

School Committee Policy Handbook

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SCHOOL DISTRICT LEGAL STATUS

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

Under the General Laws of Massachusetts,

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

The public educational system of Canton structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education.

Established by law: M.G.L. 71:1

Adopted: November 2, 1995

Affirmed: January 8, 2004

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

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

THE PEOPLE AND THEIR SCHOOL DISTRICT

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

The School Committee therefore affirms and declares its intent to:

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

Adopted: November 2, 1995

Affirmed: January 8, 2004

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

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

Adopted: November 2, 1995

Affirmed: January 8, 2004

Ref: Policy BDF, Advisory Committees to the School Committee

**STUDENT INVOLVEMENT IN DECISION MAKING AT THE SCHOOL COMMITTEE
LEVEL**

As appropriate to the age of the students, class, school or student government organizations, such as the student advisory council may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The School Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity, such as senior privileges.

Students will be welcomed at School Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the School Committee will meet at least once every other month while school is in session with its student advisory committee. The student advisory committee is elected by the high school student body according to an election procedure approved by the School Committee.

The elected chairperson of the student advisory committee shall be an ex-officio non-voting member of the School Committee, without the right to attend executive sessions unless such right is expressly granted by the individual School Committee. Said Chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation.

Adopted: November 2, 1995

Affirmed: January 8, 2004

LEGAL REF.: M.G.L. 71:38M

NONDISCRIMINATION

Public schools have the responsibility to do their part in overcoming, insofar as possible, any barriers that prevent children from achieving their potential. Affirming this commitment to the Canton community, the by the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics related to race, color, sex, religion, national origin, sexual orientation or disability.

2. Work toward a more integrated society and enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
3. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
4. 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.
5. 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 School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, age, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation or disability, their complaint should be registered with the compliance officer. The compliance officer can be reached through the Superintendent's office.

Adopted: November 2, 1995

Affirmed: January 8, 2004

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 26:00
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through
3/28/78

NONDISCRIMINATION ON THE BASIS OF SEX

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

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

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

Adopted: November 2, 1995

Affirmed: January 8, 2004

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal
Educational Opportunity, adopted 6/24/75, amended 10/24/78

HARASSMENT POLICY

I. General Statement of Policy

The Canton Public School System maintains a firm policy to provide a safe learning environment that is free from any form of harassment. Harassment is “conduct or speech which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose, or effect, of unreasonably interfering with a student’s ability to learn or a /staff member’s ability to work.” Harassment can occur on the basis of an individual’s race, color, gender, sexual orientation, religion, natural origin or disability. Harassment that disrupts the educational process will not be tolerated under any circumstances. Examples of harassment include sexual harassment, bullying, hazing, fighting, taunting, use of profanity, misuse of the Internet, racial, ethnic, or religious slurs, and threats of violence in any form.

The Canton Public School System will act promptly to investigate all complaints. The appropriate disciplinary action will be taken to end the harassment and prevent its recurrence. The purpose of disciplinary action is to stop the harassment and prevent its recurrence and may include detention, counseling, anger management education, suspension, or expulsion.

The Canton Public Schools will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment complaint. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment. Testifying, assisting, or participating in any investigation will not affect the individual’s future employment, grades, or work assignments.

II. Definitions

Examples given below are for illustration and are not an exclusive list of the ways in which prohibited harassment can occur.

A. SEXUAL HARASSMENT- Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Examples of conduct which may constitute sexual harassment include:

1. verbal harassment or abuse of a sexual nature
2. subtle pressure for sexual activity
3. inappropriate patting or pinching; unwelcome leering, whistling or sexual gestures
4. intentional brushing against a student’s or employee’s body
5. demanding sexual favors accompanied by implied or overt threats concerning an individual employment or educational status
6. displaying any sexual suggestive objects, pictures, cartoons, photos, videos, or films
7. any sexually motivated unwelcome advances, whether they involve physical touching or not
8. inquiries into one’s sexual experiences or activities
9. inappropriate epithets, jokes, gossip written or oral references to sexual conduct or comments regarding an individual’s sex life or body

Condoning sexual harassment will not be tolerated. Condoning includes ignoring harassment, or any other act that can be perceived as approving the actions of the harasser.

B. Racial Harassment or Harassment on the Basis of Color - Racial harassment of an individual consists of verbal or physical conduct relating to an individual's race or color.

C. Harassment on the Basis of Sexual Orientation – Harassment based upon sexual orientation of an individual consists of verbal or physical conduct relating to an individual's actual, asserted or perceived sexual orientation.

D. Harassment Based on Religion, National Origin or Ethnicity – Harassment based on religious, ethnic or national origin of an individual consists of verbal or physical conduct relating to an individual's national origin, religion, ethnicity, the religion or national origin of the individual's parents, family members, or ancestors.

E. Harassment Based on Disability – Harassment of an individual with a disability consists of verbal or physical conduct relating to a physical or mental impairment that substantially limits a major life activity of the individual, an individual's history or record of such an impairment, the perception of such an impairment, or an individual's association with another person who has such an impairment.

