes is improperly nourished will be denied a free or reduced price lunch simply because proper application has not been made by the parent or guardian.

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; 69:1C; 71:72

Original Adoption: 09/20/80

Revision Date: 06/02/04

FOOD BREAKFAST PROGRAM

All public schools which draw their attendance from areas with a high number of needy children, as defined by the Bureau of Nutrition Education and school food services of the Department of Education, shall make school breakfast programs available to children, and shall operate such programs in accordance with federal laws and regulations pertaining to school breakfast programs.

The Montachusett Regional Vocational Technical School will participate in the national school breakfast program to assure that all students in the school receive proper nourishment.

LEGAL REF: M.G.L. 69:1C

Original Adoption: 09/20/72

Revision Date: 06/02/04

INSURANCE MANAGEMENT

Insurance Coverage

The Montachusett Regional Vocational Technical School Committee shall purchase, through the budgetary process, appropriate and sufficient insurance to cover the following:

- I. Loss by School Committee members from legal action which might be brought against them.
- II. Loss by employees from legal action which might be brought against them.
- III. Reasonable hospital, medical and surgical expenses incurred by or on behalf of any student by reason of injuries sustained by him or her while participating, or practicing or training for participation, in any game, meet or contest conducted or held as a part of or in connection with the physical education of or athletic program of the school.
- IV. Reasonable hospital, medical and surgical expenses incurred by or on behalf of any student by reason of injury sustained by him or her in any classroom, shop, or laboratory of any school in the district.
- V. Loss from damage to any building, equipment, contents, or facilities caused by fire, water, wind, hail or any other natural occurrences.
- VI. Losses that might occur through arson, vandalism, or theft.

LEGAL REF: M.G.L. 44:53; 180:17D; 258:9

Original Adoption: 09/20/72

Revision Date: 06/02/04

LIABILITY INSURANCE

The Montachusett Regional Vocational Technical School Committee may purchase liability insurance providing for the indemnification authorized under the provisions of M.G.L. Chapter 258.

A copy of this policy will be provided to the School Committee's insurance representative for this area of responsibility.

LEGAL REF: M.G.L. 258:8 & 9

Original Adoption: 08/18/93

Revision Date: 06/02/04

SECTION F: FACILITIES DEVELOPMENT

Section F of the policy classification system provides a repository for statements on school construction, remodeling and modernizing, temporary facilities, and facilities retirement plans.

FE FACILITIES CONSTRUCTION

FF NAMING FACILITIES

FACILITIES CONSTRUCTION**School Building Construction**

By agreement and by law, the Montachusett Regional Vocational Technical School District was formed in order to construct, maintain and operate a vocational school for the region. The Regional School Committee, in a very real sense, is its own "school building committee."

The Commonwealth will provide substantial assistance with a variety of costs related to school construction through the School Building Assistance Bureau of the Department of Education. Consultant assistance from the Bureau is available to school districts in areas such as:

Analysis of building needs.

- I. Development of educational specifications for new school buildings.
- II. Selection of suitable sites for new school buildings.
- III. Designing of preliminary plans for new school buildings.
- IV. Formulation of articles and motions for public meetings.
- V. Approval of final plans and specifications for school construction.
- VI. Development of financing plans.
- VII. Documentation of requests for state reimbursements.

All building construction and major renovation must be done in accordance with provisions in the law and the regulations promulgated by the Department of Public Safety of the Commonwealth of Massachusetts.

LEGAL REF: M.G.L. 15:60; 49: 44A-44I; 71:16A

Original Adoption: 09/20/72

Revision Date: 06/02/04

NAMING OPPORTUNITIES

Purpose:

Naming opportunities are important and deserve thoughtful consideration. Personal prejudice or favoritism, political pressure or temporary popularity should not influence such decisions. This policy seeks to ensure that any naming opportunities are consistent with the mission, philosophy and goals of Montachusett Regional Vocational Technical School, and that any naming opportunities do not detract from Monty Tech's values, dignity, integrity, reputation, or create either an actual or appearance of conflict of interest, or confer special privileges.

Criteria:

Contributor – Individuals, businesses or groups being considered must have made substantial contributions to Monty Tech, in the form of financial, intellectual or artistic contributions; or through exceptional service to the School or District; or resulting in unique distinction brought to the School or District.

Entities to be named – Buildings, structures, commemoratives such as plaques, areas inside and out, features, programs, and extra-curricular clubs may all be considered for naming opportunities.

Duration of naming – Naming opportunities are considered to be in effect for duration of the effective and typical useful life of the structure, item, area or program, and not necessarily in perpetuity.

Policy:

The School Committee is the final authority for review and approval of a naming opportunity. Any opportunity must be placed on the School Committee Agenda and voted affirmatively by a two thirds vote at two consecutive meetings.

The School Committee is the final authority for review and approval of displays for naming opportunities, and may vote on the plan for display at any time following the second approval, and must vote affirmative with a two thirds vote.

The School Committee may revoke a planned or existing naming opportunity to protect the reputation of School, if it is in best interest of School or donor to do so, and/or if a pledge remains unfulfilled. The decision to remove a name must be placed on the School Committee Agenda and voted affirmatively by a two thirds vote at two consecutive meetings.

REFERENCES: MASC Policy Sample; U-MA, U-Texas, U-Washington Policies

ORIGINAL ADOPTION: 02/04/06

REVISION: 01/12/16

SECTION G: PERSONNEL

Section G of the policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to professional personnel who must hold certification by the state to serve in their positions; subsection GD is for policies pertaining to support, or noncertificated, personnel.

| | |
|-------------------|--|
| GA | PERSONNEL POLICIES GOALS |
| GBA | EQUAL OPPORTUNITY |
| GBAA | SEXUAL HARASSMENT POLICY (ALSO:ACAA) |
| GBAAA | STUDENT HARASSMENT POLICY (ALSO:JBA) |
| GBAAA-E | HARASSMENT PROCEDURES FOR STUDENT HARASSMENT POLICY (ALSO: JBA - E) |
| GBD | SCHOOL COMMITTEE – STAFF COMMUNICATIONS (ALSO: BHC) |
| GBEAA | STAFF CODE OF ETHICS – SUPERINTENDENT-DIRECTOR |
| GBEAB | STAFF CODE OF ETHICS - TEACHERS |
| GBEC | DRUG FREE WORKPLACE |
| GBEC-E | POLICY STATEMENT – DRUG FREE WORKPLACE |
| GBGA | STAFF HEALTH AND SAFETY |
| GBGD | WORKMEN’S COMPENSATION |
| GBI | STAFF PARTICIPATION IN POLITICAL ACTIVITIES |
| GBJ | PERSONNEL RECORDS |
| | |
| GCBB-E | ADMINISTRATIVE FRINGE BENEFIT POLICY |
| GCCC/GCCCE | FAMILY MEDICAL LEAVE ACT |
| GCE/GCEC | PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES |
| | |
| GCFA | PROFESSIONAL STAFF HIRING – ADMINISTRATORS |
| GCFB | PROFESSIONAL STAFF HIRING – TEACHERS |
| GCGB | ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES |
| GCH | PROFESSIONAL STAFF ORIENTATION |
| GCHA | MENTOR TEACHERS/ADMINISTRATORS |
| GCIA | PROFESSIONAL GROWTH FOR ADMINISTRATORS |
| GCIB | PROFESSIONAL GROWTH FOR TEACHERS |
| GCID | PROFESSIONAL STAFF VISITATIONS AND CONFERENCES |

| | |
|--------------|---|
| GCJ | PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT-DIRECTOR |
| GCQ | PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT |
| GCQE | RETIREMENT OF PROFESSIONAL STAFF MEMBERS |
| GCQF | SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS |
| GCQFA | DEMOTION OF PRINCIPALS AND SUPERVISORS |
| GD | SUPPORT STAFF |
| GDA | SUPPORT STAFF POSITIONS |
| GDB | NON-UNION STAFF POLICIES |
| GDF | SUPPORT STAFF HIRING |
| GDJ | SUPPORT STAFF ASSIGNMENTS AND TRANSFERS |
| GDQ | SUPPORT STAFF TERMINATION OF EMPLOYMENT |

PERSONNEL POLICIES GOALS

Realizing that there are distinct advantages in directing human effort by policy, the personnel policy of the Montachusett Regional Vocational Technical School shall be designed to guide, appraise, and motivate individuals toward maximum contribution and fulfillment. It is felt that adherence to such policy will result in fair treatment to all personnel and minimize inconsistency in decisions affecting individuals.

All policy shall be evaluated by its contribution to improved organizational effort.

Among the sources that form the foundation for personnel policy are:

- I. Chapter 71 of the General Laws of the Commonwealth of Massachusetts that pertain to “teachers” as certified personnel and the requirements for Vocational Technical educators as issued by the Department of Education.
- II. The specific provisions of the Agreement between the teachers' group and the School Committee.
- III. Principles of good school personnel administration as detailed in research and in the literature.
- IV. The Code of Ethics of the Education Profession.
- V. The Faculty Handbook.

LEGAL REF: M.G.L. 71:38G; 74:18

CROSS REF: GBEAA, GBEAB
Faculty Handbook

Original Adoption: 04/19/72

Revision Date: 12/01/04

Equal Employment Opportunity

The **Montachusett Regional Vocational Technical School District** 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, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability or age. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the **basis** of qualifications, merit and ability.

LEGAL REF.: BESE Regulations 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Original Adoption: **05/01/2013**

STUDENT HARASSMENT POLICY**Also: JBA****Purpose:**

The Montachusett Regional Vocational Technical School shall provide a safe and secure environment in which all students are respected and expected to learn. Harassment affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. The Montachusett Regional Vocational Technical School will not tolerate disrespectful interaction.

In some cases, the offending behavior may warrant punishment or removal of the harasser.

Peers, school staff, or others with whom the victim must interact in order to fulfill school/job duties may perpetrate harassment. The Montachusett Regional Vocational Technical School's policy includes interactions student-to-student, student-to-staff or staff-to-student. This policy will become part of every work site agreement to assure safety and comfort in the extended school environment in the community.

Legal Aspects Of Sexual Harassment

Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151B:1 & 3A of the Massachusetts General Laws), the term "sexual harassment" is defined as follows:

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

In addition, students are protected from sexual harassment under the provisions of Title IX; schools can be sued for not protecting their students from sexual harassment. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under laws relating to child abuse.

Behaviors Defined:

For purpose of this policy, the following includes but is not limited to the range of behaviors considered to be sexual harassment:

- Sexual insults and name-calling, including homosexual reference comments.
- Off color jokes.

- Intimidation by words or actions.
- Offensive touching, gestures.
- Pressure for sexual activity.
- Behaviors viewed to be offensive by a reasonable person in the victim's situation.

It is recognized that the content of this policy may be expanded to include behaviors that diminish the comfort and safety of individuals whether within the legal definition of sexual harassment or other forms of harassment such as:

- Throwing objects at a person.
- Unwanted negative attention.
- Racial and ethnic slurs.

LEGAL REF: 119:51A; 151B: 1 & 3A

Original Adoption: 03/5/97

Revision Date: 12/01/04

HARASSMENT PROCEDURES FOR STUDENT HARASSMENT POLICY

Guidelines For Dealing With Harassment:

The Montachusett Regional Vocational Technical School will consider individual complaints about sexual harassment or a sexually hostile environment from the reasonable person point of view. The approach will be non-judgmental, will focus on changing behavior, and will endeavor to protect the complainant from retaliation. Each school year, the Principal who serves as the Title IX and 622 coordinator, or a designee who is employed at Monty Tech, will handle all complaints. When a person feels that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. The Montachusett Regional Vocational Technical School assures students that this system favors behavior changes and respect for others.

The Montachusett Regional Vocational Technical School does not tolerate inappropriate and illegal conduct; therefore harassing behaviors may lead to verbal admonition, written warning, removal from duties, suspension or expulsion, mandatory counseling, physical changes in the environment, etc.

It is the moral and legal responsibility to report acts of harassment whether by direct or indirect knowledge. It is unlawful to retaliate against students for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Procedures for Dealing with Harassment:

Report the incident to any counselor or directly to the Principal or designee. This person will decide to follow Option A or Option B.

Procedure - Option A

- I. You will be assisted in writing a letter to the alleged harasser that includes the following:
 - A. An exact description of the behavior, including when and where it happened.
 - B. A description of how the behavior made you feel.
 - C. A request that the behavior stop.
 - D. A promise that if the behavior stops, no further action will be taken.
- II. The letter will be dated and signed, and the information will be considered private.
- III. The letter will be delivered by the Principal or designee to assure that the alleged harasser understands the contents and understands that talking about it to other students/staff or engaging in any other retaliatory behavior will subject the alleged harasser to disciplinary action.

- IV. An apology by the harasser will lead to no further action, but the letter will remain on file.
- V. Within a week after the letter is delivered, a follow-up by the Principal or designee will be conducted to assure that in fact the harassing behavior has stopped and that no retaliation has occurred. Any retaliation or continuation of behaviors considered to be harassment will be considered grounds for removal from the educational setting or other disciplinary action.

Procedure - Option B

When Option B is utilized the Principal or designee will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Principal or designee will also interview the person alleged to have committed sexual harassment. When the investigation has been completed, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If no evidence for the claim is found, the person making the false claim may be charged with harassment.

If it is determined that inappropriate conduct has occurred, the team will act promptly to eliminate the offending conduct and will suggest disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process above does not prohibit you from filing a complaint with agencies. Each of the agencies has a short time period for filing a claim, (EEOC - 180 days; MCAD - 6 months).

- I. The United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
4th Floor, Room 475
Boston, MA 02203
Phone: (617) 565-3200
TTY: (617) 565-3204
- II. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place - Room 601
Boston, MA 02108
Phone: (617) 727-3990

III. Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103
Phone: (413) 739-2145
TTY: (617) 994-6196

Training and Posting of Harassment Policy:

This policy and procedures will be contained in the Student and Faculty Handbooks and any other employment guides.

Employees will receive training annually to assure an understanding of the nature of harassment, the negative consequences of sexual harassment and policy and procedures including their responsibilities. Other types and examples of harassment will be addressed also.

All busing contracts shall contain assurance that drivers are trained and understand their responsibility and liability to extend a harassment free ride on their buses.

Students will receive training concerning harassment on a yearly basis. This policy will be introduced during the freshman year and reviewed annually.

All temporary employees/volunteers shall be given this policy by their administrative supervisor and new permanent employees will be given training prior to employment.

LEGAL REF: M.G.L. 151B: 1 & 3

Original Adoption: 03/05/97

Revision Date: 12/01/04

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

GBD

Also: BHC

The Montachusett Regional Vocational Technical 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-Director.

Visits to School

Individual School Committee members interested in visiting the Montachusett Regional Vocational Technical School will make arrangements with the Superintendent-Director for this purpose. 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.

School Committee members should make their presence known to the Superintendent-Director upon entering the building.

Original Adoption: 09/05/83

Revision Date: 12/01/04

STAFF CODE OF ETHICS - SUPERINTENDENT-DIRECTOR

Superintendent-Director:

Public education in America rests on firm commitments to the dignity and worth of each individual; to the preeminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Public schools prosper to the extent they merit the confidence of the people. In judging its schools, society is influenced to a considerable degree by the character and quality of their administration. To meet these challenges, school administrators have an obligation to exercise professional leadership.

Society demands that any group that claims the rights, privileges, and status of a profession prove its self-worth through the establishment and maintenance of ethical policies governing the activities of its members. A professional society must demonstrate the capacity and willingness to regulate itself and to set appropriate guides for the ethical conduct of its members. Such obligations are met largely by practitioners through action in a professional society such as the American Association of School Administrators.

Every member of a profession carries a responsibility to act in a manner becoming a professional. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of the profession. The behavior of each is the concern of all. The conduct of any administrator influences the attitude of the public toward the profession and education in general.

These policies of ethical behavior are designed to inspire a quality of behavior that reflects honor and dignity on the profession of school administration. They are not intended as inflexible rules nor unchangeable laws. They serve to measure the propriety of an administrator's behavior in working relationships. They encourage and emphasize those positive attributes of professional conduct that characterize strong and effective administrative leadership.

The professional school administrator:

- I. Constantly upholds the honor and dignity of the profession in all actions and relations with pupils, colleagues, School Committee members and the public.
- II. Obeys local, state, and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.
- III. Accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts and skills which characterize school administration as a profession.
- IV. Strives to provide the finest possible educational experiences and opportunities to all persons in the district.

- V. Applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of the profession.
- VI. Carries out in good faith all policies duly adopted by the School Committee and the regulations of state authorities and renders professional service to the best of his/her ability.
- VII. Honors the public trust of the position above any economic or social rewards.
- VIII. Does not permit considerations of private gain nor personal economic interest to affect the discharge of professional responsibilities.
- IX. Recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about its schools.

Overview:

High standards of ethical behavior for the professional school administrator are essential and are compatible with his/her faith in the power of public education and commitment to leadership in the preservation and strengthening of the public schools. The true sense of high calling comes to the Superintendent-Director when faced with such widely held beliefs as the following:

- I. The effectiveness of the school and its programs is inescapably the responsibility of the Superintendent-Director.
- II. Every act, or every failure to act, of the Superintendent-Director has consequences in the school and in the lives of people.
- III. In many situations, and to many people in a community, the Superintendent-Director is the living symbol of their school.
- IV. The public entrusts both the day-by-day well-being and the long-range welfare of its children and of its school system to the Superintendent-Director and the Board of Education.
- V. The ultimate test for a Superintendent-Director is the effort that he/she makes to improve the quality of learning opportunity for every child in the schools.
- VI. In the long run, what happens in and to the public schools of America happens to America.

SOURCE: AASA Code of Ethics

Original Adoption: 03/01/72

Revision Date: 12/01/04

STAFF CODE OF ETHICS - TEACHERS**Education Profession (Teachers):**

The educator believes in the worth and dignity of man. He/She recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He/She regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards.

The educator recognizes the magnitude of responsibility accepted in choosing a career in education and engages himself/herself, individually and collectively with other educators, to judge colleagues and to be judged by them, in accordance with the provisions of this code.

Commitment to the Student:

The educator measures success by the progress of each student toward realization of his/her potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling the obligation to the student, the educator:

- I. Shall not without just cause restrain the student from independent action in pursuit of learning, and shall not without just cause deny the student access to varying points of view.
- II. Shall not deliberately suppress or distort subject matter for which he/she bears responsibility.
- III. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- IV. Shall conduct professional business in such a way that he/she does not expose the student to unnecessary embarrassment or disparagement.
- V. Shall not on the grounds of race, color, creed, or national origin exclude any student from participation in or deny him/her benefits under any program, nor grant any discriminatory consideration or advantage.
- VI. Shall not use professional relationships with students for private advantage.
- VII. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

- VIII. Shall not tutor for remuneration students assigned to his/her classes unless no other qualified teacher is reasonably available.

Commitment to the Public:

The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. He/She shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

In fulfilling his/her obligation to the public, the educator:

- I. Shall not misrepresent an institution or organization with which he/she is affiliated, and shall take adequate precautions to distinguish between personal and institutional or organizational views.
- II. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
- III. Shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- IV. Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities.
- V. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage.

Commitment to the Profession:

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He/She therefore exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions that attract persons worthy of the trust to careers in education. Aware of the value of united effort, the educator contributes actively to the support, planning, and programs of professional organizations.

In fulfilling his/her obligation to the profession, the educator:

- I. Shall not discriminate on the grounds of race, color, creed, sexual orientation, nor national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of their association.
- II. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- III. Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues.

- IV. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
- V. Shall not refuse to participate in a professional inquiry when requested by an appropriate professional association.
- VI. Shall provide upon the request of the aggrieved party a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- VII. Shall not misrepresent his/her professional qualifications.
- VIII. Shall not knowingly distort evaluations of colleagues.

Commitment to Professional Employment Practices:

The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. He/She believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of the profession by unqualified persons.

In fulfilling his/her obligation to professional employment practices, the educator:

- I. Shall apply for, accept, offer or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- II. Shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
- III. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- IV. Shall give prompt notice to the employing agency to any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position.
- V. Shall not accept a position when so requested by the appropriate professional organization.
- VI. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
- VII. Shall conduct professional business through channels, when available, that have been jointly approved by the professional organization and the employing agency.
- VIII. Shall not delegate assigned tasks to unqualified personnel.

IX. Shall permit no commercial exploitation of his/her professional position.

X. Shall use time granted for the purpose for which it is intended.

Original Adoption: 04/19/72

Revision Date: 12/01/04

DRUG FREE WORKPLACE

The Montachusett Regional Vocational Technical School shall maintain a drug and alcohol free workplace and shall take the appropriate measures to remain drug free. All employees of the District will be required to sign a Drug Free Workplace Policy Statement as a condition of employment.

CROSS REF: ADB, GBEC-E

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

Original Adoption: 03/01/95

Revision Date: 12/01/04

11/12/14

POLICY STATEMENT - DRUG FREE WORKPLACE

(Must be signed by all employees.)

As an employee of the Montachusett Regional Vocational Technical School, I fully understand that the manufacturing, distribution, dispersion, possession, or use of a controlled substance on this property is prohibited.

It is my responsibility to report, in writing, any drug statute violation occurring in this workplace no later than five (5) calendar days after such violation. I understand that within thirty (30) calendar days of such notice, personnel action up to and including termination will occur.

I further understand that I have the option to complete an approved drug abuse assistance program.

Date: _____

Employee Signature

cc: Personnel File

Original Adoption: 03/01/95
12/01/04
Revision Date: 11/12/14

STAFF HEALTH AND SAFETY

Physical Examinations for Teachers

Prior to receiving an initial contract to teach in the Montachusett Regional Vocational Technical School, a teacher must file the results of a physical examination as evidence that he/she is in satisfactory physical health. The School Committee may require that the school physician do this physical examination.

If, in his/her opinion, the health of pupils requires it, the school physician shall make prompt physical examinations of teachers.

Physical Examinations for Non-Instructional Personnel

- I. Each new employee is required to be in satisfactory physical health as determined by a physical examination before being employed by the Montachusett Regional Vocational Technical School District.
- II. It may be necessary to have an employee have a physical examination. If required, the school may pay for such examination.

Original Adoption: 04/19/72

Revision Date: 12/01/04

WORKMEN'S COMPENSATION

The Committee shall provide Workmen's Compensation as specified in chapter 152 of the Massachusetts General Laws

Original Adoption: 02/28/86

Revision Date: 12/01/04

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Montachusett Regional Vocational Technical School Committee shall not by rule, regulation, or otherwise, restrict any teacher in, or dismiss him/her for, exercising his/her right of suffrage, signing nomination papers, petitioning the general court or appearing before its committees, to the extent that such rights, except voting are not exercised on the school premises during school hours, or when their exercise would actually interfere with the performance of school duties.

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

Original Adoption: 04/19/72

Revision Date: 12/01/04

PERSONNEL RECORDS

The Superintendent-Director of the Montachusett Regional Vocational Technical School shall keep on file in the central office a personnel folder for each teacher. The file shall be updated annually. Teachers shall be required to furnish or aid in the acquisition of information at the request of the Superintendent-Director to complete or revise the following:

- I. Completed application and initial contract.
- II. Undergraduate and graduate transcripts.
- III. The teaching certificate (or duplicate thereof).
- IV. Health records.
- V. Hospital insurance information.
- VI. Income withholding information.
- VII. Evaluations, ratings or letters of appraisal.
- VIII. Other records and papers as necessary.

At the written request of the teacher, and by appointment, the teacher is permitted to inspect the contents of his/her personnel folder, files, cards and records, and to make copies of such contents and records as concern his/her work or himself/herself.

LEGAL REF: M.G.L. 71:42C

Original Adoption: 04/19/72

Revision Date: 12/01/04

ADMINISTRATIVE FRINGE BENEFIT POLICY

This policy affects full year administrators and school year administrators. Administrators will be allowed the same benefits provided to the teaching staff through the teachers' contract, with the exception of the following:

Vacation:

Effective July 1, 2001, full-year, first-year administrators, vacation will be twenty-three (23) days, pro-rated monthly from the first day of employment. Thereafter, twenty-three (23) days will be credited on July 1st of each year.

There will be a seven (7) day carry over allowed. Maximum amount of accrued vacation days will be thirty (30) days.

All administrators may schedule accrued vacation at the sole discretion of the Superintendent-Director.

Holidays:

The following holidays are recognized (full year administrators):

| | |
|-------------------------------|------------------|
| New Years Day | Labor Day |
| Martin Luther King's Birthday | Columbus Day |
| Patriot's Day | Veteran's Day |
| One Religious Holiday | Thanksgiving Day |
| Memorial Day | Christmas Day |
| President's Day | Independence Day |

Sick Time

Full year administrators shall be granted eighteen (18) sick days per year. Effective July 1, 2001, all new administrators may accumulate a maximum of three hundred (300) unused sick days.

Sick Time Buy Back:

Effective July 1, 2001, all new full year and school year administrators who retire under M.G.L. Chapter 32 shall be compensated for unused accumulated sick days in excess of one hundred (100) days, up to the maximum of three hundred (300) accumulated sick days, at the rate of twenty (20%) percent of the employee's per diem pay at the time of retirement for each accumulated sick day. Maximum compensation is limited to two hundred (200) days paid.

The sick time buy back will be paid to a surviving spouse or other beneficiary in the event of death of the employee providing the employee has completed ten (10) years of creditable service with Monty Tech.

The Superintendent-Director shall provide by September 30 of each school year or, as circumstances permit, a written notice of the accumulated sick days as of June 30 of that same calendar year to each administrator.

Evaluation:

Will be done every year or as often as deemed necessary by the Superintendent-Director or his/her designee.

Salary Increases:

Will not be automatic but are based on the performance evaluation done by the Superintendent-Director or his/her designee.

LEGAL REF: M.G.L. 32

Original Adoption: 10/24/01

Revision Date: 12/01/04

STAFF FAMILY AND MEDICAL LEAVE

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

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

Ref: Exhibit GCCC-E

Original Adoption: 01/04/12

Revision Date:

FAMILY AND MEDICAL LEAVE ACT

Policy

In accordance with the Family and Medical Leave Act of 1993("FMLA"), MRVTS will provide eligible employees with a family or medical leave for up to twelve (12) work weeks in any "rolling" 12-month period, measured backward from the date an employee uses any FMLA leave. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances as specified in this policy. If an employee is not eligible for a 12-week FMLA leave, an eight (8) week maternity or adoption leave may be granted in accordance with Massachusetts state law, or a medical leave may be granted in appropriate circumstances to an employee as a reasonable accommodation for a disability. In addition, eligible employees may take up to twenty-six (26) weeks of FMLA leave in a single twelve-month period to care for a relative who incurs a serious injury or illness in the course of active military duty as set forth below.