Examples of conduct that may constitute any form of harassment include:

1. graffiti or written materials that contain offensive language
2. name calling, jokes or rumors
3. threatening or intimidating conduct directed at another
4. any slurs, negative stereotypes, or hostile acts
5. written or graphic material containing offensive comments or stereotypes which is posted or circulated
6. a physical act of aggression or assault
7. threat or damage to property

F Bullying - The Canton Public Schools recognizes that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff, and families to create a healthy and safe learning environment.

Bullying is defined as intentional, repeated, hurtful acts, words, or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social / emotional, or sexual.

Bullying may include but is not limited to the following:

Physical bullying includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

Verbal bullying includes such acts as hurtful name-calling, teasing, gossip, rumors, sarcasm, and threats.

Social/Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.

Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

G. Hazing- The Canton Public Schools defines hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This would include any action intended as an initiation ritual. (MGL Chapter 269; Section 17,18, and 19.)

Reporting Procedure

In responding to and resolving complaints, administrators will be guided by five goals:

1. focus on changing behavior rather than simply punish the offender;
2. engage students and staff in dialogue so that they may learn more about the impacts of behaviors and attitudes;
3. maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem;
4. protect the complainant from retaliation; and
5. insure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment, bullying, or hazing, or has witnessed such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior; he/she feels he/she has experienced.
2. If the individual(s) does/do not stop the offensive behavior, he/she should file a complaint with any one of the following: (Use attached form)
 - the principal, a teacher, a counselor or a nurse.
 - The Title IX / Chapter 622 Compliance Officer.
3. If a student or employee is told about a complaint, that individual must notify the Principal, or Title IX/Chapter 622 Compliance Officer.

IV. Investigation and Action

Upon receiving the complaint, the Compliance Officer will notify the building principal of the process and begin the investigation immediately. Unless circumstances require otherwise, the investigation will be completed in 10 (ten) working days. If all the parties involved within the complaint process agree to extend the days for investigation, the 10 (ten) working day process may be waived. In all cases involving harassment, all parties involved will be given the utmost protection of privacy and the assurance of due process.

The Investigation shall consist of interviewing both the complainant and the alleged harasser, individually and privately. The investigator shall document the statements of both the complainant and the harasser.

The alleged harasser shall be informed of the complainant's identity. The alleged harasser will also be informed verbally and in written form that recriminations/reprisals against the complainant shall not be tolerated and are unlawful.

If there are any witnesses to the incident of harassment, they shall be interviewed, individually or privately, without either the complainant or the alleged harasser present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the principal and the Superintendent or designee upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigation that harassment has occurred, the harasser shall be subject to disciplinary action. The action taken for the employee will be through the progressive discipline procedure, and for the student as noted in the current student handbook.

If the investigation does not substantiate the complaint of harassment, no record of the incident will be placed in the alleged harasser's personnel file unless requested by the alleged harasser. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the investigator's report after review by the Superintendent.

If either party is dissatisfied with the results of the investigation of the harassment charge, he/she may direct his/her dissatisfaction in writing to the Superintendent or designee within a timeframe for further action.

Adopted: July 11, 2002

Affirmed: January 8, 2004

The Canton Public School System maintains a firm policy prohibiting all forms of harassment. All persons are to be treated with dignity and respect. Any form of harassment by any person because of an individual's race, color, gender, sexual orientation, religion, natural origin or disability that disrupts the educational process, or creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Name of Complainant _____

Home Address _____

School Address _____

Home Phone _____ School Phone _____

Date of Alleged Incident (s) _____

Name of person (s) you believe harassed you _____

List of any witnesses that were present _____

Where did the incident (s) occur? _____

Please describe the incident (s) as clearly as possible, including such things as: what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, and whom did you contact regarding the incident? (Attach additional pages, if necessary.)

This complaint is filed with my honest belief that I have been harassed. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature

Date

Received by _____

Date _____

Adopted: July 11, 2002
Affirmed

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school systems receiving federal funds. Under this act, a school system:

1. May not discriminate against qualified handicapped persons in any aspect of school employment solely on the basis of handicap.
2. Must make facilities, programs, and activities accessible, usable and open to qualified handicapped persons.
3. Must provide free, appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, to qualified handicapped persons.
4. May not exclude any qualified handicapped person solely on the basis of handicap from participation in any preschool education or day care program or activity, or any adult education or vocational program or activity.
2. Must provide each qualified handicapped person with the same health, welfare, and other social services that are provided to others.

The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

Adopted: November 2, 1995

Affirmed: January 8, 2004

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

POLICY REGARDING ACCESSIBILITY OF SCHOOL FACILITIES

The Canton Public Schools, recognizing that some areas in some schools are inaccessible to individuals with disability(s), adopts the following policy.

All meetings, conferences, programs and activities at any of the Canton Public School Buildings are available, without discrimination to individuals with disability(s) as defined by the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act OF 1992.

Whenever an individual with disability(s) wishes to attend or participate in a meeting, conference, program or activity which is inaccessible, that meeting, conference, program or activity will be relocated to an accessible area. Forty-eight hour notice by the individual with disability(s) should be made to the Superintendent's Office of the need for relocation. The Superintendent is responsible for implementing this policy by relocating programs(s).

The Canton Public Schools agrees to disseminate this relocation policy notice by posting it on bulletin boards throughout the schools for students, staff, parents, and the general public, provide the information in any student of staff handbook(s), school orientation materials, and informational brochures.

Ref.: Town ADA Plan ATM 2000

Adopted: January 22, 1998

Affirmed: January 8, 2004

AMERICANS WITH DISABILITIES ACT PUBLIC NOTICE

The Canton Public Schools and the Canton School Committee strive for inclusiveness of all individuals, regardless of disability. Therefore, the Canton Public schools and the Canton school Committee do not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled access to all programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in accessible formats (large print, audiotape, Braille, computer disc, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices, and procedures, are readily available, upon request. This notice is posted prominently at all our sites, including our Internet web site and on all program brochures and manuals.

The school health services program has designated the following person to coordinate its efforts to comply with the ADA. Inquiries, requests, and complaints should be directed to:

Nurse Leader
Canton Public Schools
960 Washington Street
Canton, Ma 02021
1-781-821-5060
fax1-781-575-6500

or

ADA Coordinator
Canton Public Schools
Canton, Ma 02021
1-781-821-5060
fax 1-781-575-6500

Adopted: May 17, 2001

Affirmed: January 8, 2004

AMERICANS WITH DISABILITIES ACT (ADA)

Employment

Reasonable Accommodation Policy (RA)

It is the policy of Canton Public School's that no individual qualified for current or prospective employment in the Canton Public Schools shall, solely by reason of his/her disability, be excluded from employment. Employment review and hiring will be based on the current/prospective employee's ability to perform what the Canton Public Schools determines to be the essential functions of a job. Further, it is the policy of Canton Public Schools that reasonable accommodations will be made for an otherwise qualified applicant or employee with a disability, unless it can be demonstrated that the accommodation imposes an undue financial or administrative hardship on the operation of its programs.

Notice of the availability of reasonable accommodations for job applicants will be included in postings and advertisements and will be made available upon request to applicants with disabilities during the pre-employment process if necessary to provide equal opportunity to secure employment at the Canton School Schools.

All prospective employees will be informed at the initial interview that Canton Public School's School Health Services Program does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential job functions or for the enjoyment of other benefits of employment should be made by the prospective employees following receipt of a conditional offer of employment, preferably at the post employment offer meeting.

Current Employees

People with disabilities currently employed by Canton Public Schools may request reasonable accommodations from their immediate supervisor or from the ADA coordinator. Requests for reasonable accommodations should be made verbally and/or in writing describing the nature and purpose of the requested accommodation.

Assistance will be made available upon request to any individual who needs assistance in identifying or documenting the reasonable accommodation needed. A decision regarding a reasonable accommodation request will be made within five business days of the submission of the request and any supporting documentation required by the School Health Services Program. The effectiveness of the accommodation and need for modifications or additional accommodations will be assessed during the first month of use of the accommodation.

Current employees seeking reasonable accommodations should make requests to their immediate supervisor who will inform the ADA Coordinator. Requests for accommodations can be made at any time when they become necessary to the performance of essential job functions or the enjoyment of benefits of employment.

Prospective Employees

All will be informed at the initial interview that the Canton Public Schools does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential job functions or for the enjoyment of other benefits of employment should be made by the

1 of 2
File: ACEB

prospective employees following receipt of a conditional offer of employment, preferably at the post-employment offer meeting

Accommodation Decision

A decision regarding the requested accommodation will be made within ten business days of the submission of the request and any supporting documentation required. If the RA cannot be provided within ten business days of the request, the supervisor will issue a memo to the employee or applicant explaining why. If a substitute RA is being offered to the employee, this will also be explained verbally and in writing.

This policy will be modified when necessary by the ADA Coordinator. The final decision concerning any requested accommodation that may represent an undue financial or administrative hardship will be made by the School Committee. Applicants or employees have the right to appeal the denial of any accommodation request using the ADA Grievance Procedure. In the case of a denial based on undue hardship by the ADA Coordinator, the employee or applicant may appeal in writing to the School Committee.

Ref: Policy ACG

Adopted: May 17, 2001

Affirmed: January 8, 2004

File: ACEC

AMERICANS WITH DISABILITIES ACT (ADA) EMPLOYMENT TRAINING ASSURANCE

It is the policy of the Canton Public Schools that staff training and development activities provided to school personnel and volunteers include information about rights and obligations under Title I of the ADA. Our staff training and orientation manual includes a full explanation of our ADA policies, procedures, and practices regarding employment.

All materials include information on reasonable accommodations, grievance procedures, essential v. nonessential job functions, permissible and impermissible inquiries. Training will be conducted annually, and all new staff are trained, as per our staff orientation procedures, on all of the above requirements. The ADA Coordinator is the employee responsible for seeing that this is done.

Details of disability are kept separate from other employment information. Employees right to confidentiality (whenever confidential information regarding disability, etc. is divulged) will be assured.

Ref.: ADA with Web ref.

Staff training and orientation manual (Appendix)

Adopted: May 17, 2001

Affirmed: January 8, 2004

AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATORY OPERATIONS
A. Equal Opportunity Policy

The Canton Public Schools does not discriminate in employment practices against qualified job applicants or employees on the basis of disability in the areas of: hiring; promotion; demotion; transfer; recruitment; job advertisements; termination; post job offer; and training, etc. No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in; be denied the benefits of; or otherwise be subjected to discrimination under any of the programs and activities.