Eligibility

To be eligible for FMLA leave, an employee must be employed by MRVTS for at least 12 months or 52 weeks (not necessarily consecutive) and have worked at least 1,250 hours during the previous 12-month period (consecutive). For employees who are not eligible for FMLA, MRVTS will provide maternity and adoption leaves in accordance with Massachusetts law and medical leaves as a reasonable accommodation.

Types of Leave Covered: FMLA leave may be taken for one or more of the following

Reasons:

- 1) For the birth or placement of a child for adoption or foster care;
- 2) To care for a spouse, child, or parent with a serious health condition;
- 3) To take a medical leave when the employee is unable to perform the functions of his/her position because of a serious health condition;
- 4) To care for a covered military servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember; or

5) Due to a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

Serious Health Condition:

An illness, injury, impairment or physical or mental condition affecting the employee's or family member's health to the extent that inpatient care is required in a hospital, hospice, or residential medical care facility, or a condition that requires continuing treatment by a health care provider. It includes a serious and long-term illness which results in recurrent or lengthy absences for treatment or recovery.

A serious health condition involving "continuing treatment" by a health care provider includes: (1) a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition; (2) any period of incapacity due to pregnancy or prenatal care (3) any period of incapacity or treatment due to a chronic serious health condition (e.g. diabetes, asthma, epilepsy) and (4) a period of incapacity which is permanent or long-term and for which treatment may not be effective (e.g., Alzheimer's disease).

A serious health condition also usually includes, although is not limited to, most cancers, strokes, appendicitis, pneumonia, heart attacks, heart conditions requiring bypass or valve operations, back operations requiring extensive therapy or surgical procedures, severe arthritis, pneumonia, severe nervous disorders, miscarriages, complications or illnesses related to pregnancy, childbirth and recovery from childbirth. Substance abuse may qualify as a serious health condition if certain conditions are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider, not for the use of the substance itself.

The following usually would not be considered serious health conditions: common cold, flu, earaches, upset stomach, minor ulcers, non-migraine headaches, routine dental and orthodontic problems, and periodontal disease. FMLA does not cover voluntary or cosmetic treatments (such as most treatments for orthodontia or acne) which are not medically necessary, unless inpatient hospital care is required.

For any condition which does not require inpatient care, the employee or family member must be receiving continuing treatment by or supervision from a health care provider. Generally, a health condition which, if left untreated, would result in a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities would be considered a serious health condition. However, a regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Leaves Requested Because of Serious Health Condition

To receive FMLA leave because of an employee's own serious health condition Or to care for a spouse, child or parent with a serious health condition, employees should give the following notices and/or certifications:

- 1) A 30-day advance notice of the need to take FMLA leave is required when the need is foreseeable. If the need for a leave is not foreseeable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, then the employee must give as much notice as possible under the particular circumstances involved.
- 2) Notice is given when the employee submits a written request for a leave to the Superintendent-Director. If written notice is not possible because the need for the leave was not foreseeable, oral notification should be given immediately to the Superintendent-Director and followed up in writing as soon as possible thereafter.
- 3) Satisfactory medical certification must be submitted with the leave request or at least within 15 days of the request for the leave. The certification must support the need for leave due to a serious health condition affecting the employee or the employee's spouse, child or parent, and include the date the serious health condition began, its anticipated duration, diagnosis, and a brief statement of treatment, along with a statement of the employee's intent to return to work.
- 4) A representative of Monty Tech may communicate with the employee's health care provider for authentication or clarification of the contents of the medical certification document.
- 5) If the request for leave is for a medical leave because of the employee's own serious health condition, the required medical certification must also include a statement that the employee is unable to perform the essential functions of the employee's position and should note any type of activities the employee can perform. Note that secondary employment and working from home are prohibited while an employee is on an approved FMLA leave. This includes working for a different employer and self-employment.
- 6) If the request for leave is to care for a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- 7) Periodic reports may be required during FMLA leave regarding the employee's status, anticipated duration of leave, and intent to return to work. Medical certification is required to cover all periods of absence while on leave.
- 8) Medical documentation will be required certifying the employee's ability to return to work from a leave because of the employee's serious health condition.

When medically necessary, employees may take FMLA leave on an intermittent basis, or by reducing their normal weekly or daily work schedule to care for a sick spouse, child or parent, or because the employee is seriously ill and unable to work. To be eligible for intermittent or reduced schedule leave, the employee must give thirty (30) days notice, if the leave is foreseeable, and the medical certification must include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Further, the employee must discuss with his/her supervisor the scheduling of such leave to minimize disruption to MRVTS's operations, and MRVTS may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

MRVTS has the right to ask for a second opinion if it has reason to doubt the certification. MRVTS will pay for the employee to get a certification from a second doctor, which MRVTS will select. Further, if necessary to resolve a conflict between the original certification and the second opinion, MRVTS will require the opinion of a third doctor. MRVTS and the employee will jointly select the third doctor, and MRVTS will pay for the opinion. The third opinion will be considered final.

Leaves Requested for Birth, Adoption, or Foster Care Placement of a Child

MRVTS provides an unpaid leave of absence for regular employees for the purpose of childbirth or for placement of a child for adoption or foster care. The length of a leave depends on your length of service, as follows:

Up to First Year of Employment – Maximum leave of eight (8) weeks for childbirth or adoption of a child under the age of 18 or 23 years, if physically or mentally disabled.

After First Year of Employment – For eligible employees, maximum leave of twelve (12) weeks for childbirth or placement for adoption or foster care for a child under 18 years, or older if incapable of self-care because of a mental or physical disability. This leave must be concluded within 12-months of the birth or placement.

Any leave taken for childbirth or placement of a child for adoption or foster care will be deducted from an eligible employee's maximum of 12 weeks FMLA leave in a 12-month period.

A husband and wife both employed by MRVTS are entitled to a combined total of 12 work weeks of FMLA leave for the birth or placement of a child for adoption or foster care and to care for a parent (but not a parent-in-law) who has a serious health condition. Each employee may use any remaining leave for other qualifying FMLA purposes.

To receive FMLA leave because of a birth, adoption, or placement of a child in foster care, employees should give the following notices and/or certifications:

1) At least two weeks advance notice of the need to take a leave and request is required when the need is foreseeable. However, employees are encouraged to provide the team leader with as much notice as is possible under the particular circumstances involved.

2) The notice must include the employee's intention to return to work following the leave, and appropriate documentation from a physician for childbirth, or other appropriate entity for adoption or foster care placement should accompany the notice and request for leave.

3) Notice is given when the employee submits a written request for a leave with appropriate documentation to the Superintendent-Director.

While on an approved eight-week maternity leave due to childbirth, an employee may use any earned, but unused sick days during the period of maternity leave when the employee is physically unable to work and may elect to use other earned time to cover the leave. Use of vacation time to extend the leave period must be approved by the Superintendent-Director.

A leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. Such a leave must be taken all at once.

Upon return from maternity/adoption/foster care leave at the conclusion of an eight (8) week or twelve (12) week leave, the employee will be reinstated to his/her previous, or a similar position with the same status, pay and length of service credit, wherever applicable, as of the date of the leave, unless there has been a layoff or other changes in operating conditions affecting employment during the period of such leave.

Leaves Requested to Care For an Injured or Ill Servicemember

Eligible employees may take up to twenty-six (26) weeks of leave in a single 12-month period to care for a current member of the Armed Forces, including the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status. Leave may also be taken to care for a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces at any time during the period of five (5) years preceding the date on which the veteran undergoes that treatment.

A "serious injury or illness" means an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

In order to care for a covered servicemember, an eligible employee must be the spouse, child, parent, or next of kin of a covered servicemember.

The “single 12-month period” in which the 26 weeks of leave can be taken begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leaves Requested Due to Qualifying Exigencies for Families of Members of the Armed Forces

An eligible employee may take FMLA leave while the employee’s spouse, child, or parent is on covered active duty for certain qualifying exigencies.

“Covered active duty” for a member of the regular Armed Forces means deployment in a foreign country and, for a member of the reserves, deployment to a foreign country under a call to active duty under certain federal laws.

Leave may be taken for one of the following “qualifying exigencies”:

- Short notice deployment: To address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of any impending call or order to active duty in support of a contingency operation.
- Military events and related activities: To attend any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
- Childcare and school activities: To arrange for alternative childcare when the call to active duty necessitates a change in the existing childcare arrangement for the covered servicemember’s child; to provide childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis) when the need to provide such care arises from the active duty or call to active duty status of a covered military member’s child; to enroll in or transfer to a new school or day care facility for the child of a covered servicemember when enrollment or transfer is necessitated by the active duty or call to active duty status; or to attend meetings with school or day care staff regarding the child of a covered servicemember when such meetings are necessary due to circumstances arising from the active duty or call to active duty status of a covered military member.

- Financial and legal arrangements: To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status, or to act as the covered military member's representative for purposes of addressing issues involving military service benefits.
- Counseling: To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the child of a covered military member when the need for counseling arises from the active duty or call to active duty status.
- Rest & Recuperation: To spend up to five days with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.
- Post-Deployment Activities: To attend arrival ceremonies, reintegration briefings and events or other official ceremony or program sponsored by the military within 90 days following the termination of the covered military member's active duty status, or to address issues that arise from the death of a covered military member while on active duty status, such as making funeral arrangements.

Conditions Applicable to FMLA Leaves

An eligible employee can take up to 12 weeks of leave under this policy during any 12 month period. For leaves that do not involve an injured servicemember, MRVTS will measure the twelve month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. For leaves involving an injured servicemember, MRVTS will measure the single twelve month period beginning on the first day the employee takes the leave and continuing for twelve months thereafter.

Each time the employee takes a leave for one of the reasons covered by the FMLA, MRVTS will deduct the leave from the 12 (or 26) weeks available. FMLA leave may include absences for which the employee has received paid sick or other leave, or all or part of absences for conditions which progress into serious health conditions to the extent that the leave meets FMLA requirements.

Substitution of Paid Leave

If the employee is on approved FMLA leave due to his/her own serious health condition and has accrued paid sick time available, the employee must use the paid sick time first and then accrued available vacation and personal time to cover the time off. Once all such paid time off is exhausted, the remainder of the FMLA leave will be taken as unpaid leave.

If the employee is on approved FMLA leave to care for a family member with a serious health condition or to care for a newborn or adopted child, the employee must first use accrued, available vacation and personal time and then may use up to fifteen (15) accrued, available sick days to cover the time off. Once such

paid time off is exhausted, the remainder of the FMLA leave will be taken as unpaid leave.

Use of paid time, including sick, vacation or personal paid time, may not be used to extend the leave period.

Benefit Continuation

As with any other unpaid leave, employees on authorized unpaid FMLA leaves of absence will not accrue any time-off benefits. However, the period of time for which an employee is on leave will not constitute a break in service.

MRVTS's contribution toward group health insurance will be continued during a FMLA leave. If the employee has paid time available, the employee's required contribution toward group health insurance, if any, will continue to be deducted from the employee's pay. However, in the event that the FMLA leave is unpaid, the employee must make timely payment of his/her required contribution prior to the first day of the month for which coverage is extended, but no later than thirty (30) days following the beginning of the month. If payment is more than thirty (30) days late, the employee's health insurance may be dropped for the duration of the leave. In some instances, if an employee fails to return from an FMLA leave, MRVTS may recover premiums it paid to maintain health coverage for the employee.

If the employee contributes to a life insurance or disability plan, MRVTS will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments along with the health care payments. If the employee does not continue these payments, MRVTS may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

Restoration to Position

All employees on an FMLA leave will be restored to an equivalent or the same position at the conclusion of an FMLA leave of no greater than twelve (or twenty-six) weeks with the same pay, benefits and other employment terms and conditions. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

If an employee returns from a leave of longer than eight (8), twelve (12) or twenty-six (26) weeks, his/her position may not be available. However, MRVTS will make an effort to find a comparable position. Failure to return from a leave of absence on the anticipated date of return will constitute a resignation.

Cross Ref: Policy GCCC; Teacher Agreement 2011-2014

Adoption Date: 01/04/12

RevisionDate:

PROFESSIONAL STAFF RECRUITING; POSTING VACANCIES

Administrators

The position description, including any desired qualifications, of any administrative vacancy will be posted on the Montachusett Regional Vocational Technical School District bulletin board and advertised outside the district. Copies of the notice will be made available according to the provisions of the negotiated agreement with teachers.

Procedures for application, including the final date applications will be received and the date on which a decision will be announced, should be included with notices of administrative vacancies.

State guidelines for vocational education should be consulted with reference to certification requirements for specifically titled administrative and supervisory positions.

Because of the compact structure of a regional vocational school district, every administrator works very closely with the Superintendent-Director. Much of the success (or failure) of a Superintendent-Director is due to the professional quality of those on the "administrative team."

Inasmuch as the Commonwealth pays a portion of the "net maintenance sum" to regional school districts maintaining approved vocational education programs, certification approval for a successful applicant for an administrative position must be secured before the initial contract is offered.

Qualifications for Academic Teachers in Occupational Education

Certain qualifications for teachers are set forth in state law; however, school committees may add non-discriminatory qualifications if they so choose.

The Massachusetts Board of Education grants provisional certificates to teachers, guidance counselors, directors, school psychologists, school adjustment counselors, school social workers, school nurse, and library media specialists who furnish the board with satisfactory proof that they:

- I. Are in good health, provided that no applicant shall be disqualified because he/she is blind, deaf or hard of hearing.
- II. Are of sound moral character.
- III. Possesses a bachelor's degree or an earned higher academic degree or are graduates of a normal school approved by the board.
- IV. Pass a test established by the Board which shall consist of two

- V. parts: (A) a writing section . . .; and (B) subject matter knowledge for the certificate.

The board may adopt such rules and regulations as may be necessary for the proper conduct of its duties in granting such certificates.

No person shall be eligible for employment by the Montachusett School District as a teacher, principal, supervisor, director, school librarian, audio-visual media specialist, Superintendent- Director or Assistant Superintendent-Director unless he/she has been granted a certificate by the Board.

The background of all teachers to be hired shall be in compliance with the Board of Education certification requirements for provisional educator, provisional educator with advanced standing or standard educator.

Nothing herein shall be construed to prevent the School Committee from prescribing additional qualifications.

The Committee may upon its request be exempt from the requirements of this section by the department for any one school year when compliance therewith would in the opinion of the department constitute a great hardship in the securing of teachers for the district schools.

This policy shall not apply to trade, vocational temporary substitute teachers, or exchange teachers, or to teaching or administrative interns from an institution of higher learning in the Commonwealth, provided approval for the employment of such personnel shall be granted by the department under such rules and regulations as it may adopt

LEGAL REF: M.G.L.:38G; 74: 18

Original Adoption: 04/19/72

Revision Date: 03/04/09

PROFESSIONAL STAFF HIRING - ADMINISTRATORS

To secure a position as an administrator in the Montachusett Regional Vocational Technical School, a person must be able to furnish evidence to the Massachusetts Board of Education that he/she is an American citizen, in good health (provided that no applicant shall be disqualified because he/she is blind, deaf or hard of hearing), and of sound moral character.

A person must fulfill the state established certification standards for the position sought.

The School Committee is at liberty to add qualifications above and beyond those required by the state for certification.

The Superintendent-Director shall appoint a principal, and other administrators, at levels of compensation determined in accordance with policies established by the School Committee.

LEGAL REF: M.G.L. 71:38G; 71:59B

Original Adoption: 03/01/72

Revision Date: 12/01/04

PROFESSIONAL STAFF HIRING - TEACHERS

Election to Position:

The Principal with the approval of the Superintendent-Director has the power to elect and contract with teachers.

Principals employed under this section shall be responsible, consistent with district personnel policies and budgetary restrictions and subject to the approval of the Superintendent-Director, for hiring all teachers, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent-Director and subject to the provisions of this chapter.

Once a teacher has been elected to a position, all other applicants for that position will be informed in writing that the position has been filled.

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

Original Adoption: 10/18/72

Revision Date: 12/01/04

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

The Superintendent-Director or his/her designee will seek to develop as complete a substitute list as possible so that the instructional program can be effectively carried on in event of the absences of regular classroom teachers.

The assignment of a substitute will be made on the basis of the substitute's ability to teach and supervise a specific age group.

Original Adoption: 04/19/72

Revision Date: 12/01/04

PROFESSIONAL STAFF ORIENTATION

On or about April 1 of each school year, the Superintendent-Director of the Montachusett Regional Vocational Technical School shall appoint a committee with representatives from the administrative and teaching staffs to assist in the planning of an orientation program for new teachers and administrators for the following fall semester.

The committee's primary goal shall be to minimize problems confronting new personnel so that each person is given a friendly welcome and appropriate help in starting in a new professional position.

The dates for the orientation program activities shall become a part of the school calendar.

While many orientation activities will take place early in the school year, help for new personnel should be provided as needed throughout the first year.

The orientation committee has responsibility for assisting new professional personnel who assume positions at times other than at the start of the school year.

Original Adoption: 04/19/72

Revision Date: 12/01/04

MENTOR TEACHERS/ADMINISTRATORS

The Superintendent or his/her designee shall develop guidelines for selecting mentors to work with provisional licensees in the district's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals or administrators, as appropriate, and who have demonstrated exemplary skills under the district's performance standards.

Principals and supervisors should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the mentee in terms of academic preparation and assignment. The mentor should be in close proximity to the mentee when possible. The mentor shall be responsible for long-term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.

The assistance provided through a mentor shall not be part of the district's formal evaluation system. A staff development program shall be available for mentors. Mentors shall be compensated for their assistance in accordance with district policy or, if the mentor is from another district, at the rate agreed upon between the districts.

Principals/Administrators

Mentors for principals and other administrators may be selected from a variety of sources including school district personnel, personnel from other districts and retired administrators.

Mentors selected for principals and administrators with provisional licenses shall be:

- Experienced administrators or principals
- Perceived by colleagues as effective
- Selected to match the experience of the mentee

Mentors must:

- Have demonstrated effective communication skills, including problem solving and written communication
- Have demonstrated skills in questioning and giving feedback
- Be committed to ongoing professional growth

Original Adoption: 06/01/05

Revision Date:

PROFESSIONAL GROWTH FOR ADMINISTRATORS

The Superintendent-Director and the other administrators bear major responsibilities for educational leadership in the Montachusett Regional Vocational Technical School District. It is essential that each administrator continue to grow in both the knowledge of current developments in vocational education and in the skills needed to carry out the responsibilities of a particular position. Accordingly, each administrator, the Superintendent-Director included, will develop an individualized three-year professional growth plan that will include:

- I. Specific "growth" objectives to be accomplished.
- II. Means by which the objectives are to be accomplished: conferences, workshops, conventions, academic courses, sabbatical leaves, and individual reading and study program.
- III. Activities above and beyond the ordinary which will support an administrator's growth as a professional educator: leadership in a professional group, curriculum construction, businesses and industries, educational travel and visitations participating in team efforts to introduce educational improvements, and planning and carrying out other research and development activities.
- IV. Provisions for a desirable balance between time spent in professional growth activities and the time required for carrying out the responsibilities of the position.
- V. Provisions for recording and evaluating professional growth activities with the view of giving credit in the evaluation of an administrator for his/her efforts to grow professionally.

CROSS REF: Massachusetts State Plan for the Administration of Vocational Technical Education

Original Adoption: 03/01/72

Revision Date: 12/01/04

PROFESSIONAL GROWTH FOR TEACHERS

The maintenance and improvement of the instructional program in large measure is dependent upon the strength of the professional growth program of the teachers. Specific purposes of the professional growth program of the Montachusett Regional Vocational Technical School are:

- I. To help teachers secure the new knowledge, skills, and competencies needed because of the discovery of new knowledge and insights in the areas of learning.
- II. To help teachers extend their competencies in locating and using aids, resources, and technology which can make students' learning more effective.
- III. To help teachers gain insight into the many options available in using time, space, grouping of students, talents of teachers, and supporting personnel, and community resources to enliven and enrich the instructional program.
- IV. To assist teachers in adding specific competencies which will result in a better balance of competencies within a school or team of teachers.
- V. To help teachers grow in their leadership and human relations skills.
- VI. To enable each teacher to achieve an increased measure of personal satisfaction in the performance of professional assignments.

Activities that enable a teacher to achieve these purposes are varied in scope and intensity. An individual teacher's professional growth program during an entire career might include participation in many of the following activities: college and in-service courses, conferences and workshops, regional and national conventions, professional reading, practicum and internship experiences, appropriate work experiences, visitations to schools as well as agencies and businesses which support or serve education, curriculum building activities, negotiations experience, educational travel, teaching teachers, and writing for publication. Within the resources available, the School Committee will support a strong, well-conceived program of professional growth for teachers.

State Requirement for Professional Improvement:

Every school district in the Commonwealth shall adopt and implement a professional development plan for all principals, teachers and other professional staff employed by the district, to include the professional support teams established pursuant to section 38G, and annually shall update such plans and set forth a budget for professional development within the confines of the foundation budget. Said plan shall include training in the teaching of new curriculum frameworks and other skills required for the effective implementation of this act, including participatory decision-making, and parent and community involvement. Said plan shall also include training for members of school councils, pursuant to section 59C. Said plan may include teacher training which addresses the effects of gender bias in the classroom.

The Commissioner of Education for the Commonwealth shall prepare each year a plan for providing statewide assistance in the preparation and implementation of professional development plans. The Commissioner shall consult with the Secretary of Education and the Higher Education Coordinating Council in developing said plan. This plan shall evaluate the feasibility of obtaining assistance from institutions of higher education and private service providers. The plan shall be submitted to the Board of Education for approval. A copy of said plan shall be submitted to the joint committee on education, arts and humanities of the General Court.

Teacher Certification:

It shall be one of the objectives of this school district's professional development plan to satisfy the professional development plan required under MGL Ch. 71:38G, Teacher Certification.

All permanent certificates shall have a term of five years and shall be renewable for additional terms of five years. Applicants for renewal shall submit documentation demonstrating their fulfillment of the professional development requirements established by the board for the certificates they seek to renew.

LEGAL REFS: M.G.L. 71:41; 71:38Q; 71:38G; AND 71:59C

CROSS REF: Teachers' Agreement, Article XIII; XIV (C); XVII; XXII(A)
Massachusetts State Plan for the Administration of Vocational and
Technical Education, Section 1.4

Original Adoption: 04/19/72

Revision Date: 12/01/04

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

The Montachusett Regional Vocational Technical School District should be represented regularly at important national, regional and local conferences and conventions.

A conference plan based on the educational needs of the school system should be developed. This plan should insure good coverage of conferences as well as establish criteria for designating teachers and coordinators to attend conferences. Provision should also be made to assist staff members who may request to attend meetings in their areas of interest.

Full advantage should be taken of important meetings held in Massachusetts and the northeast.

The Superintendent-Director may, unless the School Committee votes otherwise, direct the closing of school in order that teachers may attend a meeting of a county association of teachers or an institute, conference, or convention held under the direction of the principal.

Persons attending educational meetings have the responsibility of reporting information and new ideas received from conference sessions.

LEGAL REFS: M.G.L. 71:73

Original Adoption: 04/19/72

Revision Date: 12/01/04

PROFESSIONAL STATUS FOR TEACHERS AND SUPERINTENDENT-DIRECTOR

For the purposes of this section, a teacher, school librarian, school adjustment counselor, or school psychologist who has served in the public schools of a school district for three consecutive years shall be considered a teacher, and shall be entitled to professional teacher status as provided in section 42. The Superintendent-Director of said district, upon the recommendation of the principal, might award such status to any teacher who has served in the principal's school for not less than one year or to a teacher who has obtained such status in any other public school district in the commonwealth. A teacher without professional teacher status shall be notified in writing on or before June 15 whenever such person is not to be employed for the following school year. Unless such notice is given as herein provided, a teacher without such status shall be deemed to be appointed for the following school year.

School principals, by whatever title their positions may be known, shall not be represented in collective bargaining. School principals may enter into individual employment contracts with the districts that employ them concerning the terms and conditions of their employment.

Except as herein provided, section 42 shall not apply to school principals, assistant principals or department heads, although nothing in this section shall deny to any principal, assistant principal or department head any professional teacher status to which he/she shall otherwise be entitled. A principal, assistant principal, department head or other supervisor who has served in that position in the public schools of the district for three consecutive years shall not be dismissed or demoted except for good cause. Only a Superintendent-Director may dismiss a principal. A principal, assistant principal, department head or other supervisor shall not be dismissed unless he/she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for dismissal, and, if he/she so requests, has been given a reasonable opportunity within seven days after receiving such notice to review the decision with the Superintendent-Director at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status. A principal, assistant principal, department head or other supervisor may seek review of a dismissal or demotion decision by filing a petition with the Commissioner for arbitration. Except as provided herein, the procedures for arbitration, and the time allowed for the arbitrator to issue a decision, shall be the same as that in section 42. The Commissioner shall provide the parties with the names of three arbitrators who are members of the American Arbitration Association. The arbitrators shall be different from those developed pursuant to section 42. The parties each shall have the right to strike one of the three arbitrator's names if they are unable to agree upon a single arbitrator from among the three.

A School Committee may award a contract to a Superintendent-Director of schools or a school business administrator for a period not exceeding six years which may provide for the salary, fringe benefits, and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in

the performance of duties or office, liability insurance, and leave for said Superintendent-Director or school business administrator. Nothing in this section shall be construed to prevent a School Committee from voting to employ a Superintendent-Director of schools who has completed three or more years' service to serve at its discretion.

LEGAL REF: M.G.L. Ch. 71:41

Original Adoption: 08/18/93

Revision Date: 12/01/04

PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT

Termination of Contract:

The contract may be terminated by mutual consent at any time. The teacher may resign for any reason by submitting at least sixty (60) days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Committee action, the teacher will accept employment with no other School Committee in Massachusetts; provided that in the event no salary agreement for the ensuing year has been signed by August first, limitations on the teacher's resigning shall not be binding until such an agreement has been signed.

LEGAL REF: M.G.L. 71:41; 71:42; 71:42B

Original Adoption: 04/19/72

Revision Date: 12/01/04

RETIREMENT OF STAFF MEMBERS

The Superintendent-Director will inform the Committee of the staff members who have indicated their intention to retire. No further School Committee action is necessary unless approval is needed for the payment of, or the participation in continued local benefits.

**LEGAL REF.: Teacher's Retirement;
Age Discrimination in Employment Law, P.L. 95-256**

CROSS REF.: Teachers' Contract

Original Adoption: 04/19/72

**Revision Date: 12/01/04
03/04/15
04/08/15**

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

A principal may dismiss or demote any teacher or other person assigned full-time to the school, subject to the review and approval of the Superintendent-Director; and subject to the provisions of this section, the Superintendent-Director may dismiss any employee of the school district. In the case of an employee whose duties require him to be assigned to more than one school, and in the case of teachers who teach in more than one school, those persons shall be considered to be under the supervision of the Superintendent-Director for all decisions relating to dismissal or demotion for cause.

A teacher who has been teaching in a school system for at least ninety calendar days shall not be dismissed unless he/she has been furnished with written notice of intent to dismiss and with an explanation of the grounds for dismissal in sufficient detail to permit the teacher to respond and documents relating to the grounds for dismissal, and, if he/she so requests, has been given a reasonable opportunity within ten school days after receiving such written notice to review the decision with the Principal or the Superintendent-Director, as the case may be, and to present information pertaining to the basis for the decision and to the teacher's status. The teacher receiving such notice may be represented by an attorney or other representative at such a meeting with the Principal or Superintendent-Director. Teachers without professional teacher status shall otherwise be deemed employees at will.

A teacher with professional teacher status, pursuant to section forty-one, shall not be dismissed except for inefficiency, incompetence, incapacity, conduct unbecoming a teacher, insubordination, or failure on the part of the teacher to satisfy teacher performance standards developed pursuant to section thirty-eight of this chapter, or other just cause.

A teacher with professional teacher status may seek review of a dismissal decision within thirty days after receiving notice of his/her dismissal by filing a petition for arbitration with the Commissioner. The Commissioner shall forward to the parties a list of three arbitrators provided by the American Arbitration Association. Each person on the list shall be accredited by the National Academy of Arbitrators. The parties each shall have the right to strike one of the three arbitrators' names if they are unable to agree upon a single arbitrator from among the three. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association to be consistent with the provisions of this section. The board of education shall determine the process for selecting arbitrators for the pool. The fee for the arbitration shall be split equally between the two parties involved in the arbitration.

At the arbitral hearing, the teacher and the school district may be represented by an attorney or other representative, present evidence, and call witnesses and the school district shall have the burden of proof. In determining whether the district has proven grounds for dismissal consistent with this section, the arbitrator shall consider the best interests of the pupils in the district and the need for elevation of performance standards.

The arbitrator's decision shall be issued within one month from the completion of the arbitral hearing, unless all parties involved agree otherwise, and shall contain a detailed

statement of the reasons for the decision. Upon a finding that the dismissal was improper under the standards set forth in this section, the arbitrator may award back pay, benefits, reinstatement, and any other appropriate non-financial relief or any combination thereof. Under no circumstances shall the arbitrator award punitive, consequential, or nominal damages, or compensatory damages other than back pay, benefits, or reinstatement. In the event the teacher is reinstated, the period between the dismissal and reinstatement shall be considered to be time served for purposes of employment. The arbitral decision shall be subject to judicial review as provided in chapter one hundred and fifty C. With the exception of other remedies provided by statute, the remedies provided hereunder shall be the exclusive remedies available to teachers for wrongful termination. The rules governing this arbitration procedure shall be the rules of the American Arbitration Association as pertains to arbitration.

Neither this section nor section forty-one shall affect the right of a Superintendent-Director to lay off teachers pursuant to reductions in force or reorganization resulting from declining enrollment or other budgetary reasons. No teacher with professional teacher status shall be laid off pursuant to a reduction in force or reorganization if there is a teacher without such status for whose position the covered employee is currently certified. No teacher with such status shall be displaced by a more senior teacher with such status in accordance with the terms of a collective bargaining agreement or otherwise unless the more senior teacher is currently qualified pursuant to section thirty-eight G for the junior teacher's position.

The Superintendent-Director may suspend any employee of the school district subject to the provisions of this section. The Principal of a school may suspend any teacher or other employee assigned to the school subject to the provisions of this section. Any employee shall have seven days written notice of the intent to suspend and the grounds upon which the suspension is to be imposed; provided, however, that the Superintendent-Director may, for good cause, require the immediate suspension of any employee, in which case the employee shall receive written notice of the immediate suspension and the cause therefore at the time the suspension is imposed. The employee shall be entitled (i) to review the decision to suspend with the Superintendent-Director or Principal if said decision to suspend was made by the Principal; (ii) to be represented by counsel in such meetings; (iii) to provide information pertinent to the decision and to the employee's status.

No teacher or other employee shall be suspended for a period exceeding one month, except with the consent of the teacher or other employee, and no teacher or other employee shall receive compensation for any period of lawful suspension.

No teacher shall be interrogated prior to any notice given to him relative to the suspension unless the teacher or other employee is notified of his/her right to be represented by counsel during any such investigation. A suspended teacher or other employee may seek review of the suspension by following the arbitration procedures set forth in section forty-two. Nothing in this section shall be construed as limiting any provision of a collective bargaining agreement with respect to suspension of teachers or other employees.

LEGAL REF: M.G.L. 71:38; 71:38G; 71:41; 71:42; 71:42D; 150C

Original Adoption: 03/01/95

Revision Date: 12/01/04

Montachusett Regional Vocational Technical School

DEMOTION OF PRINCIPALS AND SUPERVISORS

Except as herein provided, section forty-two shall not apply to school principals, assistant principals or department heads, although nothing in this section shall deny to any principal, assistant principal or department head any professional teacher status to which he/she shall otherwise be entitled. A principal, assistant principal, department head or other supervisor who has served in that position in the public schools of the district for three consecutive years shall not be dismissed or demoted except for good cause. Only a Superintendent-Director may dismiss a principal. A principal, assistant principal, department head or other supervisor shall not be dismissed unless he/she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for dismissal, and, if he/she so requests, has been given a reasonable opportunity within seven days after receiving such notice to review the decision with the Superintendent-Director at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the bases for the decision and to such employee's status. A principal, assistant principal, department head or other supervisor may seek review of a dismissal or demotion decision by filing a petition with the Commissioner for arbitration. Except as provided herein, the procedures for arbitration, and the time allowed for the arbitrator to issue a decision, shall be the same as that in section forty-two. The Commissioner shall provide the parties with the names of three arbitrators who are members of the American Arbitration Association. The arbitrators shall be different from those developed pursuant to section forty-two. The parties each shall have the right to strike one of the three arbitrator's names if they are unable to agree upon a single arbitrator from among the three.

LEGAL REF: M.G.L. 71:41

Original Adoption: 03/01/72

Revision Date: 12/01/04

SUPPORT STAFF

Non-instructional personnel are those employees of the Montachusett Regional Vocational Technical School District who provide auxiliary services in support of the instructional program. Though some may need licensing or certification by the Commonwealth for their own specialty, they do not need to have educational certification in order to perform their services within the school district.

Non-instructional personnel are an indispensable group of employees of the Montachusett School District. They are, in a very real sense, "full partners" in the educational endeavor.

- I. The many skills and competencies which they bring to their positions make it possible for the schools of the district to function each day.
- II. Many non-instructional personnel are citizens of the school district with extensive family, organizational, and social ties within the community.
- III. Non-instructional personnel are "close-in observers" of the instructional and activity programs of the schools. If they are presented with the rationale which underlies these various programs and activities, they can be constructive communication links with many segments of the community.
- IV. It is just as important for non-instructional personnel as it is for teachers and administrators to experience satisfaction in their work and to be given opportunities to grow in their skills and competencies.

Original Adoption: 04/19/72

Revision Date: 12/01/04

SUPPORT STAFF POSITIONS

Establishment of Secretarial Positions:

In support of the educational programs of the Montachusett Regional Vocational Technical School District, secretaries perform many necessary services for the administrator to whom they are assigned. The following secretarial positions have been established in the Montachusett School District:

- I. Administrative Assistant
- II. Accountant
- III. Payroll Benefits Assistant
- IV. Executive Secretary
- V. Secretary
- VI. Accounts Payable/Receivable Secretary

Establishment of Custodial Positions:

Custodians form a most important group of school employees. Their work centers on these vital functions and responsibilities:

- I. General safety, health and comfort of the teachers and pupils.
- II. Condition of the site with its apparatus, and the condition and state of repair of the building with its equipment.
- III. Cleanliness of the buildings and order lines of all apparatus and equipment.
- IV. Sanitation throughout the school plant.
- V. Fire safety.
- VI. Proper operation of service systems -- including heating, ventilating, lighting, water and sewage.
- VII. Proper storage of all materials.
- VIII. Prevention of damage by water, wear and abuses.
- IX. Proper maintenance of athletic fields and school grounds.

The following positions have been established in the Montachusett Regional Vocational Technical School District:

- I. Plant Supervisor
- II. Maintenance
- III. Custodian / Custodian Matron

Establishment of Food Services Positions:

The Assistant Director for Business Affairs, with the prior approval of the Superintendent-Director, may employ a staff to prepare and sell lunches in the schools of the district. The following food services positions have been established:

- I. Cafeteria-Manager
- II. Cook-Baker
- III. Cafeteria Worker

Instructional Aides:

The Principal, with the prior approval of the Superintendent-Director, may hire instructional or administrative aides for assignments in laboratories and classrooms.

An "instructional aide" is defined as a person who is employed to assist in providing professional teaching duties, as opposed to non-instructional duties including clerical work and the care of students during school hours.

An instructional aide shall not be subject to the provisions of the civil service law, nor should such aide be appointed to or be employed in duties in any office or position which is classified under the civil service law and rules.

LEGAL REF: M.G.L. Ch. 71:59B

Original Adoption: 04/19/72

Revision Date: 12/01/04

Personnel Policies

Non-Union Personnel ~ Full/School Year; Hourly/Salary

Purpose: To ensure uniformity and benefits equity for all non-union personnel.

Benefits

Full-year/Full-time

Employees work between 37.5 hours to 40 hours per week. Full year staff work 52 weeks per year.

Full-year/Part-time

Employees work less than 37.5 hours per week. Hours may vary by position.

School-year/Full-time

Employees work between 32.5 hours to 40 hours per week based on the position. School-year staff work 183 days and additional hours and days may be scheduled at the discretion of the Principal and Superintendent-Director.

School-year/Part-time

Employees work less than 32.5 hours per week. Total number of work days may vary based upon position.

Cafeteria(School Year)/Full-time

Employees work between 30 hours to 40 hours per week. School-year staff work 183 days and additional hours and days may be scheduled at the discretion of the Principal and Superintendent-Director.

Cafeteria(School Year)/Part-time

Employees work less than 30 hours per week. Total number of work days may vary based upon position.

Hiring of employees is by the Superintendent-Director and Principal.

Personnel will be eligible for a step increase on July 1st if employed prior to January 1st of the same year. Personnel beginning work on or after January 1st will be eligible for a step increase on July 1st of the following year.

Employees who work 20 hours or more per week will receive benefits prorated for the number of hours worked.

Meal Periods

A thirty-minute, unpaid meal period shall be granted to employees, (excluding Cafeteria employees) who work a minimum of six (6) hours per day. Employees who work four (4) hours but less than six (6) hours per day may take a fifteen minute break. There shall be no break for employees who work less than four (4) hours on a given day.

Cafeteria employees shall be given a paid twenty-minute meal break.

Overtime

Employees shall be paid an hourly rate per hour up to 40 hours per week. For hours in excess of 40, the rate of one and one-half times the employee's base rate shall be paid. Any hours in excess of an employee's regularly scheduled hours may only be worked on the pre-approval of the Superintendent-Director or his/her designee. Compensatory time may be given in lieu of payment and must be taken within four (4) weeks.

Cafeteria employees shall be paid at a rate of one and one-half times the employee's base rate for evening functions.

Insurance

Section A

The District, pursuant to Chapter 150 of the Acts of 1962, shall assume seventy-five percent (75%) of the cost of a life insurance policy. The value of the policy shall be equal to the base salary of the employee, rounded to the nearest thousand, or \$50,000, whichever is less.

Section B

The District shall assume seventy-five percent (75%) of the Blue Cross/Blue Shield or other comparable insurance plan approved by the School Committee for coverage for employees, including master medical coverage approved by the Committee during 1974.

The District shall assume its portion of health insurance premiums based upon the MRTA contract in effect.

School-year employees shall continue to pay their portion of the premium(s) of health, dental and life insurances for July and August. Payments will be deducted from employees' pays in 20 equal installments throughout the year. For first year employees, payments will be pro-rated based upon hire date.

Full-year employees will have payments for health, dental and life insurances deducted from their pays in 24 equal installments. For first year employees, payments will be pro-rated based up hire date.

The District shall pay seventy-five percent (75%) of medical insurance for staff retiring on or after September 1, 1998, with at least five (5) years of service to the District.

Section C

The District shall assume fifty percent (50%) of the premiums of the dental plan.

Tax-Sheltered Annuity

Any eligible employee wishing to purchase a tax-sheltered annuity policy may have deducted from his/her salary the amount of the annuity premium.

Miscellaneous Benefits

Any eligible employee may choose to participate in any other benefit program offered by the District at the costs determined by the District.

Family and Medical Leave

The District shall provide Family and Medical Leave in accordance with the Family and Medical Leave Act of 1993 (FMLA) and the District's FMLA Policy for eligible employees. Employees may utilize accrued, available vacation, personal and sick leave in accordance with the District's FMLA policy.

Workers' Compensation

The District shall provide Workers' Compensation as specified in Chapter 152 of the General Laws.

Sick Leave

Full-Year Employees

Earned at a rate of 1.25 days for each month of service completed (maximum earned per year of 15 days) cumulative without limit from year to year for employees hired prior to September 1, 1998. Unused sick leave will accumulate to one hundred eighty (180) days for employees hired after September 1, 1998. Persons who are unable to report to work due to illness or injury must notify their immediate supervisor as early as possible on the first day of illness or injury and subsequent days, unless known in advance. Sick leave benefits shall start only after the first one (1) month of service has been completed.

Up to five (5) accrued, available sick days per year may be used to care for an immediate family member or other person living in the household. An immediate family member shall include mother, father, wife, husband, son, daughter, step-son, step-daughter.

A doctor's certificate shall be required upon return from an absence exceeding five (5) consecutive days. Sick days do not accumulate while an employee is out on sick leave or workers' compensation.

School-Year Employees

Earned at a rate of one (1) day per month of service completed (maximum earned per year of 10 days) cumulative without limit from year to year for employees hired prior to September 1, 1998. Unused sick leave will accumulate to one hundred eighty (180) days for employees hired after September 1, 1998. Persons who are unable to report to work due to illness or injury must notify their immediate supervisor as early as possible on the first day of illness or injury and subsequent days, unless known in advance. Sick leave benefits shall start only after the first one (1) month of service has been completed.

Up to five (5) accrued, available sick days per year may be used to care for an immediate family member or other person living in the household. An immediate family

member shall include mother, father, wife, husband, son, daughter, step-son, step-daughter.

A doctor's certificate shall be required upon return from an absence exceeding five (5) consecutive days. Sick days do not accumulate while an employee is out on sick leave or workers' compensation.

Sick leave time granted to employees with a start date prior to July 1, 2012 shall be considered grandfathered.

Bereavement Leave

The District will grant bereavement leave up to four (4) consecutive work days (but not to extend beyond seven (7) calendar days from the date of death) in any case of death in the immediate family. Immediate family shall mean wife, husband, child, sibling, parent, parent-in-law, grandparent or any individual living in the household. The Principal may grant one (1) additional day for other deaths. In the event a request is denied by the Principal, an appeal for the bereavement day may be made to the Superintendent-Director. In the event of hardship caused by death in the immediate family, the Superintendent-Director may, upon request of an affected employee, within his/her discretion, grant additional bereavement leave with or without pay.

Personal Leave

Up to three **(3)** days of paid personal leave for **full-year personnel** and one **(1)** personal day for **school-year personnel** in any fiscal year for imperative personal business or legal obligations which cannot be conducted outside of school hours. Personal leave days are not cumulative. Imperative personal business shall include the care of an immediate family member or an individual living within the household. Immediate family members shall include mother, father, wife, husband, son, daughter, step-son, step-daughter, or other individual living in the household. Requests for such leave must be made in writing to the Superintendent-Director as early as possible for his/her approval, but not less than three (3) school days before such absence occurs, except in emergencies. No request for personal leave will be submitted so as to extend a holiday or vacation period, nor shall personal leave be taken during the first two weeks or the last two weeks of the school year unless in an emergency. The employee shall be notified in writing of approval or denial not later than twenty-four (24) hours prior to the requested absence.

Personal leave days shall be taken only in half-day or whole day increments.

Personal leave time granted to employees with a start date prior to July 1, 2012 shall be considered grandfathered.

Employees who use any combination of personal, sick leave and snow days totaling less than three (3) days will be compensated for those days at the rate of fifty percent (50%) of the individual daily rate. (See table)

Used

| <u>Used Sick Days</u> | <u>Personal/Snow Days</u> | <u>Bought Back</u> |
|-----------------------|---------------------------|--------------------|
| 3 | 0 | 0 |
| 2.5 | 0 | 0.5 |
| 2 | 0 | 1 |
| 1.5 | 0 | 1.5 |
| 1 | 0 | 2 |
| 0 | 0 | 3 |
| 0 | 0.5 | 2.5 |
| 0 | 1 | 2 |
| 0 | 1.5 | 1.5 |
| 0 | 2 | 1 |
| 0 | 3 | 0 |
| 1 | 1 | 1 |
| 2 | 1 | 0 |
| 1 | 2 | 0 |

Snow Days

Full-Year/School-Year Employees

When approved by the Superintendent-Director or his/her designee, hourly employees may be paid for up to three (3) days when Montachusett Regional Vocational Technical School is closed to students due to inclement weather. These are considered snow days. Snow days are not cumulative. Vacation days may be used as snow days, with approval of the Superintendent-Director, or a day without pay may also be taken if the allowable snow days have already been used.

Jury Duty

Employees who serve jury duty shall be paid in accordance with Massachusetts law. An employee who serves as a juror shall be paid the difference between his/her regular salary and all payments received for jury service, exclusive of any travel allowance.

In order to receive pay from the District, the employee must provide written proof of serving jury duty.

Holidays

Full-year employees eligible for benefits shall receive the following paid holidays. School-year employees shall receive the following paid holidays, but only if the employee works the day immediately preceding and following the holiday.

| | |
|-------------------------------|---------------------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King's Birthday | Veterans' Day |
| Patriots' Day | Thanksgiving Day |
| Good Friday | Day After Thanksgiving |
| Memorial Day | Christmas Day |
| Presidents' Day | Independence Day (<i>excluding</i>) |

Labor Day (excluding school year personnel, if school year begins after)

school-year personnel)

Vacation

Full-Year Personnel

Full-year personnel will receive the following paid vacations, which cannot accumulate, from year to year. The vacation year shall be from July 1 to June 30 inclusive. Each employee shall be credited as of June 30 with vacation credits as follows:

| <u>Service Period</u> | <u>Vacation</u> |
|---------------------------|--|
| Less than one year | .8 days per calendar month maximum of 10 days |
| After 1 additional year | 11 days |
| After 2 additional years | 12 days |
| After 3 additional years | 13 days |
| After 4 additional years | 14 days |
| After 5 additional years | 15 days |
| After 6 additional years | 16 days |
| After 7 additional years | 17 days |
| After 8 additional years | 18 days |
| After 9 additional years | 19 days |
| After 10 additional years | 20 days |

Vacations will be scheduled on a seniority basis, if possible, subject to the approval of immediate supervisor and/or the Superintendent-Director's designee and are to be taken during school vacation periods as much as possible due to work requirements.

School-Year Personnel/including Cafeteria Staff with a start date of 7/1/12 or after (excluding salaried personnel)

| <u>Service Period</u> | <u>Vacation</u> |
|---|-----------------|
| After completion of one (1) full academic year | 5 days |
| After completion of five (5) years through completion of 10 years | 10 days |

Cafeteria staff with a start date prior to 7/1/12

| <u>Service Period</u> | <u>Vacation</u> |
|---|-----------------|
| After completion of one (1) full academic year | 5 days |
| After completion of five (5) years through completion of 10 years | 10 days |
| After completion of 11 years | 11 days |
| After completion of 12 years | 12 days |
| After completion of 13 years | 13 days |
| After completion of 14 years | 14 days |
| After completion of 15 years | 15 days |

Retirement Pay

Upon retirement from the District, accumulated sick leave not used, will warrant payment of .0012 of one percent of the annual base salary in the last fiscal year of work by an employee for each sick day not used. In order to be eligible for such sick leave buy back, employees must submit their intent to retire from Montachusett Regional Vocational Technical School one year in advance. Employment must not cease prior to the retirement day.

The above sick leave buy back will be paid to a surviving spouse or other beneficiary in the event of death of the employee, provided notice has been submitted of the intent to retire from Montachusett Regional Vocational Technical School one year in advance.

The Superintendent-Director shall provide by September 30 of each school year, or as circumstances permit, a written notice of the number of accumulated sick days as of June 30 that same year.

Longevity

Upon completion of the number of years of continuous service (as indicated in the table) an employee shall receive longevity payments (as indicated in the table).

Employees with a start date of July 1, 2012 or after are not eligible for longevity.

| <u>Years of Service</u> | <u>Amount Annually</u> |
|------------------------------|------------------------|
| After completion of 15 years | \$ 462 |
| After completion of 18 years | \$ 694 |
| After completion of 21 years | \$ 925 |
| After completion of 24 years | \$1,156 |
| After completion of 27 years | \$1,387 |
| After completion of 30 years | \$1,618 |
| After completion of 33 years | \$1,849 |
| After completion of 36 years | \$2,080 |

Note: All present employees who have received a longevity stipend prior to September 1, 1998 shall be exempt from the restriction of "continuous" years of service for a discontinuity in employment occurring prior to September 1, 1998.

Effective September 1, 1999, employees shall receive their longevity payment on their anniversary date.

Professional Improvement

Section A

Employees shall be reimbursed for a maximum of six (6) credits per fiscal year (except as noted in #3 below) for courses taken in their fields provided:

1. That such courses are part of a course of study or individual courses submitted to and approved by the Superintendent-Director prior to the beginning of any such course.
2. That such courses are taken at an accredited college, university or other recognized school.
3. Approval for additional courses may be granted by the

Superintendent-Director upon a showing of extraordinary circumstances by the employee.

Payment shall be made upon evidence of successful completion of the course with a minimum grade of C or Pass (in a Pass/Fail Course) for undergraduate courses and B or Pass (in a Pass/Fail Course) for graduate courses. Reimbursement shall be one hundred percent (100%) up to the current Fitchburg State University rate (Note: C in a graduate course shall not be refunded).

Employees shall be reimbursed for fifty percent (50%) of required out-of-pocket expenses actually incurred in conjunction with courses for which tuition refund is approved as above limited to required library fees, laboratory fees, and required course registration fees.

Employees receiving course reimbursement benefits prior to July 1, 2012 shall be considered grandfathered.

Section B

1. Personnel attending conferences, workshops, seminars or other professional improvement sessions at the written request of the Superintendent-Director shall receive one hundred percent (100%) of the reasonable costs incurred according to the District Travel Policy with the appropriate documentation.

No reimbursement shall be permitted for alcoholic beverages.

2. Personnel attending conferences, workshops, seminars or other professional improvement sessions with prior written approval of the Superintendent-Director shall receive fifty percent (50%) of the reasonable costs incurred according to the District Travel Policy with the appropriate documentation.

Personnel shall be notified in writing of approval or denial not later than the day prior to the requested attendance, provided such request is made three (3) days prior to the workshop, seminar or other professional improvement session.

3. Reimbursement for travel will be at the current IRS rate. These limits apply to both subsections of 1 and 2 of the above section.

Clothing Allowance

Cafeteria employees shall be given a yearly clothing allowance of \$125.00 paid to them in September of the current school year. Detailed receipts are required as proof of purchase to be reimbursed.

Evaluations

An evaluation shall be performed after two months and as often thereafter as deemed necessary, but not less than every two (2) years.

Miscellaneous

All job vacancies shall be posted. Personnel will be hired at the step deemed appropriate by the Superintendent-Director.

Prior to employment a physical will be required.

Salary increases are not automatic but shall be based on performance evaluations done by the employee's supervisor.

All newly hired employees shall be subject to a sixty (60) day probationary period. While on probation, an employee may be terminated for any reason.

Original Adoption: 06/20/12

Revision Date:

SUPPORT STAFF HIRING

Should a vacancy occur or should it be necessary to create an additional non-instructional position, a description of the position will be publicized in an appropriate manner in the schools and in the community.

Policies with reference to non-discrimination and family relationships and employment will be followed.

The Principal, with the prior approval of the Superintendent-Director, will hire the applicant who best meets the qualifications of the position including those qualifications which have been set by state law.

Becoming an employee in the Montachusett Regional Vocational Technical School is contingent upon being in satisfactory physical health as determined by the required physical examination.

LEGAL REF: M.G.L. Ch. 71:59B

Original Adoption: 04/19/72

Revision Date: 12/01/04

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Employees will be placed on the appropriate salary schedule on the basis of their experience and assigned responsibilities.

The Superintendent-Director is responsible for the assignment of the employee to his/her specific position.

With the advice of supervising personnel, the Superintendent-Director will establish work schedules for all non-instructional employees.

The decision to transfer an employee from one position to another will be based on consideration of factors such as:

- I. Desires of the employee and his/her present immediate superior.
- II. Quality of work now being performed.
- III. Length of service.
- IV. Possible desired changes in the present position.
- V. The advisability of increased or reduced responsibilities.
- VI. The general welfare of the Montachusett Regional Vocational Technical School District.

It is the responsibility of the Superintendent-Director to make all decisions related to the transfer of employees.

CROSS REF: Support Staff Policies & Agreements

Original Adoption: 04/19/72

Revision Date: 12/01/04

SUPPORT STAFF TERMINATION OF EMPLOYMENT

Either the school district or the employee may terminate employment of support staff on thirty (30) days written notice.