In addition, the Canton Public Schools shall:

- * provide a program of information and awareness training about persons with disabilities to all supervisors and interviewers;
- * review all job descriptions to ensure that they do not tend to screen out qualified individuals;
- * eliminate unnecessary, non job-related mental and/or physical requirements for entry into each job;
- * in the area of promotion, when a vacancy occurs, institute an internal search to determine if there is a qualified employee with a disability who could be promoted;
- * provide alternate methods of informing employees with disabilities of relevant information (such as informing blind individuals of announcements posted on bulletin boards).
- * review employee performance appraisals to ensure that no discriminatory patterns or practices exist or are developed affecting employees with disabilities or applicants; and provide reasonable accommodation in all areas of accessibility.

The Canton Public Schools will not:

- * deny a qualified individual with a disability the opportunity to participate in, or benefit from, any aid, benefit, service, or activity that is not equal to that afforded to others.
- * deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards, commissions, or any other entity of CPSHSP.
- * otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the aid, benefit, or service.

* as stated earlier, it is the policy of the Canton Public Schools to ensure that persons with disabilities are provided maximum opportunity to participate in and benefit from programs, services, and activities. Moreover, it is our goal that such participation be in the same manner as those of non-disabled persons and in fully integrated settings.

It is understood that the obligation to comply with this policy is not obviated or alleviated by any state or local law or other requirement that, based on disability, imposes inconsistent or contradictory prohibition. Any prohibitions or limits upon the eligibility of qualified individuals with disabilities to receive services or practice any occupation or profession, are not allowed under this policy.

B. Reasonable Modification Policy

The Canton Public Schools will make reasonable modifications to our policies, practices, and procedures in order to accommodate persons with disabilities whenever an otherwise qualified person with a disability requests such modifications, unless the agency can demonstrate that such modification would impose an undue burden or fundamentally alter the nature of our program or the services that we offer.

The Canton Public Schools is committed to making reasonable modifications when they are needed to afford persons with disabilities access to services and programs. The final decision concerning whether a request for an modification is reasonable (or is a fundamental alteration of the program) is made by the Nurse Leader discussion with the ADA Coordinator, and, if necessary, School Committee. Aggrieved employees or applicants have the right to appeal as per our grievance procedure.

Persons requesting a particular modification may be asked to furnish documentation to support the need for the modification.

Aggrieved individuals have the right to appeal as per our written appeals process. This policy will be modified when necessary to make our program accessible to people with disabilities.

C. Eligibility Requirements Assurance

Any prohibitions or limits on the eligibility of qualified individuals with disabilities to receive services or practice any occupation, are not allowed under this policy. Eligibility requirements for our program are reviewed on a regular basis, and it has been determined they do not screen out or tend to screen out people with disabilities.

All safety requirements are similarly reviewed and it has been determined that there are no discriminatory requirements. The determination of the existence of a direct threat must be based on objective factual evidence and not stereotypes or misconceptions about a person's disability. If any new criteria are developed, their impact on persons with disabilities will be reviewed by the Nurse Leader, and ADA Coordinator, and all staff will be informed on any changes in eligibility requirements that may arise.

D. Assurance Regarding Surcharges

It is the policy of the Canton Public schools that surcharges are never charged to staff/participants (nor any other interested person) for reasonable accommodations under any circumstances. Such accommodations include, but are not limited to: American Sign Language (ASL) interpreters,

Computer Aided Realtime Translation (CART), architectural accessibility, computer accessibility hardware or software, Braille material, or any other costs related to the participation of a person with a disability.

E. Integrated Services

It is the policy of the Canton Public Schools that all of our services, programs, and activities are provided in the most integrated setting possible. People with disabilities are never required to participate in separate programs. Services will not be provided to any person with a disability in a manner or at a location different from that available to others. In all cases, the person with a disability family members and other representative only when appropriate will be fully involved in the consideration and decisions.

F. Significant Assistance

It is the policy of the Canton Public Schools that programs to whom we provide significant support (or contract with) may not discriminate against people with disabilities. All contracts and program sites are regularly assessed to ensure nondiscrimination against people with disabilities. The Canton Public Schools will not contract with any entity that discriminates.

G. Accessible Transportation

NOT APPLICABLE

H. Community Referral

Whenever the Canton Public Schools' Health Services Program participates in other programs and services, or make referrals other programs, it is our policy that such programs and services should be accessible. The Canton Public Schools' Health Services Program shall maintain a list of the programs (to which it may refer people) that are accessible, and which are not.

I. Training Assurance Policy Regarding Non-discriminatory Operations

It is the policy of the Canton Public Schools that staff training and other staff development activities provided by school personnel and volunteers include information about ADA requirements. Our programs operate in such a manner that does not discriminate against people with disabilities. As stated in our staff training and orientation manual, such training includes a full explanation of our ADA policies, procedures, and practices. Training is done on an annual basis, and The ADA Coordinator has the overall responsibility for ensuring that all staff are trained, including new employees.