A shorter or longer period of notice prior to the termination of employment may be set by mutual agreement between the Superintendent-Director and the employee.

Original Adoption: 04/19/72

Revision Date: 12/01/04

SECTION H: NEGOTIATIONS

Section H of the policy classification system provides a repository for statements pertaining to the process of negotiating with staff units recognized by the school board.

HB NEGOTIATIONS LEGAL STATUS

HBA PROHIBITED PRACTICES

HC SCOPE OF NEGOTIATIONS

HF SCHOOL COMMITTEE NEGOTIATION AGENTS

HH STAFF NEGOTIATING ORGANIZATIONS

HMA RESOLUTION OF DISPUTES UNDER THE AGREEMENT

HN IMPASSE PROCEDURES

NEGOTIATIONS LEGAL STATUS**Legal Framework for Employee Relations**

The General Laws of Massachusetts establish the legal framework within which employee organizations may be recognized and bargain collectively with "municipal employers." Because of the importance of these provisions of the law, they are included as part of this policy statement. In working within the provisions of law, the Montachusett Regional Vocational Technical School Committee will continue to fulfill its responsibilities and does not forego any of its prerogatives nor does it relinquish any of its powers as granted in state law.

- I. The School Committee will officially recognize duly constituted or elected bargaining units of the various employee groups in the School District.
- II. The School Committee will, in good faith, bargain collectively with those units in matters related to "wages, hours, and other conditions of employment."
- III. The School Committee and the administration of the School District will appropriately respond to and use the grievance procedures established within negotiated agreements and the provisions of state law in order to expedite the settling of conflicts and disputes.
- IV. The School Committee and the administration of the School District will refrain from engaging in the "employer practices" specifically prohibited by state law.
- V. The School Committee and the administration of the School District will keep the school open and functioning in the face of any threatened or actual illegal "strike, work stoppage, slowdown, or withholding of services" by any employee group.

Definitions Related to Collective Bargaining

When used in sections of state law concerned with collective bargaining, the following words shall, unless the context requires otherwise, have the following meanings:

- I. Municipal Employer - Any county, city, town, or district, and any person designated by the municipal employer to act in its interest in dealing with municipal employees.
- II. Employee - Any employee of a municipal employer, whether or not in the classified service of the municipal employer, except elected officials, board and commission members, and the executive officers of any municipal employer.
- III. Employee Organization - Any lawful association, organization, federation, or council having as a primary purpose the improvement of wages, hours and other conditions of employment.

- IV. Professional Employee - Any employee engaged in work which is predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, which involves the consistent exercise of discretion and judgment in its performance, of such a character that the output produced or the result accomplished cannot be standardized in relation to a given time period, and which requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

LEGAL REFS: M.G.L. 150E:1

CROSS REF: Teachers' Agreement
Maintenance Agreement

Original Adoption: 06/21/72

Revision Date: 12/01/04

PROHIBITED PRACTICES

Pertinent information on prohibited practices by employees and employer, complaints to labor relations commission and prohibition against strikes, is detailed in the Massachusetts General Laws, Chapter 150E: 9a, 10, 11.

LEGAL REF: M.G.L. 150E; 9A, 10, 11

CROSS REF: Teachers' Agreement
Maintenance and Custodial Agreement

Original Adoption: 08/18/93

Revision Date: 12/01/04

SCOPE OF NEGOTIATIONS

Process of Collective Bargaining:

The municipal employer and the employee organization recognized or designated, as exclusive representative of employees in an appropriate unit shall have the duty to bargain collectively.

- I. In such bargaining other than with an employee organization for school employees, the municipal employer shall be represented by the chief executive officer, whether elected or appointed, or his/her designated representative or representatives.
- II. In such bargaining with an employee organization for school employees, the municipal employer shall be represented by the School Committee or its designated representative or representatives for the purpose of negotiations, the chief executive officers or chairmen of boards of selectmen, as the case may be, of the member cities and towns, shall elect one of their members to represent them to participate and vote.
- III. In such bargaining in a superintendency union formed in accordance with general or special law, the school committees may be represented by a common representative or representatives designated by them and the employee organization may be represented by a common representative or representatives designated by them.

For the purposes of collective bargaining, the representative of the municipal employer and the representative of the employees:

- I. Shall meet at reasonable times, including meetings appropriately related to the budget making process.
- II. And shall confer in good faith with respect to wages, hours, and other conditions of employment, or the negotiation of an agreement, or any question arising hereunder.
- III. And shall execute a written contract incorporating any agreement reached, but neither party shall be compelled to agree to a proposal or to make a concession, and no such written contract shall exceed a term of three years.

In the event that any part or provision of any such agreement is in conflict with any law, ordinance, or by-law, such law, ordinance, or by-law shall prevail so long as such conflict remains; provided, however, that the provisions of any such agreement shall prevail over any regulation made by a chief of police pursuant to section 97A of Chapter 41 or by the chief or other head of a fire department under the provisions of Chapter 48.

If funds are necessary to implement such written agreement, a request for the necessary appropriation shall be submitted to the legislative body. If such request is

rejected, the matter shall be returned to the parties for further bargaining. The preceding two sentences shall not apply to agreements reached by school committees in cities and towns in which the provisions of Section 34 of Chapter 71 are operative.

LEGAL REFS: M.G.L. 41:97a; 48; 71:16; 71:34; 71:37E; 150E:1

Original Adoption: 06/21/72

Revision Date: 12/01/04

Montachusett Regional Vocational Technical School

SCHOOL COMMITTEE NEGOTIATING AGENTS

Counsel for Collective Bargaining

The Montachusett Regional Vocational Technical School Committee, having all the powers and duties conferred by law on school committees, may, under provisions of the law, employ legal counsel in connection with collective bargaining with employee organizations for school employees.

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

CROSS REF: BDG

Original Adoption: 10/18/72

Revision Date: 12/01/04

STAFF NEGOTIATING ORGANIZATIONS**Determination of Bargaining Agent:**

Employees of the Montachusett Regional Vocational Technical School District shall have, and be protected in the exercise of, the right to self-organization, to form, join, or assist any employee organization, to bargain collectively through representatives of their own choosing on questions of wages, hours and other conditions of employment and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from actual interference, restraint or coercion; provided, however, that an employee organization recognized by a municipal employer or designated as the representative of the majority of the employees in an appropriate unit, shall be the exclusive bargaining agent for all employees of such unit, and shall act, negotiate agreements, and bargain collectively for all employees in the unit, and shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership.

Whenever, in accordance with such regulations as may be prescribed by the state labor relations commission, a petition is filed with said commission:

- I. By a municipal employer alleging that one or more employee organizations has presented a claim to be recognized as the representative of a majority of employees in a specified unit.
- II. By an employee or group of employees or an employee organization alleging that a substantial number of employees wish to be represented for collective bargaining by an employee organization as exclusive representative.
- III. By an employer or group of employers alleging that the employee organizations currently certified or recognized by the municipal employer as the bargaining representative does not currently represent a majority of the employees as a unit.

Said commission shall investigate such petition, and, if it has reasonable cause to believe that a question of representation exists, shall provide for an appropriate hearing upon due notice.

If, within ten days after filing such petition, said commission shall receive a request, signed by at least five percent of the employees in a specified unit, that the signatures on such petition be verified, the commission shall verify such signatures, and shall satisfy itself as to their validity before ordering such hearing.

Determination of Bargaining Agent:

If, after hearing, the commission finds that there is a controversy concerning the representation of employees, it shall direct an election by secret ballot or shall use any other suitable method to determine whether and by which employee organization the employees desire to be represented and shall certify the results thereof.

- I. No election shall be directed in any bargaining unit or any subdivision thereof within which in the preceding 12-month period a valid election has been held.

- II. No election shall be directed during the term of a collective bargaining agreement; except that for good cause shown, the commission may direct such an election cast in the election.
- III. An employee organization that receives a majority of votes cast in an election shall be designated by the commission as exclusive representative of the employees in the unit.
- IV. In any election where none of the choices on the ballot receives a majority, a run-off shall be conducted, the ballot providing for a selection between the two choices receiving the largest and the second largest number of valid votes cast in the election.

The commission shall decide in each case whether the appropriate unit for purposes of collective bargaining shall be the municipal employer unit or any other unit thereof; provided, uniformed employees of the fire department shall be in a separate unit; and provided, further, that no unit shall include both professional and non-professional employees unless a majority of such professional employees vote for inclusion in such unit.

Nothing in this section shall be construed to prohibit a stipulation, in accordance with regulations of the commission, by a municipal employer or its designated representative(s) and an employee organization for the waiving of hearing and the conducting of a consent election by the commission for the purpose of determining a controversy concerning the representation of employees.

Agency Service Fee:

A municipal employer, which has duly accepted section 17G of chapter 180, may require, as a condition of employment, during the life of a collective bargaining agreement so providing, the payment on or after the thirtieth day following the beginning of such employment or the effective date of such agreement, whichever is later, of an agency service fee to the employee organization whichever, in accordance with the provisions of the "Determination of Bargaining Agent" section of this policy, is duly recognized by the employer or designated by the state labor relations commission as the exclusive bargaining agent for the unit in which such employee is employed:

- I. Provided, however, that such agency service fee shall not be imposed unless the collective bargaining agreement requiring its payment as a condition of employment has been formally executed, pursuant to a vote of a majority of all employees in such bargaining unit present and voting.
- II. Such agency service fee shall be proportionately commensurate with the cost of collective bargaining and contract administration.

LEGAL REFS: M.G.L. 150E: 2, 3, 4, 12; 180:17G

CROSS REF: Teachers' Agreement
Maintenance/Custodial Agreement

Original Adoption: 06/21/72

Revision Date: 12/01/04

RESOLUTION OF DISPUTES UNDER THE AGREEMENT

Pertinent information, relative to the resolution of disputes under a collective bargaining agreement are detailed in M.G.L. Chapter 150E, Sections 5 and 7.

LEGAL REF: M.G.L. 150E: 5, 7

CROSS REF: Teachers' Agreement
Maintenance and Custodial Agreement

Original Adoption: 12/01/04

Revision Date:

IMPASSE PROCEDURES

If an impasse is determined to exist according the M.G.L. 150E: 9, some or all of the following steps may be followed by the Board of Conciliation and Arbitration to resolve the impasse:

- I. Appointment of a mediator.
- II. Fact-finding.
- III. Arbitration.

Upon the determination of the existence of an impasse an employer shall not implement unilateral changes until all necessary steps have been taken to resolve the impasse. Until such time, the terms and conditions of employment shall continue in effect.

LEGAL REF: M.G.L. 150E:9

Original Adoption: 12/01/04

Revision Date:

SECTION I: INSTRUCTION

Section I of the policy classification system provides a repository for statements on the instructional program: basic programs, special programs, activities programs, instructional resources, and academic achievement.

| | |
|----------------|--|
| IA | INSTRUCTIONAL GOALS |
| IAB | EDUCATIONAL GOALS FOR MASSACHUSETTS |
| IC/ICA | SCHOOL YEAR/SCHOOL CALENDAR |
| IE | ORGANIZATION OF INSTRUCTION |
| IGB | CURRICULUM RESEARCH |
| IGC | PILOT PROJECTS |
| IHAE | PHYSICAL EDUCATION |
| IHAG | MUSIC EDUCATION |
| IHAM | HEALTH EDUCATION |
| IHAMA | PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION |
| IHAMA-E | SAMPLE NOTICE TO PARENTS/GUARDIANS |
| IHAMB | TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO |
| IHAN | DRIVER EDUCATION |
| IHAO | HOUSE BUILDING AND COMMUNITY PROJECT |
| IHB | SPECIAL NEEDS PROGRAMS AND SERVICES |
| IHBAA | OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS |
| IHBCA | PROGRAMS FOR PREGNANT STUDENTS |
| IHBEA | ENGLISH LANGUAGE LEARNERS |
| IHBF | HOME TUTORING |
| IHCA | SUMMER SCHOOL |
| IHCA-R | RULES FOR MONTACHUSETT REGIONAL SUMMER SCHOOL |
| IHDA | POST GRADUATE AND CONTINUING EDUCATION |
| IHDAA | PRACTICAL NURSING PROGRAM |
| IJND | ACCESS TO ELECTRONIC MEDIA |
| IJNDB | ACCEPTABLE USE POLICY |
| IJNDC | DISTRICT WEB PAGES |
| IKFB | GRADUATION EXERCISES |
| IMG | ANIMALS IN SCHOOLS |

INSTRUCTIONAL GOALS

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

LEGAL REF: 603 CMR 26:00
 M.G.L. 69:1D

CROSS REF: ADA

Original Adoption: 12/01/04

Revision Date:

EDUCATIONAL GOALS FOR MASSACHUSETTS

The Mission

Public education is the most significant responsibility of government in maintaining a democratic society. Therefore, the mission of the Massachusetts Board of Education is to provide leadership and advocacy for the best education for all the people of the Commonwealth.

To plan, serve and support public education, the Board commits itself to:

- I. Assuring equal access to and opportunity for all students in publicly funded early childhood through secondary, occupational and adult education programs.
- II. Promoting high standards for teaching and for managing educational resources as well as high expectations for learning.
- III. Encouraging a close working relationship with school committees and school districts to attain those standards and expectations.
- IV. Creating an educational climate in which teaching is regarded as an honored and desired profession and excellence is recognized.
- V. Promoting a school environment in which participation and leadership are encouraged.
- VI. Fostering involvement of parents, students and others in determining and supporting educational policy.
- VII. Forging partnerships with families, state and local agencies, business and industry to strengthen public education.
- VIII. Advocating strong public and government support for educational funding, priorities and policies.
- IX. Initiating and helping shape the laws affecting public education and assuring that they are properly implemented.

The Board will establish goals, policies and priorities to direct the activities of the Commissioner and Department of Education in fulfilling this mission.

- I. **Physical and Emotional Well-Being:** Education should contribute to the learner's physical and emotional well-being and development, in a positive environment that fosters self-esteem.
- II. **Communication Skills:** Education should develop in each learner the reading, writing, listening, speaking and computational skills necessary for effective communication, as well as the ability to think clearly and critically.

EDUCATIONAL GOALS FOR MASSACHUSETTS

- III. **Citizenship in a Democratic Society:** Education should provide each learner with knowledge and understanding of how our society functions, and foster individual commitment to exercise the rights and responsibilities of citizenship. **Values and Mutual Respect:** Education should expand and advance the humane dimensions of all learners, by helping them to cultivate basic shared values and fostering mutual respect.
- IV. **Arts Appreciation and Creativity:** Education should provide each learner with a broad range of opportunities to understand and appreciate the arts, to discover and develop talents and interests, and to be creative through various media.
- V. **Understanding History and the Humanities:** Education should provide each learner with knowledge and understanding of history, the humanities, and our multicultural heritage.
- VI. **Understanding Mathematics and the Sciences:** Education should provide each learner with knowledge and understanding of mathematics and the sciences, encouraging exploration and discovery as well as the acquisition of facts.
- VII. **Occupational Competence:** Education should provide each learner with the academic and vocational skills necessary for employment and continuing education, opportunities for career exploration and occupational guidance, and productive work habits that will enhance the capacity to adapt to changing conditions.
- VIII. **Capacity and Desire for Lifelong Learning:** Education should foster and stimulate the natural desire for lifelong learning, and should help learners develop the skills necessary to reach personal goals.

LEGAL REF: M.G.L. 69:1D
603 CMR 26:00

CROSS REF: ADA

SCHOOL YEAR/ SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent-Director and then submitted to the School Committee for approval by May 1st of each year.

The number of days or the number of instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Education:

Secondary schools will operate for a minimum of 180 days . . . all schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in 603 CMR 27.02. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents, the calendar will set forth the days school will be in session; holidays and vacation periods; in service days; and parent conferences.

LEGAL REFS: M.G.L. 4:7; 15:1G; 71:1; 71:4; 71:4A; 71:73; 136:12 Board of Education, Student Learning Time Regulations, 603 CMR 27.00, Adopted 12/20/94

CONTRACT REF: Collective Bargaining Agreement

Original Adoption: 12/01/2004
Revision Date: 1/22/2013
5/01/2013

ORGANIZATION OF INSTRUCTION

The following groups are served by the Montachusett Regional Vocational Technical School District:

- I. The High School Program. Students from the member communities who are eligible for enrollment in grades nine through twelve may apply for admission to the high school program.
- II. The Graduate Program. Area high school graduates, who have the aptitude and interest, may enroll in a variety of one and two year post-secondary programs when available. Admission policies will vary according to the type of program.
- III. The Adult and Continuing Education Program. Instruction will be provided for registered apprentices, individuals desiring to upgrade existent skills and/or develop new occupational skills, and for persons interested in the acquisition of certain vocational competencies. Admission policies will vary according to the type of program.
- IV. The Recreational Program. Various formal and informal recreational programs will be available to residents of the region. Bulletins will be published from time to time to announce the availability of current recreational programs.

Original Adoption: 09/20/72

Revision Date: 12/01/04

CURRICULUM RESEARCH

Curriculum planning and development is a continuous process. It has direct bearing on all the learning experiences provided by the school. It concerns itself with the formulation and refinement of philosophy and goals and the selection of content and method. A structure for curriculum development must provide for continuous evaluation of all aspects of the school program as well as encourage constructive innovation. The School Committee should be kept informed of the work of the various curriculum groups.

LEGAL REF: M.G.L. 69:1E & F

Original Adoption: 09/20/72

Revision Date: 12/01/04

PILOT PROJECTS

All new, additional or expansion programs at the Montachusett Regional Vocational Technical School are to be presented to the School Committee no later than the last School Committee meeting in June each year or as soon thereafter as possible.

Original Adoption: 07/19/72

Revision Date: 12/01/04

PHYSICAL EDUCATION

Physical Education shall be taught for the purpose of promoting the physical well being of students. No student shall be required to take part in physical education exercises if a licensed physician certifies in writing that in his/her opinion such physical education exercises would be injurious to the student.

MCJROTC physical training (PT) may be substituted for physical education.

LEGAL REF: M.G.L. 71:3

Original Adoption: 09/03/97

Revision Date: 12/01/04

MUSIC EDUCATION

It shall be the policy of the Montachusett Regional Vocational Technical School Committee that a uniform music curriculum be taught throughout grades 9-12, subject to approval and appropriation by the District Committee.

Original Adoption: 08/18/93

Revision Date: 12/01/04

HEALTH EDUCATION

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The School Committee believes an opportunity for effective health education lies within the public schools because of the ability to reach students 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 supports a sound, comprehensive health education program based on the Massachusetts Curriculum Frameworks as an integral part of each student's general education.

The health education program will emphasize an 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 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.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:1](#)

Original Adoption: 06/07/89

Revision Date: 12/01/04
03/25/15
05/06/15

HEALTH EDUCATION
(Exemption Procedure)

Exemption shall be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to religious beliefs and/or teachings of the student or 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 the disposition of the request within a reasonable number of days of receipt of the request.

Original Policy: 03/25/15

Revision Date:

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Montachusett Regional Vocational Technical 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-Director 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 student 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-Director.

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-Director for review of the issue. The Superintendent-Director 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-Director'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-Director will distribute a copy of this policy to the Principal by September 1 of each year.

SOURCE: MASC

REF.: Department of Elementary and Secondary Education

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

Original Adoption: 09/03/97

Revision Date: 12/01/04
03/25/15
04/08/15

SAMPLE NOTIFICATION RELATIVE TO SEX EDUCATION

[Date]

Dear Parent/Guardian:

Enclosed is an outline of our school's comprehensive health education curriculum, based on the Massachusetts State Frameworks. This program has been developed by our professional staff under the guidance of the community health education advisory council. The overall goal of the course is to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their teen-age years and beyond.

Sex education is part of the health education curriculum, including topics such as puberty; dating; relationships and communication skills; pregnancy; birth control; abortion; homosexuality; prevention of HIV/AIDS and other sexually transmitted diseases; and prevention of sexual abuse. The instructional materials we use for the course include a curriculum package and a video, listed on the enclosed outline. If you would like to review these materials at the school, you are welcome to do so. Please call me to arrange a convenient time.

During the course, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues such as birth control and abortion, and that these beliefs must be respected.

Under Massachusetts Law and School Committee policy, you may exempt your student from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an exemption, simply send me a letter requesting an exemption for your student. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your student has a positive and educational enriching experience this school year. If you have any questions about sex education or any other matter concerning your student's education, please call me.

Sincerely,

Thomas Browne, Principal
978-345-9200 X5205

Enclosure: course outline

Original Adoption: 09/03/97
Revision Date: 12/01/04
05/06/15

TEACHING ABOUT BODY/MIND-ALTERING AND ILLEGAL/CONTROLLED SUBSTANCES

Purposes: To ensure Montachusett Regional Vocational Technical School students are aware and fully-informed about illegal and controlled substances, and the consequences of consuming any substance that can alter one's mind or body.

Rationale: Students need to understand what defines body/mind-altering and illegal/controlled substances, the pressures that may be applied to try such substances, and the potential legal, social, emotional and health consequences of substance use and abuse.

Definitions:

- Body/mind-altering – That which produces physical and/or mood changes, and/or either heightens or diminishes one's sense of awareness.
- Consume – Take into the body by ingestion, inhalation, injection, absorption.
- Controlled substance – A chemical or product declared by federal or state law to be illegal for sale or use, but which may be dispensed under a physician's prescription.
- Illegal substance – Any chemical or product prohibited by law due to classification (as in, but not limited to, prescription drugs prescribed to another) or prohibited by law (as in, but not limited to smoking on school property), or prohibited by law due to age (as in, but not limited to, alcohol, tobacco and edible marijuana products).
- Individual(s) – Person(s), neither student(s) nor employee(s), in or on MRTVS property or at MRTVS sanctioned events, as in (but not limited to) parents, siblings, school committee members, visiting adults or children, facility renters, consultants and delivery/transportation personnel.
- Possession – The state of having, owning or controlling something (in the case of this policy, body/mind altering, controlled or illegal substances and/or drug paraphernalia).
- (Substance) Abuse – Use and/or overindulgence in/of an addictive substance (such as, but not limited to, alcohol, tobacco and drugs).

POLICY: The Montachusett Regional Vocational Technical School District shall provide age-appropriate, developmentally-based substance use and abuse education and prevention programs.

The education and prevention program shall address the legal, social, emotional and health consequences of using any substance that can alter one's mind or body. It shall

include special instruction as to the effects upon the human system; the social, emotional, psychological and social dangers of such use with emphasis on the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use body/mind-altering and/or illegal/controlled substances.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each student to the dangers of using and abusing body/mind-altering and/or illegal/controlled substances.

Objectives:

1. Create an awareness of the substance abuse problem – prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels;
2. Relate the use of any body/mind-altering substance to physical, mental, social and emotional practices;
3. Develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions;
4. Understand the personal, social and economic problems contributing to the misuse of drugs, alcohol and tobacco;
5. Develop an interest in making healthy choices regarding use of body/mind-altering substances, and preventing illegal use of drugs, alcohol and tobacco in the Montachusett Regional Vocational Technical School community.

The curriculum, instructional materials and outcomes used in the program shall be recommended by the Superintendent-Director and approved by the School Committee.

This policy shall be posted on the District's website and notice of this policy provided to all students and parents in accordance with state law. The District shall file a copy of this policy with DESE in accordance with the law, in a manner requested by DESE.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:1; 71:96

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|--------------------|----------|
| Original Adoption: | 09/20/72 |
| | 12/01/04 |
| Revision Date: | 04/08/15 |
| | 11/15/17 |

DRIVER EDUCATION**Driver Training Courses**

Motor vehicle driving education may be incorporated as a phase of the safety education program in high schools of the Commonwealth. The Commissioner of Education in collaboration with the Registrar of Motor Vehicles shall establish the content of driver education courses. Courses in motor vehicle driver education may be given as evening courses in the schools of any town for the training of persons under 25 years of age. No person shall be precluded from taking any such course because he/she is licensed to operate motor vehicles. The School Committee may fix reasonable fees for tuition in such evening courses or may provide that no fee shall be charged. If a motor vehicle driver education course is required pursuant to the provisions of section 13 such course shall consist of classroom and behind-the-wheel training; provided, however, that no School Committee shall be required to include behind-the-wheel training during the regular school day as part of such course.

All seats of motor vehicles used for driver education under this section shall be equipped with safety belts for the instructor and the student(s).

Montachusett Regional Vocational Technical School offers a Driver Education Program after school, open to any Montachusett student over 16 years of age. The program offers thirty (30) hours of classroom instruction, offered after school by qualified instructors. Students schedule their six (6) hours of driving time on an individual basis with the instructors. Upon completion of the course, the student receives a Driver Education Certificate and is then eligible to go to the Registry to make an appointment for a road test. Our cars are available on a limited basis for after school road tests. An additional fee for this service will be charged.

At least one half (1/2) or more of the total program fee, as determined by the program, must be paid to the school's Business Office before the class begins.

LEGAL REF: Ch. 71:13D

CROSS REF: Student Handbook

Original Adoption: 08/18/93

Revision Date: 12/01/04

HOUSE BUILDING AND COMMUNITY PROJECT

To provide for a meaningful educational experience, students shall participate in a house building or substantial community construction project.

Ground rules and procedures for both the house building and community projects shall be established by the administration at Montachusett Regional Vocational Technical School. Both parties shall execute an agreement setting forth the rights and responsibilities of the project.

Students from the following trades shall participate in this educational project: Carpentry, Electrical, Plumbing, Industrial Tech, Masonry and Cabinetmaking or as otherwise may be determined by the administration.

The School Committee shall approve one house building or community projects annually.

Montachusett Regional communities shall have precedence for any community project.

Employees of the Montachusett Regional Vocational Technical School District and members of their immediate families (spouse or children) and members of the School Committee and their immediate families (spouse or children) shall not be eligible to participate in the House Building and Community Project Lottery.

Original Adoption: 08/28/98

Revision Date: 12/01/04

SPECIAL NEEDS PROGRAMS AND SERVICES

Montachusett Regional **Vocational Technical School District** will abide by all Federal and State laws regarding the provision of programs and services to special needs students.

Legal References

Federal:

Individuals with Disabilities Education Act (Federal special education law; formerly Education of the Handicapped Act) Statute: P.L. 94-142.
Amended by: P.L. 89-773 (1978), P.L. 98-199 (1983), P.L. 99-457 (1986), P.L. 101-476 (1990). **Reauthorized 2007, Adopted 2010**

State:

Chapter 766 of the Acts of 1972 (Massachusetts special education law).
Statute: M.G.L. c. 71B:1-15.