Ref: ACEC

Adopted: May 17, 2001

Affirmed: January 8, 2004

Canton Public Schools School Health Services ADA GRIEVANCE PROCEDURE:

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by Canton Public School Health Services.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievance and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator
Canton Public Schools
960 Washington Street
Canton, Ma. 02021

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Coordinator, will respond in writing, and, when appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Canton Public Schools School Health Services Program, and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the School Committee. The School Committee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the School Committee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the School Committee, and responses from the ADA Coordinator and the School Committee will be kept by the Canton Public Schools for at least four years.

Adopted: May 17, 2001

Affirmed: January 8, 2004

AMERICANS WITH DISABILITIES -EFFECTIVE COMMUNICATION POLICY

It is the policy of Canton Public School and School Committee through its School Health Services Program that auxiliary aids and services will be provided when necessary to ensure effective communication with persons whose disabilities effect communication. Persons with communication barriers will be given the opportunity to request the aid or service that they prefer and the requested aid or service will be given primary consideration unless doing so would impose an undue burden or a fully acceptable alternative is available.

It is the policy of the Canton Public Schools and School Committee through its School Health Services Program that all documents and publications are available, to anyone who requests them, in accessible formats. These include large print, audiotape, Braille, and computer disc.

The procedure for anyone who requests accessible formats (or any type of effective communication) is:

1. To specify his/her accessible format either in person, over the phone, or in writing to the ADA Coordinator at least 30 days in advance of the event.
2. Within fourteen(14) business days, the Canton Public Schools and School Committee through its School Health Services Program will provide the format to the requester at no charge.

The Nurse Leader is the staff person who makes undue burden determinations as per our procedures. When we decide what type of aid or service to provide, primary consideration is given to the type of aid or service preferred by the person with a disability.

A. TTY Assurance

The Canton Public Schools and School Committee through it School Health Services Program is presently exploring the possibility of installing TTY phones in each school health office and the Nurse Leader's office. Funding for the phones will be through the Enhanced School Health Grant. Anticipated date for completion of this project is June 2001.

B. Alternative Format Policy and Procedures

It is the policy of CPSSHSP, Inc to make all our documents, publications, and materials available to persons with disabilities who need them in alternate formats. Procedures have been established for the provision of alternative formats include large print, audiotape, Braille, and computer diskettes.

1. The procedure for requesting alternative formats is:
The person making the request should identify the materials desired and specify his/her preferred alternate format to the ADA coordinator either in person, by phone, or in writing at least 30 days in advance of the event or activity for which the material is needed.
2. The materials will be provided in the requested format at no charge. (Every attempt will be made to meet request made less than 30 days before an event or activity.)

3. If, after primary consideration has been given to the preferred format, the request cannot be met, an alternative effective format will be made available. If a request cannot be met the person making the request will be informed as soon as possible but at least 2 days in advance of the event or activity.
4. The vendor for Canton Public Schools' Braille Transcription services is on file at School Health Services Program.

We use: MSMT, The Braille Center, 651 Yolanda Avenue, Santa Rosa, California 95404, tel: (707) 579-1115, Fax: (707) 579-1246; Carolyn Colclough; as well as Metrolina Association For The Blind, 704 Louise Avenue, Charlotte, N.C. 28202, tel: (704) 372-3870 for our Braille Transcription services.

C. Interpreter Services Policy

It is the policy of the Canton Public Schools and School Committee through its School Health Services Program that sign language interpreters, will be provided upon request to any person needing interpreter services in order to participate in any meeting, program, or activity of the Canton Public Schools. Requests should be made 30 days in advance of the scheduled event or meeting. (Every reasonable effort will be made to meet requests made with less than 30 days). Requests should be made either in person, over the phone, or in writing to the ADA coordinator, or Nurse Leader.

Within twenty four (24) hours of the receipt, the ADA Coordinator or other responsible employee will contact the Massachusetts Commission for the Deaf and Hard of Hearing, (telephone # 617-695-7500) or (800-249-9949 for emergency service) to schedule the interpreter service. The Nurse Leader may also contact the Teacher and Consultant for the Hearing Impaired (781-828-4788).

If an interpreter service cannot be obtained, the ADA Coordinator or other member of the staff will offer the option of an alternative effective form of communication or the opportunity to postpone the meeting until such a time as an interpreter can be scheduled.

It is the Canton Public Schools and School Committee through its School Health Services Program policy to ensure funds are available for interpreting services by including a line item for ADA-related services in each operating budget. The ADA Coordinator is the staff person who makes undue burden determinations as per our procedures.

D. Assistive Listening Device Assurances

It is the policy of the Canton Public School and School Committee through its School Health Services Program that assistive listening devices will be provided upon request to persons needing such device to participate in programs, services and activities of the program.

The procedure for requesting an assistive listening device is

1. To specify his/her device or service either in person, over the phone, or in writing to the Nurse Leader, or ADA Coordinator.
2. If the device or service is to be used for a meeting, the requester will make the request at least 7 days prior to the scheduled event or activity. (Every reasonable effort will be made to meet requests made with less than 7 days notice.)

3. If adequate notice is given, and the service or device cannot be obtained by the Canton Public School and School Committee through its School Health Services Program, the Nurse Leader will offer the requester the option to postpone the meeting until such can be obtained.
4. The vendor for Assistive Listening Devices is on file at School Health Services Program. When we decide what type of aid or service to provide, primary consideration is given to the type of aid or preferred by the person with a disability.

E. – F. TV Captioning and Video Assurance

It is the policy of the Canton Public Schools and School Committee through its School Health Services Program that audio-visual presentations will be accessible to all individuals with disabilities.

Whenever the Canton Public School and School Committee through its School Health Services Program provides TV programs, attempts are made to use captioned videos, whenever available. Captioned videos are used when necessary to ensure effective communication.

The procedure for any participant who requests a close caption device or descriptive reading service is:

1. To specify his/her need either in person, by telephone, or in writing to the Nurse Leader, or ADA Coordinator at least four (4) days before the film will be presented.
2. Within four (4) business days, the Canton Public School and School Committee through the School Health Services Program will provide the close caption video and device, or descriptive reading service during the presentation at no cost to the participant. Staff are trained on annually by the nurse leader as to how to assure eligible individuals the use of interpreters, decoders, CART, and other effective communications.

G. Effective Communication Training Assurance

Training on all aspects of effective communication is conducted at least annually, and all new staff are trained, as per our staff orientation procedures, on all of the above requirements. All staff are familiar with, and have a copy of the Canton entire manual of ADA Policies, Procedures, and Practices.

Adopted: May 17, 2001

Affirmed: January 8, 2004

EDUCATIONAL PHILOSOPHY

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

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

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

Adopted: January 8, 2004

SCHOOL DISTRICT GOALS AND OBJECTIVES

The goal of the Canton Public Schools is to accept responsibility for the development of each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to society.

Five objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system.

1. To ensure that each student develops proficiency in basic academic skills.
2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future.
3. To ensure the development of meaningful, interpersonal relationships among students, staff and community.
4. To ensure maximum efficiency in the allocation of material resources.
5. To ensure maximum efficiency in the allocation of human resources.

Adopted: January 8, 2004

NO SMOKING AND TOBACCO PRODUCGTS ON SCHOOL PREMISES

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

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

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

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

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

Adopted: January 8, 2004

LEGAL REF: M.G.L. § 71:37H

CRIMINAL OFFENDER RECORD INFORMATION POLICY

A. Purpose

The purpose of this policy is to implement M.G.L. c. 71, 38R, which expands upon the District's Authorization and obligation to obtain criminal offender record information (CORI) on applicants, employees, volunteers and any other individuals who may have direct and unmonitored contact with students.

B. Access to and Dissemination of CORI

The Superintendent or designee shall have access to CORI. There will be no dissemination of CORI except for the purpose of furthering the protection of students. CORI will be maintained in files at the central office, and will not be kept in individual personnel files. CORI data will be destroyed after three years. Upon request, CORI will be shared with the individual to whom it pertains. If an individual wants to challenge the accuracy of a CORI report, he/she should contact the Criminal History Systems Board (CHSB). Unless amended by the CHSB, the District will consider the CORI report to be accurate.

C. Procedures for Obtaining CORI

As a condition of employment or service with the District, all persons covered by the law must, upon request, allow the District to obtain their CORI by signing a CHSB authorization form.

1. Applicants: Prospective employees will fill out a form at the time the application is submitted. Failure to consent to release of CORI will result in the application not being processed.
2. Current Employees: CORI will be obtained for current employees at least once every three years. Failure by an employee to authorize the District to obtain the CORI may result in discipline, up to an including discharge from employment.
3. Contractor Employees: Prospective contractors or other laborers, who are to perform work on school grounds, will be required to authorize the District to perform CORI checks on them. Failure to authorize the release of the CORI will disqualify that individual from working on school grounds.
4. Transportation Providers: CORI will be obtained for any individual who regularly provides school related transportation to children. Failure on the part of such an individual to authorize the District to obtain the CORI will disqualify that individual from providing the transportation service. This provision also applies to taxicab companies that have contract with the District to provide transportation services.
6. Volunteers: Prospective and current volunteers, including parent chaperones, will be required to authorize the District to obtain CORI on them as a condition of future or continuing service.

- D. Determination of Covered Individuals: The Superintendent or designee shall determine which individuals may have direct and unmonitored contact with children and are therefore covered by the law. The Department of education (DOE) has opined that anyone who may have contact with a student when no other CORI cleared employee is present is covered by the law.

- E. Use of CORI: The Superintendent or designee will determine if an individual's CORI will affect his/her prospective or continued service of employment with the District based upon the nature and seriousness of the offense and any other relevant factors. Other relevant factors include, but are not limited to, the date of the offense, the disposition, and whether there has been a pattern of offenses.

Adopted: January 8, 2004

C.O.R.I. REQUIREMENTS

Employers may ask the following series of questions:

1. Have you been convicted of a felony? Yes or no?
2. 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?
3. 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?
4. 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:

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. 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.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting therefrom, 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 failure to recite or acknowledge such information as he has a right to withhold by 804 CMR 3.02.

Adopted: January 8, 2004

COMMITMENT TO ACCOMPLISHMENT

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

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

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

Adopted: January 8, 2004

EVALUATION OF THE SUPERINTENDENT

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

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the School Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and the Superintendent.
4. Provide administrative leadership of excellence for the school system.

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

Adopted: December 21, 1995

Affirmed: January 8, 2004

EVALUATION OF PROFESSIONAL STAFF

PURPOSE AND FOCUS

The purposes of performance evaluation in the public schools are:

- A. To serve as a vehicle for teacher growth.
- B. To provide information for improving instruction.
- C. To provide a record of facts and assessments for personnel decisions.