Related Laws And Regulations

Federal:

Section 504 of the Rehabilitation Act of 1973
29 U.S.C 794
Regulations: 34 CFR PART 104

The Family Education Rights and Privacy Act of 1974
20 U.S.C. 1232g
Regulations: 34 CFR PART 99

STATE:

M.G.L. c.71B, SS 12A-12C
Chapter 688 of the Act of 1983
Regulations 101 CMR 10.00

M.G.L. c.74
Vocational Education
Regulations 603 CMR 4.00

CROSS REF: Student Handbook

Original Adoption: 08/18/1993

Revision Date: 12/01/2004
04/03/2013

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 an 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, the Special Education Director or designee will seek approval from 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 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 REF.: MGL 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

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."

Original Adoption: 02/03/10

Revision Date:

PROGRAMS FOR PREGNANT STUDENTS

Montachusett Regional Vocational Technical School District wishes to preserve educational opportunities for those students who may become pregnant.

Montachusett Regional Vocational Technical School District shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, unless the student requests voluntarily to participate in a separate portion of the program or activity of the school.

All separate portions of the school's programs or activities, admittance to which is completely voluntary on the part of the student, shall be comparable to that offered to non-pregnant students.

Montachusett Regional Vocational Technical School District shall treat pregnancy as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be permitted to return to the same academic and extracurricular program as before the leave.

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 home tutoring, 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 C.F.R. § 106.40(b)

Original Adoption: 9/20/1972
Revision Date: 12/1/2004
5/01/2013

ENGLISH LANGUAGE EDUCATION: ENGLISH LANGUAGE FLUENCY AND LITERACY

The Montachusett Regional Vocational Technical School District will provide suitable instructional programs for all identified English language learners in accordance with the requirements of state and federal statutes and the Department of Elementary and Secondary Education regulations and guidance.

The District will comply with all Department of Elementary and Secondary Education English language fluency and literacy requirements for teachers who teach English language learners, including providing required professional development opportunities that support teacher licensure.

The District will identify students for placement in Sheltered English Immersion (SEI) classrooms using a variety of evaluation tools including, but not limited to: home language surveys, observations, intake assessments, recommendations of parents, teachers and other persons, and results from the annual ACCESS for English Language Learners assessment.

Montachusett Regional Vocational Technical School District shall provide additional information as required by the Massachusetts Department of Elementary and Secondary Education to comply with the No Child Left Behind Act.

LEGAL REFS.:

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in Title III of the No Child Left Behind Act of 2001)

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

M.G.L. c. 71A, § 4 (English Language Education)

Original Adoption: 2006
Revision Date: 05/01/2013

HOME TUTORING

Home tutoring shall be offered to those students who are unable to attend school due to mental or physical illness or injury.

CROSS REF: Student Handbook

Original Adoption: 11/02/83

Revision Date: 12/01/04

SUMMER SCHOOL

Summer school programs will be offered at Montachusett Regional Vocational Technical School.

Student slots will be filled in the following order or priority:

- I. In-District students.
- II. Students associated with In-District schools.
- III. Out-of-district students, if openings remain.

Arrangements for transportation shall be the responsibility of the individual student.

There shall be a registration fee that shall be non-refundable for all applicants.

Original Adoption: 05/07/75

Revision Date: 12/01/04

RULES FOR MONTACHUSETT REGIONAL SUMMER SCHOOL

- I. All tuition fees must be paid in full at the time of registration.
- II. No refunds will be made unless the course is cancelled due to lack of enrollment.
- III. On the fourth absence of a standard course or the third absence of a semester course, the student will be withdrawn with no credit and no refund.
- IV. Unexcused absences may be grounds for withdrawing the student from the course, without credit or refund.
- V. Tardiness exceeding ten minutes will be recorded as an absence.
- VI. Disrespect by a student for the learning of others or for Montachusett Regional's building or employees will be reported to the Summer School Director. At the discretion of the Summer School Director, the student may be withdrawn with no credit and no refund.
- VII. If, at any time, a student cannot mathematically pass (60%) he/she will be withdrawn with no credit and no refund.
- VIII. Students will use the parking lot and entrance on the Fitchburg side of the building. They will not be permitted to wander or loiter. All students who drive will be required to purchase a Summer Parking Pass.
- IX. No transcript of grades will be developed if materials or obligations are owed to Montachusett Regional.

Notes

- I. Students and parents must read and agree to abide by the rules and regulations above.
- II. The student is responsible for his/her own transportation.
- III. The Principal or counselor of the sending school must sign the registration form indicating their approval of the course(s) the student is enrolling in.
- IV. Final grades will be sent to the student and his/her school.

CROSS REF: Summer School Application

Original Adoption: 05/07/75

Revision Date: 12/01/04

POST GRADUATE AND CONTINUING EDUCATION

Adult Evening Programs will be offered at the Montachusett Regional Vocational Technical School.

Student slots will be filled until one of two criteria are met; either the class size limit is met or the first class has met.

A registration fee is required of all applicants and must be paid with the application at the time of registration. A registration fee is not required on trips offered through the continuing education program.

All other costs for such items as texts, shops/lab material, safety glasses, etc., are the responsibility of the individual student (with no exceptions), and are either payable at time of registration or at time of sale of such item(s).

All costs are non-refundable, except if a course is cancelled due to insufficient enrollment prior to the start of classes; then, only the registration and tuition fees are refundable.

A charge is required for each additional certificate, transcript or letter of attendance. There will be no charge for the first certificate issued at the end of each term.

LEGAL REF: M.G.L. 69:1H

Original Adoption: 04/07/77

Revision Date: 12/01/04

PRACTICAL NURSING PROGRAM**Admissions Policy**

The Practical Nursing Program at Montachusett Regional Vocational Technical School is an evening and every other weekend (daytime) program designed to prepare graduates to pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The admissions requirements are designed to select those men and women who not only meet the minimum criteria, but those who demonstrate the aptitude, character, and desire to serve in the nursing profession. Montachusett Regional Vocational Technical School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, ethnicity, color, gender, sexual orientation, religion, or national origin.

Admissions Requirements

Requirements and application* deadlines for admission are set forth in the annual publication, Montachusett Regional Vocational Technical School Practical Nursing Program Information for Applicant, which is published by September of each school year, and pertains to the following spring's admission deadline.

Requirements include but are not limited to:

- I. High school graduate or high school equivalency as proved by:
 - A U.S. high school diploma from an accredited school, approved home schooling or evidence of a graduate equivalent degree (GED)
 - Evidence of equivalent high school education from schools outside the U.S. This education must be evaluated by an approved agency for equivalency to a U.S. high school education

- II. U.S. citizenship or proof of legal alien status. Acceptable evidence includes:
 - A. Original birth certificate if U.S. born
 - B. Original of a U.S. Passport
 - C. Original Citizenship naturalization papers, if naturalized citizen
 - D. Original of proof if foreign born, permanent resident
 - E. Original of Employment Authorization Card

- III. Health requirements of the program, include the following standards:
 - A. Physical and dental examination within three (3) months of starting the program that documents that the student is healthy. Forms will be provided after acceptance into the program.
 - B. Immunization record to verify that the student is free from and immune to communicable disease.
 - C. Able to stand, walk, bend, stoop, twist without limitation or restriction.
 - D. Able to lift without restriction.
 - E. Adequate vision/hearing in order to appropriately respond to visual and/or audible cues.
 - F. Able to communicate (understandably and legibly) in the English language.

- IV. Complete the Nurse Entrance Test (NET).
 - V. Evidence of achieving the 60th percentile or higher in the math and the reading scores. This test is given at Monty Tech and the fee is included in the application.
 - VI. Health insurance coverage which must be verified before entry into the program and must be maintained throughout the program.
 - VII. Evidence of American Heart Association Professional Provider CPR certification which must remain valid throughout the program.
 - VIII. 'Student Nurse' malpractice insurance which must remain valid throughout the program. Application is available at orientation.
 - IX. A valid driver's license (a copy will be kept on file).
- *Copy of Social Security and/or resident alien card must accompany application.

Original Adoption: 12/01/04

Revision Date:

LIBRARY USAGE, MATERIALS SELECTION, ADOPTION AND DISPOSAL

The library at the Montachusett Regional Vocational Technical School supports the school community by providing appropriate materials, equipment and services in a safe and welcoming environment, promotes life-long learning, and ensures all community members are able to obtain information they need and desire. The Library Director will uphold the standards set forth by the Monty Tech's *Acceptable Use Policy*, provide procedures for using the library, borrowing and returning materials as well as procedures for selecting, adopting and disposal of materials.

Material Selection: Materials and technology selection is a continuous and cooperative process involving all members of the school community including teachers, the school librarian, students, staff members, aides, and administrators. Each item is carefully evaluated within the framework of sound selection principles, based on recommendations, and chosen to support the curriculum of the school and/or the school community.

Disposal of Library Materials: In order to maintain an accurate, current, attractive, and worthwhile collection that will be utilized by the school community, a continuous program of deleting and discarding is conducted in accordance with current professional standards. Materials that are outdated, discredited, in poor condition, or of no longer any interest are deleted or "weeded." Materials that have been deleted from the collection may be offered to staff and students, charities, other libraries, recycled or may be otherwise disposed.

Challenged Materials: Materials may be challenged by completion of a **Request for Reconsideration of School Library Materials (IJL-E)**. If an objection to library materials cannot be resolved in a mutually agreed upon manner, a Hearing Committee will be formed by the Principal.

Source: *Montachusett Regional Vocational Technical School Library Policy Manual* (Draft Nov. 2013)

Cross Ref: **KEC Public Complaints About Curriculum**
IJNDB Acceptable Use Policy

Original Adoption: 12/03/14

Revision Date:

Request for Reconsideration of School Library Materials

The Montachusett Regional Vocational Technical School Committee has delegated the responsibility for the evaluation of library materials to the Librarian and has established a reconsideration procedure to address concerns about those materials.

Completion of this form is the first step in this procedure. If you wish to request reconsideration of library resources, please return the completed form to: Building Principal, 1050 Westminster Street, Fitchburg, MA 01420.

Date _____

Your Name _____

Address _____

Phone _____

Do you represent yourself? An organization?

1. Title of the material on which you are commenting:

2. Author/Producer: _____

3. Medium: Book Ebook Audio Book Video

Magazine Newspaper Database

Internet source (please specify) _____

Display (please specify) _____

Other (please specify) _____

Please answer the following questions:

1. What brought this resource to your attention?

2. What specifically concerns you about the material?

3. Have you examined the entire work? _____

4. Are there any resources available to provide additional information or other viewpoints on this item? Alternative suggestions?

5. What are your recommendations for this item?

Access to Electronic Media

The Montachusett Regional Vocational Technical School District Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

Safety Procedures and Guidelines

The Director of Technology shall develop and implement appropriate procedures and guidelines to provide access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, streaming video and audio, and other District technology resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. These guidelines shall be incorporated into the "Acceptable Use Policy" which is referenced in the student handbook and published on the District's website.

Internet safety measures shall be implemented that effectively address the following:

- I. Controlling access by minors to inappropriate matter on the Internet and World Wide Web.
- II. Safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
- III. Preventing unauthorized access, including "hacking" and other unlawful activities by minors online.
- IV. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- V. Restricting minors' access to materials harmful to them.

In addition to the "Acceptable Use Policy" the District shall annually provide parents with a reminder of the importance of Internet Safety.

Student Use

Permission/Agreement Form

A written parental request (contained in the Student Handbook) shall be required prior to the student being granted independent access to electronic media involving District technology resources. The required permission/agreement form,

which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal with a written request.

Employee Use

Employees shall use electronic mail only for purposes directly related to work-related activities.

Authorized access to network resources is controlled by a system of user IDs and passwords. Each employee is responsible for maintaining the security of his/her own password. Failure to safeguard the confidentiality of password(s) shall be grounds for disciplinary action. Employees shall be required to annually certify their obligation to abide by the District's "Acceptable Use Policy."

Community Use

On recommendation of the Superintendent-Director or designee, the Montachusett Regional Vocational Technical School Committee shall determine when and which computer equipment, software, and information access systems will be available to the community. Upon request to the Principal or designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Director of Technology.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunication technologies.

Responsibility for Damages

Individuals shall reimburse the Montachusett Regional Vocational Technical School Committee for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Director of Technology shall establish a process to determine whether the District's educational technology is being used for purposes prohibited by law or for inappropriate content. The process shall include, but not be limited to:

- I. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors.
- II. Maintaining and securing a usage log.
- III. Monitoring online activities of use.

LEGAL REF: 47 USC SECTION: 254

CROSS REF: IJNDB, ACCEPTABLE USE POLICY - TECHNOLOGY

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.

Original Adoption: 06/18/08

Revision Date:

ACCEPTABLE USE POLICY

The Montachusett Regional Vocational Technical School District shall provide access for employees and students to the Monty-Tech-NET, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the Monty-Tech-NET is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The Monty-Tech-NET will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The Monty-Tech-NET will also be utilized to provide information to the community, including parents, governmental agencies and businesses.

The Monty-Tech-NET Acceptable Use Policy (AUP) and Monty Tech Acceptable Use Standards is published on the Montachusett Regional Vocational Technical School District's web site and referenced in both the Student and Faculty Handbooks and are reviewed and modified as necessary by the Director of Technology and the Technology Committee.

Original Adoption: 06/18/08

Revision Date:

DISTRICT WEB PAGES

The Montachusett Regional Vocational Technical School District realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, District, and school community related activities. Therefore, the Montachusett Regional Vocational Technical School District will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Montachusett Regional Vocational Technical School Committee supports the creation and maintenance of District web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District. All information on a District web page must accurately reflect the mission, goals, policies, program, and activities of the District. The web pages must have a purpose that falls within at least one of three categories:

- I. Support of curriculum and instruction — intended to provide links to Internet resources for students, parents and staff in the District.
- II. Public information — intended to communicate information about the schools and District to students, staff, parents, community, and the world at large.
- III. District technology support — intended to provide and respond to instructional and administrative technology needs of students and staff.

In addition, the District may provide access for the development and posting of web pages developed as part of course curriculum. While leeway may be granted regarding accurately reflecting the mission, goals, policies, program, and activities of the District, all content must comply with the District's "Acceptable Use Policy."

The Director of Technology shall designate individual(s) to be responsible for maintaining the official District web page and monitoring all District web page activity. Departments that wish to publish a web page must identify an appropriately qualified publisher and/or author.

As with any instructional materials or publication used by or representing the District, the building Principal or Superintendent-Director, respectively, are ultimately responsible for accuracy and appropriateness of the information made available at the web site. Concern about the content of any page(s) created by students or staff should be directed to the Director of Technology when related to the District web site.

Web sites developed under contract for the Montachusett Regional Vocational Technical School District or within the scope of employment by District employees are the property of the District.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

WEB SITE GUIDELINES AND PROCEDURES FOR APPROVAL

Unlike the internet itself, the District can control the type of information placed on web pages. Documents created for the web and linked to District web pages shall meet the criteria for use as public information, restricted/copyrighted information, or an instructional resource. The following considerations should be considered when determining the information to include on a school or District web page:

- I. Copyright/trademark issues.
- II. Applicability to the curriculum or communication goals of the school or District.
Privacy issues.
- IV. Related School Committee policies.

Links to other web pages should be carefully selected based on the above issues.

Defined Purpose

A Web page must have a clearly defined purpose to be published on the web site. Included in the purpose, the target audience should be defined; all web site users are reminded that their audience generally includes the worldwide community.

Content Standards

All subject matter on web pages should relate to curriculum; instruction; school-authorized activities; general information supporting student safety, growth, and learning; or public information of interest to others. Therefore, neither staff nor students may publish on the District server personal pages or pages for individuals or organizations not directly affiliated with the District.

Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Parent groups, partnerships, and municipal or educational cooperatives are

considered affiliates of the District. No confidential information is to be openly published on or linked to a web page.

Quality Standards

All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the "Acceptable Use Policy." Authors and publishers are reminded that a web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the web site. As much as possible, publishers are encouraged to include student pictures and work.

Consistence Standards

For consistency, all school District web pages should contain certain elements:

- I. At the bottom of each page there should be a link to the home page.
- II. At the bottom of the Web page, there should be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for page update. It shall be that person(s) responsibility to keep the web page current. Repeated failure to do so may result in revocation of approval.
- III. All Web pages must be given names that clearly identify them.
- IV. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included; however, the actual link to said page(s) may not be made until the final page is actually in place.
- V. All web sites must include:
 - A. The author or publisher's name.
 - B. The publisher or school's e-mail address.
 - C. Appropriate copyright citations.

Authors must exhibit care when creating web pages with extensive background, large graphics, applets, animation, and audio or video clips. Such files require extensive download time, are frustrating for modem users, and slows down file servers.

Original Adoption: 06/18/08

Revision Date:

GRADUATION EXERCISES

The date of the Montachusett Regional Vocational Technical School graduation exercises will be scheduled for not more than twelve (12) school days prior to the end of the school year, in compliance with the state laws.

A student must have completed all requirements for graduation to receive a diploma at graduation exercises.

LEGAL REF: M.G.L. 71:4
 603 CMR 27.05

Original Adoption: 08/18/93

Revision Date: 12/01/04

ANIMALS IN SCHOOLS

PURPOSE:

The Montachusett Regional Vocational Technical School District is committed to providing a high quality educational program to all students in a safe and healthy environment. To that end, no animals shall be brought to school without prior permission of the principal.

The Montachusett Regional Vocational Technical 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 the 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 Principal or his/her 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 immediately remove the service animal from District premises.

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 Principal or his/her designee and an alternative plan will be developed with appropriate District Staff. Such a plan could include 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/guardians of the student.

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

The Superintendent-Director of Montachusett Regional Vocational Technical School or his/her designee shall be responsible for developing procedures to accommodate a student's use of a service animal in District facilities and on school transportation vehicles.

Legal Ref: 28 CFR Part 35 Title II of the ADA

29 CRR Part 35.136 (i) Service Animals

Adapted from: MASC (2011 02) Sample Policy

Murphy, Hesse, Toomey & Lehane, LLP (2011 02) Client Advisory

Original Adoption: 08/03/11

Revision Date:

SECTION J: STUDENTS

Section J of the policy classification system provides a repository for statements concerning students -- admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the instruction of students, and extracurricular programs and the curriculum are filed in Section I: Instruction.

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|-----------------|---|
| JB | EQUAL EDUCATIONAL OPPORTUNITIES |
| JBA | STUDENT HARASSMENT POLICY (ALSO: GBAAA) |
| JBA-E | STUDENT HARASSMENT POLICY PROCEDURES (ALSO: GBAAA-E) |
| | |
| JE | STUDENT ATTENDANCE |
| | |
| JF | ADMISSIONS POLICY |
| JFABD | HOMELESS STUDENTS |
| JFC | STUDENT WITHDRAWAL FROM SCHOOL |
| JGCBA | AUTOMATED EXTERNAL DEFIBRILATORS (AED) |
| | |
| JHB | TRUANCY |
| | |
| JI | STUDENT RIGHTS AND RESPONSIBILITIES |
| JIB/JIBC | STUDENT INVOLVEMENT IN DECISION MAKING |
| JICFB | STUDENT BULLYING PREVENTION |
| JICI | DANGEROUS WEAPONS IN THE SCHOOLS |
| JIH | INTERROGATIONS AND SEARCHES |
| | |
| JJA | STUDENT TRAVEL |
| JJA-R | STUDENT TRAVEL REGULATIONS |
| JJE | STUDENT FUNDRAISING ACTIVITIES |
| JJFA | EXCESS FUNDS: SENIOR CLASS |
| | |
| JKA | CORPORAL PUNISHMENT |
| JKAA | STUDENT RESTRAINT POLICY |
| JKAAA | STUDENT/PARENT COMPLAINT POLICY |
| JKD/JKE | STUDENT SUSPENSION/STUDENT EXPULSION |
| | |
| JLA | STUDENT INSURANCE PROGRAM |
| JLC | STUDENT HEALTH SERVICES AND REQUIREMENTS |
| JLCA | PHYSICAL EXAMINATIONS OF STUDENTS |

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|-------------|--|
| JLCB | INOCULATIONS OF STUDENTS |
| JLCC | COMMUNICABLE DISEASES |
| JLCD | ADMINISTERING MEDICINES TO STUDENTS |
| JLCE | CONCUSSION/HEAD INJURY POLICY |
| JLD | GUIDANCE PROGRAM |
| | |
| JO | EMPLOYMENT OF STUDENTS |
| | |
| JP | STUDENT GIFTS AND SOLICITATIONS |
| | |
| JRA | STUDENT RECORDS |

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 Montachusett Regional Vocational Technical School **District** 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, gender, **gender identity**, ethnicity, sexual orientation, disability, religion, national origin, physical or intellectual differences.

To accomplish this, the **District** 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 or sexual orientation.”

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.

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

Original Adoption: 05/01/2013

STUDENT HARASSMENT POLICY

JBA

Also: GBAAA

Purpose:

The Montachusett Regional Vocational Technical School shall provide a safe and secure environment in which all students are respected and expected to learn. Harassment affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. The Montachusett Regional Vocational Technical School will not tolerate disrespectful interaction.

In some cases, the offending behavior may warrant punishment or removal of the harasser.

Peers, school staff, or others with whom the victim must interact in order to fulfill school/job duties may perpetrate harassment. The Montachusett Regional Vocational Technical School's policy includes interactions student-to-student, student-to-staff or staff-to-student. This policy will become part of every work site agreement to assure safety and comfort in the extended school environment in the community.

Legal Aspects of Sexual Harassment

Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151B:1 & 3A of the Massachusetts General Laws), the term "sexual harassment" is defined as follows:

Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect or unreasonable interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

In addition, students are protected from sexual harassment under the provisions of Title IX; schools can be sued for not protecting their students from sexual harassment. If sexual harassment involves a minor student in a school setting, it can also be considered a criminal offense under laws relating to student abuse.

Behaviors Defined:

For purpose of this policy, the following includes but is not limited to the range of behaviors considered to be sexual harassment:

- Sexual insults and name-calling, including homosexual reference comments.

- Off color jokes.
- Intimidation by words or actions.
- Offensive touching, gestures.
- Pressure for sexual activity.
- Behaviors viewed to be offensive by a reasonable person in the victim's situation.

It is recognized that the content of this policy may be expanded to include behaviors that diminish the comfort and safety of individuals whether within the legal definition of sexual harassment or other forms of harassment such as:

- Throwing objects at a person.
- Unwanted negative attention.
- Racial and ethnic slurs.

LEGAL REF: 119:51A; 151B: 1 & 3A

Original Adoption: 03/05/97

Revision Date: 06/01/05

STUDENT HARASSMENT POLICY PROCEDURES

Also: GBAAA-E

Guidelines For Dealing With Harassment:

The Montachusett Regional Vocational Technical School will consider individual complaints about sexual harassment or a sexually hostile environment from the reasonable person point of view. The approach will be non-judgmental, will focus on changing behavior, and will endeavor to protect the complainant from retaliation. Each school year, the Principal who serves as the Title IX and 622 coordinator, or a designee who is employed at Monty Tech, will handle all complaints. When a person feels that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. The Montachusett Regional Vocational Technical School assures students that this system favors behavior changes and respect for others.

The Montachusett Regional Vocational Technical School does not tolerate inappropriate and illegal conduct; therefore harassing behaviors may lead to verbal admonition, written warning, removal from duties, suspension or expulsion, mandatory counseling, physical changes in the environment, etc.

It is the moral and legal responsibility to report acts of harassment whether by direct or indirect knowledge. It is unlawful to retaliate against students for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Procedures for Dealing with Harassment:

Report the incident to any counselor or directly to the Principal or designee. This person will decide to follow Option A or Option B.

Procedure - Option A

- I. You will be assisted in writing a letter to the alleged harasser that includes the following:
 - A. An exact description of the behavior, including when and where it happened.
 - B. A description of how the behavior made you feel.
 - C. A request that the behavior stop.
 - D. A promise that if the behavior stops, no further action will be taken.
- II. The letter will be dated and signed, and the information will be considered private.
- III. The letter will be delivered by the Principal or designee to assure that the alleged harasser understands the contents and understands that talking about it to other students/staff or engaging in any other retaliatory behavior will subject the alleged harasser to disciplinary action.

- IV. An apology by the harasser will lead to no further action, but the letter will remain on file.
- V. Within a week after the letter is delivered, a follow-up by the Principal or designee will be conducted to assure that in fact the harassing behavior has stopped and that no retaliation has occurred. Any retaliation or continuation of behaviors considered to be harassment will be considered grounds for removal from the educational setting or other disciplinary action.

Procedure - Option B

When Option B is utilized the Principal or designee will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The Principal or designee will also interview the person alleged to have committed sexual harassment. When the investigation has been completed, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If no evidence for the claim is found, the person making the false claim may be charged with harassment.

If it is determined that inappropriate conduct has occurred, the team will act promptly to eliminate the offending conduct and will suggest disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process above does not prohibit you from filing a complaint with agencies. Each of the agencies has a short time period for filing a claim, (EEOC - 180 days; MCAD - 6 months).

- I. The United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
4th Floor, Room 475
Boston, MA 02203
Phone: (617) 565-3200
TTY: (617) 565-3204
- II. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place - Room 601
Boston, MA 02108
Phone: (617) 727-3990

III. Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103
Phone: (413) 739-2145
TTY: (617) 994-6196

Training and Posting of Harassment Policy:

This policy and procedures will be contained in the Student and Faculty Handbooks and any other employment guides.

Employees will receive training annually to assure an understanding of the nature of harassment, the negative consequences of sexual harassment and policy and procedures including their responsibilities. Other types and examples of harassment will be addressed also.

All busing contracts shall contain assurance that drivers are trained and understand their responsibility and liability to extend a harassment free ride on their buses.

Students will receive training concerning harassment on a yearly basis. This policy will be introduced during the freshman year and reviewed annually.

All temporary employees/volunteers shall be given this policy by their administrative supervisor and new permanent employees will be given training prior to employment.

LEGAL REF: M.G.L. 151B: 1 & 3A

Original Adoption: 06/11/75

Revision Date: 06/01/05

STUDENT ATTENDANCE

The Montachusett Regional Vocational Technical School District shall provide for and enforce the school attendance of all students actually enrolled in the district school. The School Committee, administration and faculty are committed to making the learning experiences at Monty Tech rewarding and challenging for all students. We recognize that the greatest level of vocational and academic achievement is possible only when students attend school on a daily basis.

For specific information please refer to the Student Handbook, "Attendance Policy" which is reviewed and published each year.

LEGAL REF: M.G.L. 69:1G; 76:1

Original Adoption: 06/11/75

Revision Date: 06/01/05

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through twelve at Montachusett Regional Vocational Technical School will be evaluated using the criteria contained in this Admission Policy. The Montachusett Regional Vocational Technical District School Committee approved this policy on February 1, 2017.

II. EQUAL EDUCATIONAL OPPORTUNITY

Montachusett Regional Vocational Technical School (Monty Tech) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender identity, sex, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Montachusett Regional Vocational Technical School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

III. ELIGIBILITY

Resident Applicants: Any eighth, ninth, tenth, and eleventh grade student who is a resident of the Monty Tech District (Ashburnham, Ashby, Athol, Barre, Fitchburg, Gardner, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster, and Winchendon) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year to Monty Tech subject to the availability of openings. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Monty Tech district residents, according to the District Agreement. The Monty Tech Administration will determine openings for Grade 9-12. Parents/ Guardians of resident applicants will be asked to verify residency. Monty Tech is in compliance with State and Federal legislation guaranteeing

equal access to public educational institutions.

Non-residents Applicants: Students who are not residents of the Monty Tech District (non-resident students) are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Monty Tech, provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident applicants will be evaluated using the criteria contained in this Admission Policy.

Non-resident applicants will be accepted on a tuition basis provided there are vacancies in the program in which they are interested. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same course of study.

Non-resident applicants who apply under the state's Chapter 74 Vocational Technical Education Nonresident Student Tuition Program must submit a Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application to the district of residence no later than April 1 of the preceding school year.

School Choice Applicants: School choice applicants will be accepted provided there are vacancies in the program in which they are interested. The applicant provides transportation.

Transfer Student Applicants: Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Monty Tech provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy. **Please see Sections VIIA-VIIE for specific selection criteria information.**

Homeschool Applicants: Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent or guardian must submit a copy of the Home School approval letter from the local superintendent; and if grades are not available, a portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the local superintendent attesting to this grade level is required. Home school students' scholastic achievement and interview scores are doubled for a

total score of a maximum of ninety (90) points. **Please see Sections VIIA and VIIB for specific selection criteria information.**

McKinney-Vento: Students who are homeless will be accepted according to the selection criteria contained in this admission policy. Parents/ Guardians of such students will not be asked to verify residency within the Monty Tech District.

IV. ORGANIZATIONAL STRUCTURE

Monty Tech is a regional vocational-technical school serving 18 communities. An annual quota is determined for each member town. Each member town's percentages of seats in the ninth grade class will be the ratio of that town's grade 1-12 enrollment (private and public) as compared to the total 1-12 grade enrollment in the District.

Monty Tech is a public regional vocational-technical school located in Fitchburg, Massachusetts. Montachusett Regional Vocational Technical School (Monty Tech) is a member of the Montachusett Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Monty Tech is committed to providing quality vocational technical and academic programs.

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Monty Tech has an Admissions Committee appointed by the Superintendent-Director. The committee consists of members of the Administration, Guidance, Special Education, Vocational-Technical, and Academic Departments.

Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The Monty Tech Dean of Admissions is responsible for disseminating information about Monty Tech through local school assemblies and press releases, and for collecting applications from the local schools.

V. RECRUITMENT PROCESS

1. Monty Tech disseminates information about the school through a variety of methods.

- a. Visitations with an informational presentation to 8th grade classes in district schools by Monty Tech staff from October to December are held.
- b. During the fall, all middle schools within the Montachusett Regional Vocational Technical School District are invited to participate in the annual Tour Day event. Schools that choose to participate in this program are provided with transportation, and the 8th grade students have an opportunity to tour the building and view presentations.
- c. A Career Awareness Night is scheduled during the fall and an Open House is scheduled during the spring. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with vocational technical and academic teachers as well as view a presentation about all offerings. This is voluntary.
- d. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. To schedule an individual visit and tour, contact the school's Dean of Admissions.
- e. Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are available to district residents and will be distributed to the local school guidance offices and to students during the Career Awareness Night program or upon request.
- f. District 7th and 8th grade students are invited to attend the Vocational Interest Program (V.I.P.) in the fall and spring held at Monty Tech after school. Each V.I.P. session consists of a 5-week hands-on experience in 5 randomly placed vocational-technical programs.
- g. The Monty Tech website (www.montytech.net) offers our application for admission and other information and data about our school and programs. Interested students, parents and guardians may also request materials on paper by contacting the school's Dean of Admissions.

VI. **APPLICATION PROCESS**

FOR FALL ADMISSION □ □ TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE

1. Students interested in applying to Monty Tech for fall admission to the ninth, tenth, eleventh or twelfth grade must:
 - a. Submit an application for admission online. The application may be found at: www.montytech.net. If a student prefers to submit his/her application on paper, the student must obtain a paper application from their local school Guidance Counselor or Monty Tech's Dean of Admissions, and return the completed application form to their local school Guidance Counselor by the sending school's deadline.
 - b. Ninth grade applicants and applicants for any other grade will be interviewed at their district school or Monty Tech. If the applicant or parent/guardian cannot provide

transportation, a representative from Monty Tech will go to the district school to interview the applicant.

2. Parents/ Guardians must complete the Affidavit of Residence component of the application, and submit two proofs of residency upon acceptance, to verify that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. This is not a requirement for non-resident applicants or homeless students.

3. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Submit complete application online or forward complete paper application to the Monty Tech Admissions Department on or before March 31st. A complete application will include:
 - All components of the application form, required signatures, and copies of grades, attendance and discipline reports.
 - For applications to grade 9 (fall admission), each quarter of grade 7, as well as grades to date from quarters 1 and 2 for grade 8 in English Language Arts, or its equivalent, social studies, math and science from the local school report card/transcript are required.
 - For applications for fall admission to grades 10, 11 and 12, grades for each quarter of the previous school year and grades to date from quarters 1 and 2 of the current school year in English Language Arts, or its equivalent, social studies, math and science from the local school report card are required along with a transcript to review course credit. Monty Tech accepts grade 11 applications only for beginning of the school year unless transferring from another vocational technical school's similar program. Monty Tech accepts grade 12 applications only if transferring from another vocational technical school's similar program.
 - For applications to grade 9 (fall admission), the total number of unexcused absences in grade 7 plus quarters 1 and 2 of grade 8 from the local school report card are required. For applications to grades 10, 11 and 12 (fall admission), the total absences taken from the previous school year as well as from quarters 1 and 2 for the current school year, as listed on the report card, is required.
 - For applications to grade 9 (fall admission), the student's discipline record, including suspensions/ incidents from grade 7 and quarters 1 and 2 of grade 8, is used. For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, including suspensions/ incidents from the previous school year and quarters 1 and 2 of the current school year, is used. For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, including suspensions/ incidents from the current and prior

school year to the date of application, is required.

- For applications to grade 9, 10, 11 and 12 (fall admission), the local school Guidance Counselor's recommendation is required.

4. If an application is incomplete, the following procedures will be followed:

- a. The Monty Tech Guidance/Admissions Office will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete.
- b. The applicant's parent(s)/guardian(s) will be notified by the Monty Tech Guidance/Admission Office in the event that the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

FOR CURRENT SCHOOL YEAR ADMISSION TO NINTH, TENTH, ELEVENTH, AND TWELFTH GRADE

1. Students interested in applying to Monty Tech for admission for the current school year must:
 - a. Submit an application for admission online. The application may be found at: www.montytech.net. If a student prefers to submit his/her application on paper, the student must obtain a paper application from their local school Guidance Counselor or Monty Tech's Dean of Admissions, and return the completed application form to their local school Guidance Counselor by the sending school's deadline.
 - b. Be interviewed at Monty Tech. If the applicant or parent/guardian cannot provide transportation, a representative from Monty Tech will go to the district school to interview the applicant.
2. Parents/ Guardians must complete the Affidavit of Residence component of the application, and submit two proofs of residency upon acceptance, to verify that the student does, in fact, reside within the Montachusett Regional Vocational Technical School District. This is not a requirement for non-resident applicants or homeless students.
3. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Submit complete application online or forward complete paper application to the Monty Tech Admissions Department on or before March 31st. A complete application will include:
 - All components of the application form, required signatures, and copies of grades, attendance and discipline reports.

- For applications to grades 9, 10, 11 and 12 (admission during the school year) grades for each quarter of the previous year, as well as the current school year grades, including grades to the date of application, in English language arts, or its equivalent, social studies, math and science from the local school report card/transcript are required. (An official transcript is necessary to check credits for students applying for grade ten through twelve.)
- For applications to grades 9, 10, 11 and 12 (admission during the school year) the total number of unexcused absences from the current and prior school years to the date of application from the local school report card to be listed on the application, as well as a copy for support.
- For applications to grades 9, 10, 11 and 12 (admission during the school year) the student's discipline record from the current and prior school years to the date of application, is required. In addition to the student's discipline report, the local school Guidance Counselor may attest to the number of discipline incidents on the student's application for admission, verifying the number of suspensions/incidents (if any) on the student's record.
- For applications to grades 9, 10, 11 and 12 (admission during the school year), the local school Guidance Counselor's recommendation is required.

4. If an application is incomplete, the following procedures will be followed:

- a. The Monty Tech Guidance/Admission Office will notify the local school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified by the Monty Tech Guidance/Admission Office in the event the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

Late Applications

Applications received after March 31st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

Transfer Students

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech. All transfer applicants must attend an interview at Monty Tech. If the applicant or parent/guardian cannot provide transportation, an official from Monty Tech will go to the district school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

Home Schooled Students

Students presently being formally home schooled may apply for admission to Monty Tech, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent or guardian must submit a copy of the Home School approval letter from the local superintendent; and if grades are not available, a portfolio or representative of some (if available) of the student's body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the local superintendent attesting to this grade level is required.

Withdrawn Students

Students who have withdrawn from Monty Tech (transferred schools or quit school) and who are attending or not attending another high school may reapply to Monty Tech following the procedures contained in this admission policy. They will be evaluated using the criteria contained in this Admission Policy. A letter stating why the student withdrew, why they would like to return and how they plan to succeed at Monty Tech should accompany the application.

VII. SELECTION CRITERIA

The Admission Committee uses weighted admissions criteria to process completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. **Scholastic Achievement**: Maximum 25 points (previous year and present year to date)

| Grade Averages | Points |
|-----------------------|---------------|
| A (90-100) | 25 |
| B (80-89) | 20 |
| C (70-79) | 15 |
| D (60-69) | 10 |
| F (00-59) | 0 |

For applications to grade 9 (fall admission), the average of each quarter of grade 7 grades and 1 and 2 quarters in grade 8 in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10, 11 and 12 (fall admission) the average of each quarter of the previous school year, and quarters 1 and 2 of the current school year grades in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the average of each quarter of the previous year grades and the current school year's grades to the date of the application in English Language Arts, or its equivalent, social studies, mathematics and science from the local school report card/transcript are used..

B. **Attendance**: Maximum 20 points (total of previous year and present year to date)

| Number of Unexcused Absences | Points |
|------------------------------|--------|
| 0-5 days | 20 |
| 6-9 days | 15 |
| 10-12 days | 10 |
| 13-15 days | 5 |
| 16+ days | 0 |

For applications to grade 9 (fall admission), **the total number of unexcused absences of grade 7 and quarters 1 and 2 of grade 8** from the local school report card are used. For applications to grades 10, 11 and 12 (fall admission) the total number of unexcused absences of the previous school year and quarters 1 and 2 of the current school year from the local school report card are used. For applications to grades 9, 10,11 and 12 (admission during the school year), the total number of unexcused absences of the previous year and the current school year to the date of the application from the local school report card are used.

C. **Discipline/Conduct: Maximum 20 points** (previous year and present year to date)

| Discipline/ Conduct Rating | Points |
|---|--------|
| Excellent • No suspensions, no incidents | 20 |
| Above Average • No suspensions, 1-5 incidents | 15 |
| Average • 1 suspension, 6-10 incidents | 10 |
| Below Average • 2-3 suspensions, 11-15 incidents | 5 |
| Poor • 4+ suspensions, 16+incidents | 0 |

For applications to grade 9 (fall admission), the student's discipline record, including suspensions/ incidents from grade 7 and quarters 1 and 2 of grade 8, is used.

For applications to grades 10, 11, and 12 (fall admission), the student's discipline record, including suspensions/ incidents from the previous school year and quarters 1 and 2 of the current school year, is used.

For applications to grades 9, 10, 11, and 12 (admission during the school year), the student's discipline record, including suspensions/ incidents from the current and prior school year to the date of application, is required.

D. Local Guidance Counselor's Recommendation: Maximum 15 points

| Rating | Points (0-3) Above Average = 3 Average = 2 Below Average = 1 Poor = 0 |
|------------------------------------|---|
| Achievement in Relation to Ability | 0-3 |
| Classroom Involvement | 0-3 |
| Study/ Work Habits | 0-3 |
| Motivation | 0-3 |
| Personal Responsibility | 0-3 |

E. Interview: Maximum 20 points

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points may be earned. **Forty-five points** is the cut-off for acceptable candidates.

| Rating | Points (1-4) <i>Positive = 4</i> <i>Average = 3</i> <i>Fair = 2</i> <i>Poor = 1</i> |
|------------------------|---|
| Interest in Monty Tech | 1-4 |
| Reason for Trade | 1-4 |
| Attitude/ Motivation | 1-4 |
| Career Goals Realistic | 1-4 |
| Overall Impression | 1-4 |

VIII. SELECTION PROCESS

The Admission Committee at Monty Tech will examine, discuss, and make recommendations for action on the applicants. The Committee takes into consideration each applicant's scholastic achievement, attendance, discipline record, local Guidance Counselor's recommendation, and interview results. Applications are reviewed, processed and assigned points by grade level. Acceptable candidates shall be those who meet the "Basic Requirements" and who achieve at

least a minimum “Total Rating Score” of 45 points. “Basic Requirements” are promotion to the next grade and having passed both English Language Arts, or its equivalent, and mathematics as a condition for acceptance, as well as achieving a minimum total rating score of 45 points.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their “point total” and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled.

In the event there are more acceptable candidates than there are spaces available, a waiting list shall be maintained. The waiting list shall be based on the rank order by town of the applicant’s “Total Rating Score”.

Non-resident applicants are evaluated using the criteria in this Admissions Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted.

Applications received after March 31st will be evaluated using the same criteria as other applications and their composite scores will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Monty Tech are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor. All students are accepted, declined, or placed on a waiting list. Late applicants may be notified after all others. Notification for these students may extend into the summer.

Available spaces for communities that do not have sufficient applications to fill their quota by June 1st of each year shall be distributed to those communities that have an excess of acceptable candidates based on their score.

If vacancies still exist after July 31st, excess spaces shall be distributed to acceptable candidates from out-of-district based on their score.

If openings occur, applicants from the waiting list will be accepted to fill available seats. These applicants are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

The waiting list is discontinued as of February 1st and students must reapply and begin the process anew with current information.

All accepted freshmen will take an English assessment and a mathematics assessment for placement purposes only. This will be given at Monty Tech.

(Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization records of incoming students should be forwarded to Monty Tech.)

IX ENROLLMENT

In order to enroll at Monty Tech for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, as a condition for enrollment, they must have passed courses in English Language Arts, or its equivalent, and mathematics for the school year immediately preceding their enrollment at Monty Tech.

X. VOCATIONAL AND TECHNICAL PROGRAM PLACEMENT

Freshmen will participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different programs. Students initially pre-explore all of the vocational technical programs. Students then decide their top nine vocational technical exploratory choices. They will explore nine career areas from September through January before being placed into their permanent vocational technical area. Students are placed into their vocational technical programs at the end of their exploratory through a competitive process. Students are ranked according to their assessment ratings. High assessment ratings in all vocational technical exploratories along with hard work, self-discipline, good attendance and intrinsic motivation will be major factors in this competitive process. **NOTE:** When selecting vocational technical exploratory experiences, students should take into consideration that an average of 60 or higher is necessary for placement in any program. In the event that a student does not earn an average of 60 or higher in any of his/ her exploratory experiences, the student will be offered an opportunity to explore additional program(s), on a space available basis.

Students on an individual basis and as necessary, who enroll in Monty Tech after grade nine, may explore one or more vocational technical programs that have openings, by requesting this from their guidance counselor, if the student remains unsure of his/her vocational technical choice selection. This mini exploratory could last from two to three days before the student makes a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Monty Tech indicating that the applicant was not accepted or placed on a waiting list for admission to the school, may request a review of the decision by sending a letter to the Director of Student Support Services within fifteen days of the receipt of the letter. The Director of Student Support Services will respond in writing to the letter with the findings of the review within fifteen days.

If after the review, the parent/guardian wishes to appeal the findings of the review they may do

so by sending a letter requesting that they be scheduled to appear before the school's Principal to appeal the Director of Student Support Services' findings.

Monty Tech's Principal will respond in writing to the parent/guardian with a scheduled date for the appeal within fifteen days of receipt of the letter. After this additional appeal has been heard, the Principal will then respond in writing with his decision on the appeal within fifteen days of when the appeal was presented.

Student Not Accepted into Selected Shop Area/Placed on Shop Waiting List

The applicant's parent/guardian, upon receipt of a letter from Monty Tech indicating that the applicant was not accepted or placed on a waiting list for a particular program (shop)(major) list, may also request a review of the decision by sending a letter requesting a review to the Director of Student Support Services within fifteen days of the receipt of the letter. The Director of student Support Services will respond in writing to the letter with the findings of the review within fifteen days.

Original Adoption: 04/06/83
06/01/05
Revision Date: 11/21/14
02/01/17

MCKINNEY-VENTO HOMELESS EDUCATION POLICY

Under federal law, children and youth experiencing homelessness must have access to appropriate public education, and be given a full opportunity to meet state and local academic achievement standards. These students must be included in state and district wide assessments and accountability systems. Monty Tech will ensure that these youth experiencing homelessness are free from discrimination, segregation and harassment.

Definition

Definition of Homeless Students:

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency or transitional shelters.
- Being abandoned in hospitals.
- Awaiting foster care placement
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Migratory children living in the conditions described in the previous examples.
- Unaccompanied youths under the age of 18 out of the physical custody of their parent(s) or guardian(s).

Information regarding the McKinney Vento Act will be provided to students upon enrollment and posted in several key locations throughout our school.

The district is also charged with identifying a staff liaison to work on homeless student issues. The superintendent shall designate an appropriate staff person to be the district's liaison. The liaison is directed to:

- Assist parents and students in enrolling in and attending school.
- Help unaccompanied youth enroll in and attend school.

- Administer the enrollment appeals process when families don't agree with their student's assignment to a school.
- Coordinate with local social service agencies that provide services to homeless families.
- Work with other districts on coordinating the timely transfer of records and or transportation issues.
- Collaborate with state and local housing agencies.
- Provide notice of rights of homeless students to attend school and access services in schools, and community centers.
- Review district policies and recommend changes to reduce barriers for homeless children enrolling in and attending school.

The district homeless liaison will also communicate with local agencies and resources within our district as well as with the district registrar's office and enrollment personnel.

Identification

In collaboration with school personnel and community organizations, the liaison will help identify youth experiencing homelessness within the district and will assist homeless student enroll in school and ensure that they receive the educational services for which they are eligible. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as experiencing homelessness, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also train school registrars and secretaries to inquire about possible homelessness upon enrollment and withdrawal of every student and to forward this information to the liaison if needed.

The liaison will also work with other school districts and community agencies to help identify and refer homeless youth and their families.

School Selection

Students experiencing homelessness have a right to either remain in their school of origin or to attend the school where they are temporarily residing. Maintaining a student in his or her school of origin is important for both the student and the school. Students who change schools often have been found to have lower test scores and overall academic performance than peers who do not change schools as often. Keeping students in their school of origin enhance not only the student's academic and social growth but also permit the district to benefit from increased test scores and achievement.

Therefore, youth experiencing homelessness shall remain at the school of origin to the extent feasible, unless it is against the parent or youth's wishes.

Students may remain at the school of origin the entire time they are experiencing homelessness, and until the end of the academic year in which they become permanently housed. Feasibility should be a child-centered determination.

Enrollment

Consistent, uninterrupted education is vital for academic and vocational success. Due to the realities of homelessness and mobility, students experiencing homelessness may not have school enrollment documents readily available. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment (transcript, attendance report, discipline report, immunization record, etc). The district liaison will contact the sending school homeless liaison to assist in obtaining the information needed for enrollment. The homeless liaison will also assist the youth or family in obtaining other documents needed such as birth certificates, proof of residency, proof of guardianship, etc. The homeless liaison will also assist the family with getting the necessary school supplies, uniforms if needed, and other essential school items as deemed necessary. At the present time the district has a Student Assistance Fund that can help defray the cost of supplies, and fees. The school liaison will work with the business office to enroll the youth in the free lunch program immediately upon enrollment.

Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with state's address confidentiality program when necessary.

Transportation

Students experiencing homelessness may not be able to continue attending his or her school of origin without the appropriate transportation. To avoid school absenteeism or forced transfers, at a parents request, or a request on behalf of an unaccompanied homeless youth by the homeless liaison, transportation shall be provided to and from the school of origin. Transportation will be provided for the entire time the student is eligible, including during pending disputes. Parents of homeless students and homeless unaccompanied youth must be informed of this right to transportation.

Transportation requests need to be in writing on the appropriate transportation form in order to be processed. Requests shall be processed and transportation arranged without delay. If the student experiencing homelessness is residing in the district, the district will arrange transportation. If the student experiencing homelessness is attending the school of origin but living in the district or living out of the district but remaining here at the school of origin, an inter-district transportation agreement will be created to determine who must arrange transportation. It is this districts policy that inter-district disputes shall not result in a student experiencing homelessness-missing school. If such a dispute arises, the district will arrange transportation and immediately bring the matter to the attention of the State Coordinators for the Education of Homeless Children and Youth.

In addition to receiving transportation to and from the school of origin upon written request, students experiencing homelessness attending Monty Tech, shall also be provided other transportation services comparable to those offered to other students.

Services

Youth experiencing homelessness shall be provided services comparable to services offered to other students within the school district, including:

- Title
- Educational services for which students meet eligibility criteria, including special education, 504 accommodations, and programs for English Language Learners.
- Vocational programs
- School nutrition programs
- Before and after school programs

The district recognizes that youth experiencing homelessness may suffer from disabilities at a disproportionate rate and frequently are not evaluated or provided appropriate educational and related services due to their instability and mobility issues. To address this problem, evaluations of youth experiencing homelessness that are suspected of having a disability will be referred to the Instructional Support Team (IST) and shall be given priority to ensure a timely completion of a full evaluation. Coordination with the students' prior and subsequent school will be of utmost importance. If a student has an IEP or an accommodation plan the district shall immediately implement it if appropriate. Any necessary IEP meetings or re-evaluations shall then be conducted expeditiously. If complete records are not available, IEP teams should use good judgment in choosing the best course of action, always balancing the procedural requirements and the provision of services. In the end, the ultimate goal is to avoid any disruption in appropriate educational services.

School personnel shall refer youth experiencing homelessness to the nurse or guidance office in order for them to be referred to health care services, including dental and mental health services. The homeless liaison will assist the school personnel in making such referrals as needed.

School personnel must also inform parents of all the educational and related opportunities available to their children and provide parents with opportunities to participate in their children's education. Students who have been identified as a homeless student and do not have a parent/guardian or adult caretaker acting in their best interest will have additional support from the homeless liaison, in conjunction with the principal, in terms of signatures/permission to participate in activities, and other activities as required by the school.

Free/Reduced Breakfast/Lunch Programs

Youth experiencing homelessness are automatically eligible for free meals. On the day the student enrolls or becomes identified as experiencing homelessness, the school must submit the student's name to the liaison so that the business office can immediately process the request. If the liaison is not available the request to add the student to the free breakfast/lunch program can be made directly to the business office.

Training

The liaison will conduct training for all staff at the beginning of each school year. The training and activities will be designed to:

- Increase staff awareness of homelessness in the district
- Review the McKinney-Vento Homeless Education Assistance Act
- Help teachers identify signs and behaviors that may indicate an unstable living situation
- Teach staff how to refer a student for support services
- Increase sensitivity to youth experiencing homelessness

Disputes

If a dispute arises over any issue covered in this policy, the youth experiencing homelessness shall immediately be enrolled pending final resolution of the dispute. The student experiencing homelessness shall also have the right to all appropriate educational services, transportation, free meals, and Title I services while the dispute is pending.

The school where the dispute arises shall provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and should immediately refer the parent or youth to the liaison. The liaison with the assistance of the Director of Student Support Services shall ensure that the student is enrolled in the school of his or her choice (either the school near the temporary housing, the school in which the student was last enrolled, or the school attended when permanently housed) and is receiving other services to which he or she is entitled to and will work to resolve the dispute as quickly as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all of the disputes in order to determine whether particular issues are delaying or denying the enrollment of youth experiencing homelessness.

The parent, or unaccompanied youth may appeal the liaison's decision as provided in the State's Dispute Resolution Process.

Coordination

The liaison shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth at the Mass Department of Education, the Monty Tech School district business office for transportation and free/reduced meal program needs, the liaisons in neighboring districts, community agencies, shelters, and other service providers within the district.

References:

The McKinney-Vento Homeless Education Assistance Act

Adapted from sample local policy developed by the National Law Center on Homelessness & Poverty

Massachusetts Department of Education — The Office for the Education of Homeless Children and Youth

State laws and regulations

Original Adoption: 06/01/05

Revision Date: 02/01/12

05/01/13

STUDENT WITHDRAWAL FROM SCHOOL

The decision to leave Montachusett Regional Vocational Technical School should only be made after the student has thoughtfully considered all options available. A student wishing to withdraw from Monty Tech must discuss this decision with his/her parents or guardians, his/her Guidance Counselor and the School Adjustment Counselor. All forms must be completed and properly signed.

Students moving out of district may not remain enrolled unless the receiving community agrees in writing to pay the student's tuition.

CROSS REF: Student Handbook
 District Agreement

Original Adoption: 06/11/75

Revision Date: 06/01/05

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Montachusett Regional Vocational Technical School Committee approves the use of Automated External Defibrillators (AED) in the school. AED's shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law. The district and qualified person/s designated by the administration shall be immune from civil liability for operation of an automated external defibrillator.