The implementation of the evaluation process must allow collaborative planning by all parties involved.

The evaluation of teachers will be based primarily on classroom performance as measured in formal classroom observations and an appraisal of the individual's non-teaching performance as a professional member of the school community. The Evaluative Criteria included in this document shall serve as the standard of good teaching in the public schools and guide the evaluation process. Information used in evaluation must be based primarily on direct observation of performance. Factual information based on the other than direct observation of performance may be included in the evaluation process.

FREQUENCY OF EVALUATION

Non-professional status teachers will be evaluated annually. Professional status teachers will be evaluated every three (3) years. Teachers who attain professional status will be evaluated again in their second year of professional status. These are minimum requirements intended to ensure that all teachers will be evaluated periodically. While it would be useful to evaluate professional status teachers every year, the number of teachers involved makes it impractical to do so, if we are to do justice to those being evaluated. An administrator may, however, formally evaluate any teacher (whether professional status or non-professional status) at any time if, in view of the administrator, such an evaluation is warranted. This flexibility from the fact that an administrator's responsibility to supervise teachers must be a continuing responsibility, not one that is exercised only at certain times.

ORIENTATION

In September of each year, all non-professional status and professional status teachers who are in their evaluation year will meet with supervisors for an orientation to the evaluation procedures. It is the intent of this meeting to allow all staff the opportunity to enter the evaluation process with full and open knowledge the process. The evaluation process makes use of two basic forms: the Classroom Observation Report and the Teacher Summary Evaluation Form. (Appendix)

CLASSROOM OBSERVATIONS

Teachers will be observed and evaluated by more than one supervisor. The attached chart contains a list of teachers, by level and specialty, and identifies those administrators assigned responsibility as their evaluators.

The two or more evaluators who share responsibility for observing and evaluating a particular teacher will agree among themselves at the beginning of the school year as to the sequence and timing of their respective observations. Observations should be scheduled in such a way as to spread them as evenly as possible over the school year. See schedule of classroom observations and summary evaluation attached. (Appendix)

Supervisors may informally observe teachers at any time. Non-professional status teachers will be formally observed a minimum of four (4) times during the school year. Professional status teachers will be formally observed a minimum of three (3) times during their evaluation year.

Each formal observations should last at least a full period (high school and middle school) or for the duration of a full lesson – or a minimum of thirty minutes (elementary schools).

Each formal observation will be followed as soon as possible (no more than five (5) school days) by a Post Observation Conference between the teacher and evaluator at which time the evaluator's observations and recommendations will be thoroughly discussed. The written Classroom Observation Report shall be completed at or after this post conference.

A copy of the completed Observation Report, signed by the teacher and the evaluator will be given to the teacher no later than five (5) school days following the Post Observation Conference. A copy will also be given to each teacher's other evaluators. A copy of the report will also be filed at the school. Teacher Observation Reports will not ordinarily be forwarded to the Superintendent's office unless requested.

In observing instruction, conferencing with the teacher, and completing the written Classroom Observation Report and the written Summary Evaluation Form, the evaluators shall be guided by the Evaluation Criteria included in this document.

Observation Reports and Summary Evaluations must provide specific recommendations for improving performance for areas identified as needing improvement.

SUMMARY EVALUATION

In the spring of each year a written Summary Evaluation form will be completed by the evaluators. The Summary Evaluation will be a composite report. It will represent a consensus of two or more evaluators. Prior to completing the Summary Evaluation Form, the evaluators together must meet with the teacher to discuss the teacher's performance in light of the several classroom observations that have been made during the year as well as of the teacher's non-teaching performance as a professional member of the school community. This Summary Evaluation Conference is a vital part of the evaluation process and must not be omitted.

Teachers choosing to provide evaluators with additional information about their performance or a self-evaluation should do so prior to the Summary Evaluation Conference.

One of the evaluators should be selected by the school principal to write the composite Summary Evaluation. In general, the person selected for this task should be the evaluator who has (or has available to him or her) expertise in the subject matter and/or area to be evaluated. At the high school this is likely to be the department coordinator; at the middle school, the department advisor; at the elementary schools, the principal; and for special subject areas, the system wide directors. In the unlikely event that the evaluators cannot reach a consensus with respect to the performance of a teacher, then each may submit a separate Summary Evaluation.

The Summary evaluation includes an overall rating of the teacher as "satisfactory", "satisfactory with recommendations," or "unsatisfactory." In Summary evaluations where teachers are rated as "satisfactory with recommendations" or "unsatisfactory," those teachers should be afforded whatever guidance, assistance, and encouragement their supervisors can reasonably provide, and supervisors should be prepared to substantiate the fact that they have provided such help.

Teachers rated as "unsatisfactory" will receive recommendations which shall be addressed the following year in a full, formal evaluation cycle. In the case of teachers rated as "satisfactory with recommendations" the recommendations shall be addressed the following year and will include an appropriate follow-up procedure.