LEGAL REFS.: MGL 112:12V

Original Adoption: 03/05/08

Revision Date:

TRUANCY

A student will be considered truant if he/she is absent from school or class without permission of parent or guardian. A student will be considered truant if he/she leaves school without permission from the Dean of Students office.

Disciplinary action for truancy will be applied according to the Student Handbook.

CROSS REF: Student Handbook

Original Adoption: 08/18/93

Revision Date: 06/01/05

STUDENT RIGHTS AND RESPONSIBILITIES

We agree that social change is inevitable and that such change involves controversial issues and, in particular, greater freedom of expression by students. However, we also believe that an objective evaluation of controversial issues of student activism is a responsibility of all public schools. Undoubtedly, constitutional guidelines will be established in the next several years in areas for which no legal directions appear to be evident today. We believe that long-range solutions to problems of student dissent will not be found in legislation or law enforcement but, rather, will be the result of the development of trust, mutual respect and rapport between communities, School Committees, administrators and students. With these thoughts in mind, the Montachusett Regional Vocational Technical School Committee has approved the following guidelines:

- I. The School Committee is legally responsible for the establishment of school policy and every effort should be extended to include in the formulation of school policy consideration for the developing maturity of the student. Concomitant responsibilities flow from the exercise of rights and privileges. Among these are:
 - A. Respect for others and their rights.
 - B. Respect for individual dignity.
 - C. Respect for legally constituted authority and the legal responsibility of those in authority.
- II. All rules and regulations to maintain the process of education must be common knowledge. Orientation programs and student handbooks should provide this information in clear and concise language including the student's native language when possible. Any changes should be widely publicized in print in both school and community media.
- III. The professional staff, administrators and teachers of the Montachusett Regional Vocational Technical School District have the right and duty to prescribe and control school conduct provided that the constitutional rights of the students are respected and the right of due process is applied in all circumstances.
- IV. All school rules should be clearly defined and should be printed and distributed to every student and made available to parents.
- V. Students and faculty should participate fully in the recommending of school rules and regulations.
- VI. The School Committee, professional staff, and the student government should work cooperatively within the limitations prescribed by law in the establishment of these regulations.
- VII. Students must be free to establish and should be encouraged to participate in student governments that provide all students, through a representative system, a voice in school affairs.

However, disqualification for a specified period from participation in student affairs may, in appropriate cases, be imposed as a penalty for serious or repeated infractions of school rules.

Students have the right to hold regularly scheduled meetings during the normal school day with the sanction of the Principal.

- VIII. Students should be encouraged to participate with faculty as well as other adult and advisory groups in the formation of goals and curriculum objectives.
- IX. Assemblies are an important part of the total instructional program and topics or speakers of contemporary interest to student should be encouraged whenever possible. In the cases of controversial topics or speakers, presentations should be balanced in terms of existing major points of view. It is the duty of the School Administration to arrange for program supervision by faculty and others.
- X. Teachers should, at all times, strive to promote tolerance for the views and opinions of others and for the rights of individuals to form and hold differing views and opinions.

The teacher should further be responsible to permit the expression of the views and opinions of others and to encourage students to examine, analyze, evaluate and synthesize all available information about such topics and materials.

- XI. School newspapers, yearbooks, literary magazines and other publications should be guaranteed the right of freedom of the press, subject to the existing laws of libel and obscenity. As learning experiences within the school the staff should have qualified advisors and should seek the highest publications standards.
- XII. Non-school sponsored publications should be subjected to locally determined procedures for distribution on school premises.
- XIII. The activities of students other than at school functions, carried on entirely outside of normal hours and off school premises, should not be the responsibility of the school.
- XIV. Students should be allowed the use of school facilities for extra-curricular activities and should be encouraged to participate in these, including clubs, recreational events, and other such related activities. These must be scheduled in keeping with normal School Committee regulations and provide for supervision according to school rules.
- XV. Protests or demonstrations fall into two categories: violent and non-violent. Violent demonstrations are overt disruptive behavior such as vandalism, deprivation of rights of others, or the intimidation or disruption of classes, groups or individuals. Violent protest or overt disruption of classes is not acceptable behavior in the school building, classroom, upon school grounds, or at other school functions.

Non-violent demonstrations involve passive group or individual behavior that has been sanctioned by school authorities even though it may disrupt to the extent that the student is not conforming to his/her normal scheduled daily routine.

Non-violent protest is the right of every American (student or adult) but a person must recognize the responsibility of accepting the normal consequences of his/her actions. Non-violent protests in the public schools require the approval of the School Administration and such demonstrations shall not interrupt the educational process. The Administrative Coordinator requires advance notice in order to arrange adequately for such activity.

- XVI. The Superintendent-Director and his/her staff must develop emergency procedures to deal with student unrest. As necessary and appropriate, these procedures must be recommended to the School Committee for adoption as written policy for the Montachusett Regional Vocational Technical School District.

The school administration is responsible for the health and safety of staff, faculty, and students while within the jurisdiction of the school.

Responsibilities of Students:

The school exists for the purpose of promoting the educational growth of students. Of significant importance, too, is the fact that a school is made up of a large number of students and a fewer number of adults who for five or more hours during each day of the school year constitute a genuine community. Each person in this educational community, in addition to having rights and privileges, must accept responsibilities in order that the educational community functions. Among the important areas of responsibility for each student are:

- I. Applying his or her best efforts in studying and learning.
- II. In accordance with interests and abilities, participating in the activities, government, and "life" of the school.
- III. Obeying in deed and in spirit, the duly established rules and regulations of the school.
- IV. Taking appropriate care of personal and school property and respecting the property rights of others.
- V. Taking appropriate care of clothing and appearance

LEGAL REFS: M.G.L. 71:37H; 71:82 through 71:86

CROSS REF: Student Handbook

Original Adoption: 09/20/72

Revision Date: 06/01/05

STUDENT INVOLVEMENT IN DECISION MAKING

To promote mutual respect and understanding between the student body and the Montachusett Regional Vocational Technical School Committee, students will be welcomed at School Committee meetings and will be granted privileges in speaking in line with those of the general public.

Student Advisory Committee

In accordance with state law, the School Committee will meet at least once every other month while school is in session with the Student Advisory Committee. The Committee, consisting of five students, is elected by the student body, following the election procedures and guidelines as established by law.

The purpose of the Student Advisory Committee is to:

- I. Provide for a meaningful link and to promote a mutual sense of respect and understanding between the student body and the School Committee.
- II. Represent before the School Committee the attitudes, interests, and concerns, both positive and negative, of the student body.
- III. Advise the School Committee and add insight to their deliberations.
- IV. Carry to the School Committee and to support specific proposals and items of concern to the student body, and to initiate on behalf of the student body and in conjunction with the student government, projects and proposals for presentation to the School Committee.
- V. Inform the student body of the functions and workings of the School Committee.
- VI. Represent to the School Committee a cross-section of the entire student body.

The representative from the Student Advisory Committee shall be a nonvoting member of the District Committee.

LEGAL REFS: M.G.L. 71:38M

CROSS REF: Student Handbook
BDF

Original Adoption: 08/18/93

Revision Date: 06/01/05

ILLEGAL/CONTROLLED SUBSTANCE USE BY STUDENTS
PROHIBITED

Purposes: To ensure the health, welfare and safety of all students, employees and other individuals in or on Montachusett Regional Vocational Technical School District (MRVTSD) property, and to ensure all students are aware that use and abuse of any substances that are illegal/controlled will not be tolerated in or on school property or during school-sanctioned activities at any time.

Rationale: Use and abuse of illegal/controlled substances are pervasive health issues with physical, emotional, social and legal implications that hinder students from reaching their full potential. Dependency on these substances affects not only the student, but their family, friends, the Monty Tech community, and all of our member communities. School employees have a responsibility to prevent where possible, and take action when necessary, to safeguard MRVTSD students, employees and associated individuals at MRVTS from this devastating and potentially fatal behavior.

Definitions:

- Consume – Take into the body by ingestion, inhalation, injection, absorption.
- Controlled substance – A chemical or product declared by federal or state law to be illegal for sale or use, but which may be dispensed under a physician’s prescription.
- Drug paraphernalia - Any device that can be used to plant, grow, manufacture, compound, produce, analyze, pack, store, contain, conceal, or administer any controlled substance by ingestion, inhalation, injection or absorption.
- Illegal substance – Any chemical or product prohibited by law due to classification (as in, but not limited to, prescription drugs prescribed to another) or prohibited by law (as in, but not limited to smoking on school property), or prohibited by law due to age (as in, but not limited to, alcohol and tobacco products).
- Individual(s) – Person(s), neither student(s) nor employee(s), in or on MRTVS property or at MRTVS sanctioned events, as in (but not limited to) parents, siblings, school committee members, visiting adults or children, facility renters, consultants and delivery/transportation personnel.
- Possession – The state of having, owning or controlling something (in the case of this policy) body/mind altering, controlled or illegal substances and/or drug paraphernalia).

- Under the influence – The inability to think and act with ordinary care when faculties are impaired due to consumption of body/mind-altering substances.
- (Substance) Abuse – Illegal use and/or overindulgence in/of an addictive substance (such as, but not limited to, alcohol, tobacco and drugs).

Policy:

1. The School Committee prohibits the possession, use or consumption by students of any illegal or controlled substance, except under conditions specifically allowed in policy JLCD Administration of Drugs.
2. A student shall not, regardless of quantity, possess, use or consume, buy, sell, or give away any illegal/controlled substance (including, but not limited to, beverages containing alcohol, any tobacco product, any components of vapor/E-cigarettes; marijuana in any form, steroids, drug paraphernalia or prescription medications) except under conditions specifically allowed in policy JLCD Administration of Drugs.
3. Any student found to be in possession of, or believed to be under the influence of illegal/controlled substances prior to, while in attendance, or during participation in any school-sanctioned activity, may be subject to disciplinary action up to and including the maximum punishment permissible by law.
4. This policy shall be posted on the MRVTS website and notice provided to all students and parents in accordance with state law.
5. This policy shall be filed with the Department of Elementary and Secondary Education (DESE) in accordance with law, in the manner requested by DESE.

SOURCES: MASC suggested JICH 2016; MRVTS ADB Illegal/Controlled Substance-Free Schools

LEGAL REFS: M.G.L. 71:2A; M.G.L. 71.96; M.G.L. 272:40A

CROSS REFS: ADB Illegal/Controlled Substance-Free Schools; BIDDA Vehicle Use; IHAMB Teaching About Illegal/Controlled Substances; JLCD Administration of Drugs to Students; GBEC Drug-Free Workplace

Original Adoption: 10/18/16

Review Date:

Revision Date: 06/21/17;11/15/17

DANGEROUS WEAPONS IN THE SCHOOLS

- I. Staff and students must be free to work in an environment in which the threat of bodily harm from weapons and other devices is absent.
- II. Weapons or other devices whose sole purpose in design, use, or intent is to inflict injury shall not be tolerated in the possession of students, or any other person, on the school property under any circumstances, including in lockers and cars. Other devices which may be considered as potential weapons, but which may have a legitimate function within a trade or educational area will not be tolerated in circumstances clearly outside of the setting for which they are appropriate.
- III. Devices that have the appearance of a weapon shall not be tolerated.
- IV. Any school department personnel shall report in writing to their immediate supervisor any incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local Chief of Police, the Department of Social Services, the office of student services or its equivalent in any school district, and the local School Committee. Said Superintendent, Police Chief, and representative from the Department of Social Services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session, those involved in the initial assessment shall make a follow-up assessment of said student.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

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

CROSS REF: Student Handbook

Original Adoption: 12/06/89

Revision Date: 06/01/05

STUDENT BULLYING PREVENTION

PURPOSE:

The Montachusett Regional Vocational Technical School (MRVTS) shall provide a safe and secure environment in which all students are respected and expected to learn. Bullying affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. The MRVTS prohibits all forms of bullying, including cyberbullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

DEFINITIONS:

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- I. Causes physical or emotional harm to the target or damage to the target's property;
- II. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- III. Creates a hostile environment at school for the target;
- IV. Infringes on the rights of the target at school; or
- V. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is

sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to , educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

- I. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. The MRVTS staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school district staff members, may be made anonymously. The MRVTS will make a variety of reporting resources available to the school community.

Use of an Incident Reporting Form (JICFB-E) is not required as a condition of making a report. The MRVTS will: 1) include a copy of the Incident Reporting Form in the handbook for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website.

At the beginning of each school year, the MRVTS will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the district website, and in information about the Bullying Prevention and Intervention Plan that is made available to parents or guardians.

A. Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management discipline.

B. Reporting by Students, Parents or Guardians, and Others

The MRVTS expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

II. Responding to a report of bullying or retaliation

A. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

B. Obligations to Notify Others

- 1 Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

2. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action.

3. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Bullying Prevention and Intervention Plan and with applicable school district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Investigation. The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with MRVTS policies and procedures for investigations.

- IV. Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

SUMMARY

Consistent with state and federal laws, and the policies of the Montachusett Regional Vocational Technical School, no person shall be discriminated against in admission to MRVTS or in obtaining the advantages, privilege and courses of study at MRVTS on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Bullying Prevention and Intervention Plan prevents the MRVTS from taking action to remediate discrimination or bullying based on a person's membership in a legally protected category under local, state, or federal law, or school district policies.

In addition, nothing in the Bullying Prevention and Intervention Plan is designed or intended to limit the authority of the MRVTS to take disciplinary action or other action in response to violent, harmful, or disruptive behavior, regardless of whether the Bullying Prevention and Intervention Plan covers the behavior.

LEGAL REF: M.G.L. c. 71, § 370
M.G.L. c. 71, §§ 37H or 37H

Original Adoption: 12/15/10

Revision Date:

INTERROGATIONS AND SEARCHES**Interrogation and Arrest of Students**

Parents are responsible for the behavior of their students during out-of-school hours. The following procedures should be followed in the event a police officer seeks to interrogate a student, search his/her locker or his/her person, or arrest him/her in regard to a suspected crime or misdemeanor that occurred off the school grounds during out-of-school hours:

- I. The police officer should be asked to identify himself/herself. In addition, he/she should be requested to give reasons why it is necessary for investigative action to occur during school hours rather than after school at the student's home.
- II. The Superintendent-Director or his/her designee may at his/her discretion and in his/her presence permit a police officer to informally question a student.
- III. Unless such notice would interfere with the process of a lawful investigation, the student's parents should be contacted prior to any formal interrogation of the student.
- IV. The Superintendent-Director or his/her designee must be present during any interrogation or search of a locker or desk of a student by a police officer.
- V. The school must comply with a duly authorized warrant for the arrest of a student. In the event of arrest, the student's parents must be informed that the police are taking custody of the student.

The police should be requested to investigate any unsolved crimes which have occurred in school or on the school grounds. It should be remembered that the school is an educational institution and not an investigative agency. The following procedures should be followed in event of a crime occurring in school:

- I. A request should be made to the police department to have a plainclothes officer make an investigation.
- II. Prior to any formal interrogation or arrest, parents of suspected students must be notified.
- III. The Superintendent-Director or his/her designee must be present during any interrogation or search of a locker or desk by a police officer.
- IV. Should an arrest result, parents must be informed that the police are taking the student into custody.

The Superintendent-Director will be kept informed of any police investigation occurring in the school.

Original Adoption: 07/09/86

Revision Date: 06/01/05

STUDENT TRAVEL

All student trips, which include late night or overnight travel, must have approval of the School Committee before the trip is scheduled, or any fundraising activities are begun. 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.

LEGAL REFS: Chapter 346 of the Acts of 2002 (et al) approved on October 2, 2002
M.G.L. 69:1B; 71:37N

CROSS REF: IJOA, Field Trips

Original Adoption: 06/01/05

Revision Date:

STUDENT TRAVEL REGULATIONS

I. 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-Director 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.

II. 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 6:00 a.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 the majority of a class is participating in a trip, the school should provide appropriate substitute activities for non-participants.

III. Student Travel 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 participation, every effort should be made to provide scholarships where needed.

IV. Student Supervision

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c. 71 s. 38R.

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

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

V. Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)
<http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide
(includes "Motorcoach Safety Checklist")
<http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense's approved list of motor carriers
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

LEGAL REFS: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on
October 9, 2002
M.G.L. 69:1B; 71:37N; 71:38R 603 CMR 27.00

CROSS REF: IJOA, Field Trips

Original Adoption: 09/20/72

Revision Date: 06/01/05

STUDENT FUND-RAISING ACTIVITIES

There are many educational values to be gained by students participating in school sponsored clubs and activities on a voluntary basis. For many, this provides leadership and group experiences that are not possible within the formal classroom. Ideally, the Montachusett Regional Vocational Technical School Committee should underwrite the expenses for these educational experiences, but a limitation of funds seldom allows this to happen. Accordingly, the following guidelines are set forth to govern the fund-raising activities of student groups:

- I. The faculty sponsor working under the direction of the Superintendent-Director or his/her designee is responsible for seeing that a fund-raising drive is planned and carried out in a responsible manner. Adequate provision must be made for the safety and security of students participating. The drive must be conducted in accordance with city legal regulations and should take into account the sensitivities of the adult citizens of the community.
- II. Only duly authorized clubs and groups of the school may conduct fund-raising drives.
- III. The planning of fund-raising activities shall take place during the meeting time of the student group not during regular class time.
- IV. An authorized club or group must have authorization from the Assistant Director-Principal for a fund-raising drive.
- V. Guidelines will be set up by the Student Advisory Council to control fund drives within the school (such as cookie and bake sales).
- VI. All monies received shall be deposited in the appropriate activities account and shall be used only to support the legitimate activities of the club or group.

Among the variety of ways students may raise money are: selling of tickets for concerts and plays; providing services for the adults of the community, such as washing of cars, shoveling of snow, and the raking of leaves; and providing modest publicity for individuals and businesses by listing of the names of sponsors of a publication or activity; and selling of a modestly priced product.

The cost to the individual or business for a service, product or modest publicity must bear a reasonable relationship to the value received by the individual or business.

Massive school-wide fund raising drives which involve a relationship with a commercial concern and which involve large numbers of students and often provide prizes for individual students and classroom groups are expressly forbidden.

LEGAL REF: M.G.L. 71:47

Original Adoption: 09/20/72

Revision Date: 06/01/05

EXCESS FUNDS: SENIOR CLASS

The following are options for excess money left in the Senior Class Treasury:

- I. The class may vote to donate the money to the general student activities fund.
- II. The class may vote to withdraw the excess money, elect a treasurer, and hold the money in a separate account independent of the school.
- III. The class may vote to purchase a class gift for the school.
- IV. The class may vote to establish a student scholarship fund, separate and apart from all other scholarship funds.
- V. The class may vote to combine any of the above.
- VI. If the class does not choose one of the above options prior to the date in which the class in question graduates, the money reverts to the general student activities fund.

The senior class will be notified in September at the beginning of their senior year of the above options.

Original Adoption: 06/01/05

Revision Date:

CORPORAL PUNISHMENT

Ban on Corporal Punishment

No teacher, other employee, or agent of the Montachusett Regional School Committee shall inflict corporal punishment on any student.

The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any student.

Nothing in this policy statement shall be interpreted as preventing an employee from using appropriate physical force in the following situations:

- I. To protect himself/herself from assault by a student.
- II. To protect other students and staff members from the violent aggressive acts of a student.
- III. To prevent a student from harming himself/herself.

When such situations have occurred the Principal shall file a report with the School Committee.

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

Original Adoption: 09/20/72

Revision Date: 06/01/05

STUDENT RESTRAINT

The Montachusett Regional Vocational Technical School District complies with the provisions set forth in Massachusetts General Law c. 71, Sec. 37G and its accompanying regulations, relating to physical restraint of students.

The Superintendent-Director or his/her designee has developed written procedures regarding student restraint, and in addition, provides training on an annual basis as mandated by Title 603 CMR. Section 46.03

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

CROSS REF: Faculty Handbook

Original Adoption: 3/3/2002
Revision Date: 6/1/2005
1/22/2013
04/03/2013

STUDENT/PARENTAL COMPLAINT POLICY

The Montachusett Regional Vocational Technical School has established an internal procedure in order to provide for prompt and equitable resolutions of complaints regarding the specific administration of a physical restraint.

Purpose

The purpose of this complaint procedure is to secure prompt and equitable solutions to complaints which may, from time to time, arise pursuant to M.G.L. 71:37G and in accordance with Sec. 46.03 of Title 603 of the Code of Massachusetts Regulations.

If any student, or their parent, believes that he or she has been subjected to inappropriate use of physical restraint, the student/parent has the right to file a complaint.

Forms for filing complaints will be provided upon request by the Dean of Students or his/her designee.

General

No complainant will be subject to coercion, intimidation, interference or discrimination for registering a complaint or for assisting in the investigation of an alleged complaint within the context of this complaint procedure.

All document, communications, and records dealing with the filing of a complaint will be kept confidential to the full extent provided by law.

Procedure

- I. The complainant should complete the Complaint Form and return it to the Dean of Students or his/her designee. The complaint must be filed within fifteen (15) school days after the complainant becomes aware of the alleged violation. Assistance will be provided, upon request, to enable an individual to complete the Complaint Form and pursue the process to its completion.
- II. Within ten (10) school days after receiving the Complaint Form, the Dean of Students or his/her designee shall meet with the complainant to resolve the complaint. This investigation should be thorough, but informal in nature. All interested persons and their representatives, if any, shall be afforded an opportunity to be heard and to submit evidence relevant to the complaint. If the complaint is not resolved, it will be forwarded to the Assistant Director/Principal.
- III. Within thirty (30) school days of receipt of an unresolved complaint, the Assistant Director/Principal will conduct a hearing to determine what, if any, action shall be taken in response to the complaint. The hearing will be held at a time and place mutually convenient to all parties. The hearing procedure will follow appropriated due process procedures, including:

- A. The opportunity for the complainant to present the complaint in any suitable manner to an impartial hearing officer
 - B. The right of the complainant to be represented by counsel or an advocate at the complainant's expense;
 - C. The right of the complainant to a prompt decision.
- IV. Parents/legal guardians should provide advance notice to the Assistant Director/Principal that they will be represented by counsel, or an advocate at the complaint hearing. Failure to provide such notice will likely result in a postponement of the hearing.
- V. A written determination of the validity of the complaint and a description of the resolution, if any, shall be issued by the Assistant Director/Principal and forwarded to the complainant no later than fifteen (15) school days after the hearing. The determination of the validity of the complaint and the description of the resolution will be provided in an alternate format, upon request, if needed for effective communication.
- VI. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within fifteen (15) school days, following receipt of the written determination, to the Superintendent-Director.
- VII. The right of a person to a prompt and equitable resolution for the complaint filed shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA, Section 504 or other complaint with the responsible federal department or agency. Use of this procedure is not a prerequisite to the pursuit of other remedies.
- VIII. These rules shall be construed to protect the substantive rights of the interested persons to meet appropriate due process standards and to assure that the Montachusett Regional Vocational Technical School complies with M.G.L. 71:37G and in accordance with Sec. 46.03 of Title 603 of the Code of Massachusetts Regulations.
- IX. Copies of all resolutions and findings made under this procedure shall be filed with the Superintendent-Director's Office.

Original Adoption: 06/01/05

Revision Date:

STUDENT SUSPENSION/STUDENT EXPULSION

Introduction:

Chapter 76, Section 16 of the General Laws provides that "Any pupil who has attained age eighteen, or the parent, guardian or custodian of a pupil who has not attained said age of eighteen, who has been refused admission to or excluded from the public schools or from the advantages, privileges and courses of study of such public schools shall on application be furnished by the school committee with a written statement of the reasons therefore, and thereafter, if the refusal to admit or exclusion was unlawful, such pupil may recover from the town or, in the case of such refusal or exclusion by a regional school district from the district, in tort and may examine any member of the school committee or any other officer of the town or regional school district upon interrogatories."

Section 17 provides "A school committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard."

Procedures — Suspension and/or Expulsion:

To promote the orderly functioning of the district's activities and the attainment of the educational goals for which the school was designed and is operated, the Montachusett Regional Vocational Technical School Committee has adopted rules and regulations directed to the accomplishment of these purposes.

The enforcement of these rules and regulations by the imposition of sanctions or penalties is essential to their viability. These rules and regulations, as well as the sanctions and penalties to be imposed are set forth in the Student Handbook and reviewed yearly by the administration and School Council and approved by the School Committee.

Expulsions by Principal of Students in Certain Circumstances:

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, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

2. Any student who assaults a Superintendent-Director, Principal, Assistant Principal, teacher, teacher's aide or other school personnel on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
3. Any student who is charged with a violation of either paragraph 1. or 2. shall be notified in writing of an 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, a Principal may at his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph 1. or 2.

4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section 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 reason for the pupil's expulsion.

LEGAL REFS: M.G.L. 71:37H & 37H1/2; 76:16; 76:17

CROSS REF: Student Handbook Faculty
Handbook

Original Adoption: 09/20/72

Revision Date: 11/07/07

STUDENT INSURANCE PROGRAM

Providing hospital and medical insurance for students is a responsibility of parents. The Montachusett Regional Vocational Technical School Committee has purchased accident insurance covering all students attending the school. This coverage includes all sports played at "Monty Tech." The following is a brief description of the coverage:

- I. This is a non-duplicating type of insurance. This means in the event of an accident, the parent would file a claim with their primary carrier (for example, Blue Cross) and our insurance company would pay all "leftover bills" including any deductible that the parents may have with their primary carrier. If the parents have no other medical insurance, this company would pay from the first dollar up to the limits of the policy.
- II. This insurance covers students to, from, and while at "Monty Tech" including shops, field trips, etc., for the school year.
- III. The students will have the option to extend their coverage to a 24-hour 12-month coverage on a voluntary basis for an additional charge. Students interested in full-time coverage should inquire at the Business Office

CROSS REF: Student Handbook

Original Adoption: 09/20/72

Revision Date: 06/01/05

STUDENT HEALTH SERVICES AND REQUIREMENTS

School Health Personnel

The Montachusett Regional Vocational Technical School Committee shall appoint one or more school physician(s) and nurse(s) and shall provide them with all proper facilities for the performance of their duties. The School Committee has established the following school health positions:

I. School Physician

The services of the school physician shall be coordinated with the total school health program. The physician shall be responsible for the control of communicable disease and for completing physical exams for athletes who need them prior to the sport season.

II. School Nurse

The services of the school nurse shall address health assessment, nursing practice in the school setting, care of students with special health care needs and infectious disease control. Please refer to "Basic School Health Services" in the Comprehensive School Health Manual which is located in the nurse's office.

LEGAL REFS: M.G.L. 71:53

Original Adoption: 04/19/72

Revision Date: 06/01/05

PHYSICAL EXAMINATIONS OF STUDENTS

The health program of the Montachusett Regional Vocational Technical School District should encourage the performance of health appraisal by the family's own physician whenever possible. The results of the family physician's examination shall be recorded on health record forms supplied by the Massachusetts Department of Public Health through the schools or on such health record forms as are supplied by the schools, after approval by the Department of Public Health. A copy of this record containing the results of the examination and the physician's recommendations shall be returned to the school. The family physician performing the health appraisal of a student shall be furnished with a copy of the record of screening tests performed in the school.

The school physician shall carry on other responsibilities of the school health program, including:

- I. Interpretation of the student's health situation to the school personnel.
- II. Assistance to the teacher and nurse in meeting the health needs of the student insofar as this is possible in the school environment.
- III. Completion of sports physicals.

LEGAL REFS: M.G.L. 71:53; 71:54; 71:56; 71:57; 76:15A-B

CROSS REF: Student Handbook

Original Adoption: 09/29/72

Revision Date: 06/01/05

INOCULATIONS OF STUDENTS

Purpose:

For the safety of all students, staff and guests The Montachusett Regional Vocational Technical School adheres to laws and regulations regarding inoculations of students.

Vaccinations, Immunizations and Blood Tests:

No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the department of public health.

A child shall be admitted to Montachusett Regional Vocational Technical School upon certification by a physician that he has personally examined such child and that in his opinion the physical condition of the child is such that his health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program. If the physician in charge of the school health program does not agree with the opinion of the child's physician, the matter shall be referred to the Massachusetts Department of Public Health, whose decision will be final.

In the absence of an emergency or epidemic of disease declared by the Department of Public Health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.

LEGAL REFERENCES: M.G.L. 76:15; DPH Regulations 105 CMR 220.000

CROSS REFERENCE: Student Handbook; JFABD McKinney-Vento Homeless Education Policy

ORIGINAL: 09/20/72

REVISED: 06/01/05

06/01/16

COMMUNICABLE DISEASES

If any student in the Montachusett Regional Vocational Technical School District is found to be suffering from any disease or disability requiring treatment, the School Committee shall forthwith notify the parent or guardian of such student.

A student showing signs of ill health or of being infected with a disease dangerous to the public health as defined in accordance with Chapter 11, Section 64 shall be sent home immediately, or as soon as safe and proper conveyance can be found, or shall be referred to a school physician, who may direct that such student is to be sent home. In the case of schools remotely situated, such other steps may be taken as will best effectuate the purpose of this section and ensure the safety of such student and of other pupils. The Superintendent-Director shall immediately cause the Board of Health to be notified of all students excluded under this section by reason of any disease dangerous to the public health.

A student infected, or in a household where a person is infected, with a disease dangerous to the public health as defined in accordance with Chapter 11, Section 64 or in a household exposed to contagion from any such disease in another household, shall not attend any public school while he/she is so infected or remains in a household where such infection or exposure exists if the regulations of the Board of Health require such exclusion. A student returning to school after having been absent on account of such infection, or exposure, shall present a certificate from the Board of Health or its duly appointed agent that the danger of conveying such disease by such student has passed; provided, that if such a student returns to school without such a certificate, after having been absent on account of such infection or exposure, he/she shall immediately be referred to a school physician for examination and, if it is found by such physician upon such examination that such danger has passed, he/she may remain at school.

Policy for AIDS

I. General Policy Statement

All students, regardless of a positive HIV test or diagnosis of AIDS, have the right to attend classes and participate in school programs.

II. Disclosure of Information Regarding Students Who Test Positive for HIV or Are Diagnosed with AIDS

No student can be forced to be tested for infection with HIV.

A student, without the consent of his or her parent or legal guardian may, however, voluntarily subject himself or herself to testing for HIV.

If a student tests positive for HIV, or is diagnosed with AIDS, it is within the sole discretion of that student, or that student's parent or legal guardian, to disclose to the faculty or staff of the student's medical condition. The student and the student's parent or legal guardian has an absolute right to keep that information private. If a faculty member learns of a student's HIV infection or diagnosis with

AIDS, that faculty member cannot reveal that information to any third party without the informed, written consent of the student or the student's parent or legal guardian.

The consent must be given on a form provided by the school, and any signed consent forms will be kept in a file with access restricted to individuals authorized by the student or student's parent or legal guardian. The disclosure of information in the file may only be for purposes and to individuals specifically authorized by the student or the student's parent or legal guardian. Without such authorization, any such information must be kept strictly confidential.

III. Treatment of Individuals with Medical Conditions that Have an Increased Likelihood of Causing the HIV Virus to Spread

Because the HIV is a blood-borne disease and individuals may not exhibit visible symptoms or may not know they have the disease, certain conditions could result in an increased risk of either contracting or transmitting the disease.

If a student has an uncovered wound, a weeping or bloody skin condition, or open sores that cannot be controlled, or bloody diarrhea, then such individual may be excluded from the school until the medical condition can be successfully controlled. This exclusion is primarily to prevent the student from inadvertently being the recipient of the disease.

Any student who exhibits a propensity for biting others with such severity so as to cause the transfer of blood may likewise be excluded. The policy is to protect any student who is not infected from possible exposure to the disease.

LEGAL REFS: M.G.L. 71:55 & 55A

Original Adoption: 01/15/86

Revision Date: 06/01/05

ADMINISTERING MEDICATIONS TO STUDENTS

Purpose:

To ensure students requiring scheduled and emergency medications receive the appropriate medications, in the appropriate dosage, at the appropriate times, by properly trained and legally acceptable Montachusett Regional Vocational Technical School (MRVTS) personnel.

Definitions:

- MRVTS Staff Nurse – MRVTS District employee, hired as a nurse.
- School Nurse Leader – MRVTS District employee, hired as a nurse and designated as the head of MRVTS nursing staff.
- School Physician – Medical Doctor, licensed to practice medicine in Massachusetts, with whom the MRVTS District maintains an affiliation.
- Medication – A substance, either over the counter (OTC) or prescription, used in treating a medical condition or addressing a symptom, such as pain.
- Naloxone/Narcan – An opioid antagonist used to counter the effects of an opiate overdose, administered either nasally or by injection or injection.
- Volunteer first responder – MRVTS District employee (other than nursing staff) who agrees to undergo training and assessment in the administration of Naloxone/Narcan, and to administer said medication in an emergency.

Policy:

The MRVTS School Nurse Leader shall be the supervisor of medications for the District. He/she will encourage students, where possible, to take medications at home either before or after school hours.

MRVTS Staff Nurses may administer medications when acting under directives provided by the School Physician. In addition, and in accordance with School Physician Directives, MRVTS Staff Nurses may also administer medications under the specific, written request of a student's parent or guardian, which must be supported by a directive from the students' personal physician.

MRVTS Staff Nurses will only accept medications in properly labeled pharmacy or manufacturer containers from a parent/guardian, and obtain their written authorization prior to administering.

In the event no MRVTS Staff nurse is present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded* by the secretary (*the secretary will not administer medication) to take the medicine. This provision applies only when a single dose of the medication has been placed in an individual container clearly marked with the student's name, dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medication he/she is taking.

Only MRVTS Staff Nurses and those listed in the medical administration plan acting within the above restrictions, may give any medication to a student, with specific exceptions.

Response to a medication emergency will follow the MRVTS School Emergency Plan.

Exceptions:

The MRVTS shall, through the Nurse Leader, register with the Department of Public Health and train personnel in the use of epinephrine injections and/or auto-injectors (ie: Epi-Pens).

The MRVTS may, in conjunction with the School Physician and School Nurse Leader, stock nasal and/or injectable naloxone (ie: Narcan and EVZIO), and authorize trained medical personnel and approved volunteer first responders to administer it to individuals experiencing a life threatening opiate overdose in the school setting.

Non-medical staff may be trained as volunteer first responders in the administration of nasal naloxone and/or injectable naloxone (ie: Narcan and EVZIO). The School Committee must vote to approve such training, and the Superintendent-Director shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Department of Public Health.

After consultation with, and approval of the School Nurse Leader, students may self-administer their medications under the following conditions:

- a. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- b. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
- c. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

During day and overnight field trips or school-sanctioned/chaperoned travel, the School Nurse Leader, at his/her discretion, may delegate medication administration to a trained school staff member. Written permission from the parent/guardian for said named, trained school staff member to administer the medical shall be obtained. The School Nurse Leader or a designated MRVTS Staff Nurse shall instruct the staff member on the administration of medication for that student.

SOURCES: JLCD suggested policy from MASC 2016; MRVTS policy JLCD 2005 01 06

LEGAL REFS: M.G.L. 71:54B; M.G.L. 94C sections 7, 13, 19, 34A;
Department of Public Health Regulations 105 CMR 210.00; 244 CMR 3.00

ORIGINAL ADOPTION: 1986 01 15

REVIEWED/REVISED: Revised 2005 06 05; Revised 2016 08 30

CONCUSSION/HEAD INJURY POLICY

Purpose:

The primary purpose of this Concussion/Head Injury Policy is for the health and safety of all student athletes participating in the Montachusett Regional Vocational Technical School (MRVTS) athletic programs.

Training and Education:

All coaches, coaching assistants, volunteers, athletic department staff, and medical care providers will receive annual education on head injuries, concussions, and second impact syndrome. The concussion policy will be reviewed at each pre-season coaching meeting. A record of attendance, awareness of policy, signs and symptoms of a concussion, and receipt of Centers for Disease Control (CDC) printed educational materials will be completed and kept on file with the athletic director.

Athletic department staff will, at the start of each sports season, provide written CDC educational materials on head injuries, concussions and second impact syndrome to the parents or guardians of student athletes.

Printed media materials on concussions and head injuries that include signs, symptoms and treatment protocols shall be posted in various public areas near the locker rooms and gymnasiums.

Student athletes and their parents or guardians will complete a concussion/head injury history questionnaire requiring a signature of the student athlete and parent or guardian, prior to the start of each sport season. This form shall also include acknowledgement that the student is required to report any symptoms of a possible concussion to the coaching staff and/or athletic department personnel or sports physician.

Student Athletes with Possible Concussions:

Any athlete who experiences a suspected concussion (which may or may not include loss of consciousness) will be removed from sports participation for the day and will not be allowed to return until medically cleared by the student's medical Primary Care Provider (PCP) or the school physician. This includes game play, practice, as well as strength and conditioning exercises.

In the event an athlete exhibits progressive neurological symptoms, i.e. vision problems, confusion, agitation, etc., 9-1-1 will be activated immediately.

All athletes with a **suspected** concussion need to be seen immediately by athletic department personnel or a sports physician, and triaged appropriately (monitoring the athlete, notifying parent or guardian, sending to Emergency Department, activating Emergency Medical Services, etc.)

All athletes with a **suspected** concussion and stable neurological exam, when released to their parent/guardian, need to be given a concussion handout regarding the warning signs to monitor for 24 to 48 hours after a **suspected** concussion.

Once athletes are asymptomatic for 24 to 48 hours after a **suspected** concussion and have a normal neurological exam, they can begin a graduated return to play protocol authorized and ordered by the school physician or his designee.

All athletes with a **suspected** concussion shall not be left alone and unmonitored. The athletic department personnel or sports physician shall not leave the athlete until he/she is either taken by his/her parent/guardian or under care of the emergency responders if activated by 9-1-1. If medical staff is not onsite, the coach will monitor the athlete or delegate an assistant coach to monitor him/her.

The school physician for Montachusett Regional Vocational Technical School has the final authorization for a student's return to play. If athletic department personnel feel it is not in the best medical interest of an athlete to return to play/practice, they may override the student's medical Primary Care Provider's (PCP) return to play/practice order until it is reviewed by the school physician.

Reference: MGL Ch. 111 Sec. 222

Original Adoption: 06/01/11

Reaffirmation Date: 02/01/12

GUIDANCE PROGRAM**Objectives**

The primary activities of the Guidance Department include, but are not limited to recruitment, enrollment, scheduling, counseling, referrals, vocational information, maintenance of student records, college placement services, and student information services.

Responsibilities

The following are implemented in accordance with School Committee policy, as well as state and federal regulations pertaining to the guidance area.

- Market programs and recruit students
- Deliver freshman orientation programs
- Maintain student enrollment figures
- Maintain, store and retrieve student records and transcripts
- Counsel students
- Coordinate 504 plans
- Test incoming freshmen to identify achievement levels
- Plan and conduct tour days
- Plan and conduct Career Awareness Night
- Submit data for October 1 DOE report
- Support public relations concerning students and school events
- Conduct VIP program for district sending school students
- Counsel and support scheduling of all students
- Assist with college applications and financial aid
- Administer standardized tests
- Interface with community organizations
- Maintain point of contact for alumni
- Collect and report on student data
- Serve on school-wide committees

LEGAL REFS: M.G.L. 69:1D; 71: 1; 71:34 A, B, C, D, E, H; 603 CMR 23.0

CROSS REF: Faculty Handbook
Student Handbook
Guidance Procedure

Original Adoption: 08/18/93

Revision Date: 06/01/05

EMPLOYMENT OF STUDENTS

For full-time students at the Montachusett Regional Vocational Technical School, school responsibilities are to take precedence over non school-related jobs.

If students need to work while attending school, vocational personnel shall make efforts to help them obtain employment, preferably in an occupation related to their field of study. However, they shall be cautioned against assuming work commitments that will interfere with their studies and achievement in school.

In-School Employment

Part-time jobs shall be open to students in keeping with their abilities and needs of the school for student help.

LEGAL REF: M.G.L. 74:2A

Original Adoption: 08/18/93

Revision Date: 06/01/05

STUDENT GIFTS AND SOLICITATIONS

As a public school, the Montachusett Regional Vocational Technical School has direct, daily, "live" contact with more homes in the communities than any other institution or organization. Because of this unique position, there is a tendency to look to the school organization as a means of communication to students and other members of the families of the community. To prevent any misuse of the school organization, the following guidelines have been established:

- I. Students and the school organization shall not be used as a means of collecting information not directly pertinent to the conduct of the school program.
- II. Except for distribution of information relative to the schools, students and the school organization shall not be used as a means of disseminating advertising or promotional materials.
- III. There shall be no solicitation or canvassing of students by outside organizations within or through the schools unless by specific sanction of the School Committee.
- IV. No mailing list of students (or staff) will be made available to any individual or organization, except as permitted by law.
- V. Students will not be sent off the school grounds on personal or school-related errands for any school district employee.

Gifts and Gift Exchanges:

Elaborate gifts by parents or students to school personnel are to be discouraged. Letters to staff members are always welcome and are considered more appropriate than gifts as a means of expressing gratitude and appreciation.

Any action or comment by an individual that might be interpreted as an invitation for a gift of any nature is highly unethical and is strongly disapproved. At no time should a gift be used in any way to bring embarrassment to students or teachers.

The Superintendent-Director or his/her designee is responsible for promulgating this policy to parents, teachers and students through appropriate bulletins and announcements (especially during the fall semester).

Original Adoption: 09/20/72

Revision Date: 06/01/05

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, and yet be guarded as confidential information.

The Superintendent-Director will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers, except as permitted by law.

LEGAL REFS: M.G.L. 66:10; 71:34A, B, D, E, H
 603 CMR 23.00

Original Adoption: 09/20/72

Revision Date: 06/01/05

SECTION K: SCHOOL-COMMUNITY RELATIONS

Section K of the policy classification system provides a repository for statements on relations with the general public and with other community and public agencies except other educational agencies and groups.

KA SCHOOL-COMMUNITY RELATIONS GOALS

KBBA NON-CUSTODIAL PARENTS' RIGHTS

KCD PUBLIC GIFTS TO THE SCHOOLS

KDB PUBLIC'S RIGHT TO KNOW

KDDA NEWS MEDIA RELEASES

**KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR
INSTRUCTIONAL MATERIALS**

KF COMMUNITY USE OF SCHOOL FACILITIES

SCHOOL-COMMUNITY RELATIONS GOALS

The Montachusett Regional Vocational Technical School Committee and all employees of the Montachusett School District should be aware of the importance of securing and maintaining the confidence and respect of the public in the educational programs of the schools. For a vocational school district, with its extensive needs for citizen participation in advising and supporting capacities, a well-conceived program of community relations is a necessity. Here are some principles on which a sound program of community relations can be based:

- I. Schools are established for the purpose of helping youth and adults learn and grow in desirable directions. Schools (as a top priority) should do well the job they are set up to do -- this ought to be the main cornerstone in any program of community relations.
- II. All citizens, whether or not they are parents of the young, have a stake in the education of the next generation. They should be considered as being potentially supportive of the goals of education, even if, at times, some would question the means being used to accomplish these goals.
- III. Communications with citizens should be courteous, honest, straightforward, and direct. Quite naturally, School Committee members and educators like to communicate about the strengths and successes of educational programs. However, equally full communication is often necessary with reference to the problems, needs, and weaknesses of the School System. Citizens do not expect schools to be perfect -- they do have the right to have an honest picture of the schools as they really are.
- IV. The School Committee is charged with the responsibility of spending tax dollars, most of which are derived from assessments on the homes and businesses of the communities. The citizens have a right to know how this money is being spent and how effectively their dollars are being used to accomplish educational purposes.
- V. The community should be viewed as a rich pool of educational resources for field trips, speakers, work-study projects, opportunities for pupils to observe people in a large number of diverse occupations, and as a source for volunteer and paid aides. Pupils should be taught that their community has a "history," a "geography" and "current events" all of its own. Wise use of the community as an educational resource is an effective way of building understanding and support for schools at a genuine "grass roots" level.
- VI. More and more, education is becoming a lifelong activity. While schools have been established primarily to serve children and youth, the School Committee and the professional educators ought to be in the forefront of efforts to provide educational programs for adults and to promote the widest possible use of school facilities for educational and cultural programs for adults during non-school hours.

Original Adoption: 03/01/72

Revision Date: 06/01/05

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The **Montachusett Regional Vocational Technical School District** will follow the law and the regulations developed by the Massachusetts **Department 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 (“noncustodial parents”).

As required by M.G.L. c.71,;34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. A non-custodial parent is eligible to obtain access to the student record unless:
 - a. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - b. The parent has been denied visitation or has been ordered to supervised visitation, or
 - c. The parent’s access to the student or to the custodial parent 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.
2. 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 603 CMR 23.07(5)(a).
3. In order to obtain access the non-custodial parent must submit a written request for the student record to the school principal.
4. 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 noncustodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
5. The school must delete the electronic and postal address and telephone number of the student and 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.

6. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71:34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:34D; 71:34F; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

Original Adoption: 06/01/2005
Revision Date: 1/3/2007
1/22/2013
04/03/2013

PUBLIC GIFTS TO THE SCHOOLS**Gifts and Contributions**

The Montachusett Regional Vocational Technical School Committee may receive gifts and contributions that may be used or expended without resulting in reduction of income from regular sources. A letter should accompany all gifts presented to the Montachusett School District from the donor so that the School Committee can make proper recognition. All gifts, grants, bequests, and contributions must be officially accepted by the School Committee and become the property of the School District. To be acceptable, a gift or contribution must satisfy the following criteria:

- I. It must be able to be used for a purpose consistent with the purposes of the Montachusett Regional Technical Vocational School District, and it should not place any restrictions on school programs.
- II. It must be offered by a donor acceptable to the School Committee.
- III. It must not result in unreasonable demands being made on the staff of the School District.
- IV. It must not start a program that the School Committee is unwilling to continue once the funds given are exhausted.
- V. It must not result in any hidden costs to the School District.
- VI. It must not be in conflict with the law or School Committee policy nor should the acceptance of a gift imply an endorsement of any business product or service.

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

Original Adoption: 09/10/72

Revision Date: 06/01/05

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.

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-Director by any citizen desiring to examine them during hours when the office is open. Records pertaining to individual students or staff members will not be released for inspection to the public, or any unauthorized persons, by the Superintendent-Director 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 administrator is authorized and encouraged to use all means available to keep parents and others in the school community informed about the school's program and activities.

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

Original Adoption: 03/01/72

Revision Date: 06/01/05

NEWS MEDIA RELEASES

School District Newsletters

The Montachusett Regional Vocational Technical School Committee encourages and supports the publication of periodic newsletters by the Montachusett School District to inform prospective employers, labor unions, parents and other citizen groups who have an interest in the instructional programs of the school and the qualifications of the graduates of the school.

The Committee further encourages the administration to give out prepared press releases for publicizing routine school news and for informing the communities about new programs and policies.

Original Adoption: 03/01/72

Revision Date: 06/01/05

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR
INSTRUCTIONAL MATERIALS**

Occasionally, parents or other citizens of the community will want to register a complaint about the school using a particular book, visual aid, or other instructional material. The person desiring to register a complaint should use the following procedures:

- I. Criticisms of books and instructional materials should be submitted in writing to the Superintendent-Director.
- II. The School Committee should be informed that a complaint has been made.
- III. The complaint thus submitted would be considered by a committee among the faculty that will be appointed by the Superintendent-Director.
- IV. This committee should be familiar with the subject matter of the book or material challenged. The challenged book or material will be judged by the committee as to its conformity to the aforementioned criteria.
- V. The book or material being questioned will be retained in use pending a decision in writing by the above committee appointed by the Superintendent-Director.
- VI. Appeals from this decision may be made through the Superintendent-Director to the School Committee for final decision.

Original Adoption: 09/20/72

Revision Date: 06/01/05

COMMUNITY USE OF SCHOOL FACILITIES

Purposes: To ensure that education of Montachusett Regional Vocational Technical School District students is the first priority with regard to use of the District's Facilities, and that the tax payers' investment in District Facilities is protected. Realizing and appreciating that facilities are supported by the District's sending communities' tax dollars, when not being used for school-sponsored activities, facilities may be made available for public use in accordance with this policy, and the rules and regulations contained in the Building Use Agreement.

Definitions:

Facilities – Land, buildings, and property owned by or under control of MRVTS

Contents – Items including but not limited to furniture, fixtures, accessories, supplies and equipment located within the area of permitted use

Policy:

- I. The District School Committee grants the Superintendent-Director the ultimate authority to approve or disapprove the use of school facilities, or to revoke a permit previously granted, when he/she deems such action to be in the best interest of the school community.
- II. The District School Committee grants the Superintendent-Director the authority to, at his/her discretion; require a bond be posted to provide against damage to the particular area of the facility involved, and its contents. Users of school property shall be responsible for all damage sustained during that period of usage.
- III. Applicants affiliated with a religious or political organization shall not necessarily be disqualified from being allowed to use the school facilities for such a purpose after school hours.
- IV. Facilities shall be made available to member municipal governmental bodies, State Department of Education, and federal agencies, when requested and approved by the Superintendent-Director.
 - a. The use of facilities as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose, and rental fees may be waived for such organizations at the discretion of the Superintendent-Director.
- V. The District School Committee retains the right to review and adjust any use of building procedures, as needed.
- VI. The District School Committee retains the right to deny use of the facilities to any groups or users, who, on any previous occasions, have demonstrated an inability to follow laws, policies, and procedures.
- VII. All facilities use permits are non-transferable. Any misuse of a permit will result in permanent suspension of facilities use by that individual/organization.

SOURCES: Sample policies; NEPN Coding Manual

LEGAL REFS:

CROSS REFS: MRVTS Building Use Request Form

ORIGINAL ADOPTION: 1972 09 20

REVIEWS & REVISIONS: 2005 06 01 (revised); 2018 06 20 (revised)

SECTION L: EDUCATION AGENCY RELATIONS

Section L of the policy classification system provides a repository for statements which concern the district's relationship with other education agencies -- other school districts, regional or service districts, private schools, colleges and universities, educational research organizations, and state and national education agencies.

LB RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

LDA STUDENT TEACHING AND INTERNSHIPS

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

Model Programs with Other Districts:

The Montachusett Regional Vocational Technical School Committee acting for and in behalf of the Montachusett School District, may enter into an agreement with one or more other School Committee(s) to conduct jointly or for such other Committee(s) model educational programs which permit such Committees to supplement or strengthen regular school programs in ways unavailable to them separately; provided, that such agreement has been approved by the Commissioner of Education and authorized by vote of each committee.

- I. Such agreement shall designate one city, town, or regional school district that is party thereto as the operating agent. Funds received by such operating agent from other cities, towns or districts party to such agreement as reimbursement may be reserved for appropriation or credited to general revenue. All funds appropriated by such operating agent for the purposes of such agreement, in addition to gifts and grants, shall be deposited with and held as a separate account by its treasurer; and payments from such account shall be made by said treasurer according to duly approved warrants, as provided by general or specific law.
- II. All bills and payrolls submitted for serviced rendered, or for equipment or supplies delivered, in connection with any such agreement shall be plainly marked to indicate that such services were rendered, or such equipment or payment on account of, such services, equipment, or supplies shall be made at such intervals as such agreement provides.
- III. Such agreement may be terminated at the end of any fiscal year by written notice of termination given by any Committee that has entered into such agreement to each other such Committee at least sixty days before the end of such year. Such agreement shall provide for the disposition, upon termination thereof, of all the unencumbered funds and all equipment and supplies held pursuant thereto.

LEGAL REFS: M.G.L. 40:4E; 71:71D; 71B:4; 74:4-7A; 76:1

Original Adoption: 09/20/72

Revision Date: 06/01/05

STUDENT TEACHING AND INTERNSHIPS

The Montachusett Regional Vocational Technical School Committee is open to consideration of proposals from teacher preparation institutions for the placement and supervision of student teachers and principals. The Superintendent-Director will recommend beginning, continuing, or terminating the relationship with a particular college or university on the basis of the following:

- I. The qualifications of the student teachers and interns as determined by application, interview, and/or prior visitations.
- II. The extent and nature of the preparation given the student teachers or interns as this relates to the subjects and age levels to which they are assigned.
- III. The quality and extent of the supervisory and other services provided to the school district or university.
- IV. The availability of experienced teachers who are willing to accept the responsibilities of being supervisory teachers.

Original Adoption: 09/20/72

Revision Date: 06/01/05