School principals must sign all Summary Evaluation Forms for those teachers working in their buildings, whether full-time or part-time. In instances where the principal served as one of the

evaluators and conducted formal classroom observations, the principal will sign the Summary Evaluation Form twice - - as evaluator and as principal. In all other instances the principal's signature indicates that he or she has read the Summary Evaluation thoroughly.

Each teacher will receive a copy of the Summary Evaluation Form. The teacher will be given this copy before or during a signature meeting which will follow the completion of the form. This signature meeting will take place within ten (10) school days of the Summary Evaluation Conference held with the evaluators. Another copy of the Summary Evaluation Form will be retained in the school files. The original will be forwarded to the Superintendent's Office where it will be filed in the teacher's permanent personnel folder.

Should a teacher wish to question, criticize, or challenge either a Teacher Observation Report or a Summary Evaluation, or provide additional information on their performance, they may submit a written statement which will be attached to and filed with the document in question.

Teacher Observation Reports and Summary Evaluation Forms should be used exclusively by the supervisors and teachers directly involved. Every effort must be made to maintain the confidentiality of these document.

Adopted: December 21, 1995

Affirmed: January 8, 2004

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for the appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the school system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, or tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and dropout records.
4. Use of outside services, participation in regional research studies, contracted evaluation services. Services that cost the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. Massachusetts Department of Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent. This evaluation is in the scope of duties of the Director of Curriculum and Instruction and other administrators. We continue to use classroom assessment, standardized test results, SAT/AP scores as components of this evaluation.

Adopted: January 4, 1996

Affirmed: January 8, 2004

SCHOOL COMMITTEE OPERATIONAL GOALS

Working through the Superintendent, the Committee manages the Canton Public Schools by:

1. Periodically setting performance objectives for the School Committee itself and evaluating its accomplishments.
2. Facilitating the Superintendent's objectives for performance for each position and function in the system consistent with collective bargaining agreements.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical goals.
5. Conducting a concrete and periodic review of performance against these goals.

Adopted: January 4, 1996

Affirmed: February 12, 2004

STRATEGIC PLANNING

The Canton School Committee will establish and maintain a strategic plan which includes a set of goals and objectives that will provide the direction for student achievement, integration of technology, safety, physical plant, resources and communication needs of the Canton School System. The plan will also include a vision statement, guiding beliefs, and a mission statement.

1. Goals and objectives shall be established and reviewed on an annual basis by sub-committees and through the action planning process.
2. An annual report on the status of the current goals and objectives shall be issued to the school system and community.
3. The directional goals and objectives shall be networked throughout the entire school system.

Adopted: January 4, 1996

Affirmed: February 12, 2004

SCHOOL COMMITTEE LEGAL STATUS

The School Committee consists of five (5) members, and is the governing board of the public school system. Although it functions as a duly elected Committee of town government, it owes its existence to the Massachusetts General Laws, which decree that each public school system will be governed by a School Committee.

The School Committee possesses all powers and duties conferred upon it by state law. Certain legislative powers are also granted to the Committee by the town charter and code. The Committee alone may determine policies and practices and employ staff to implement its direction for the proper education of the children of the town of Canton.

Established by law

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

Adopted: January 4, 1996

Affirmed: February 12, 2004

SCHOOL COMMITTEE POWERS AND DUTIES

1. The Committee shall be the policy-forming body of the Canton Public schools and with the assistance of the Superintendent of Schools and administrative staff, shall establish general policies governing the operation of the schools. Having adopted these policies, the Committee shall designate to its chief executive officer, the Superintendent of Schools, the authority to carry them out, and shall require of him/her such reports as are deemed necessary to determine both the manner in which they have been administered and the wisdom of the policies themselves.

The Committee on the basis of policies established, shall determine the general scope and nature of the educational program, including such matters as the number and types of schools and departments to be maintained, and the variety and character of the services to be provided.

The Committee shall have the power to select and to terminate the Superintendent, shall review and approve budgets for public education in the district and shall establish educational goals and policies for the schools in the district consistent with the requirement of law and stateside goals and standards established by the Board of Education.

2. The School Committee shall employ a Superintendent of schools and fix his/her compensation. A Superintendent employed under this section (S71 SEC. 59) or section 60 or 63 shall manage the system in a fashion consistent with state law and the policy determinations of that School Committee. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint positions of Assistant Superintendent or Associate Superintendents who shall report to the Superintendent. The School Committee shall fix the compensation paid to such Assistant or Associate Superintendents. The School Committee shall approve or disapprove the hiring into said positions.
3. The School Committee shall appoint one or more school physicians and registered nurses and shall assign them to public schools within its jurisdiction; shall provide them with all proper facilities for the performance of their duties and shall assign one or more physicians to the examination of children who apply for health certificates required by Section 87 of Chapter 149.
4. A School Committee may award a contract to a Superintendent of Schools or a School Business Administrator for a period not exceeding six years. The contracts 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 of Schools and School Business Administrator. Nothing in this section shall be construed to prevent a School Committee from voting to employ a Superintendent of Schools who has completed three or more years' services to serve at its discretion.
5. The School Committee ensures that the Superintendent adopt suitable descriptions of qualifications for employment in various types of positions, salary schedules and other personnel policies.
6. Each year, as required by law, the Committee shall adopt an annual budget, after due consideration of such administrative and financial reports as may be required. The Superintendent will submit a complete preliminary budget by December 15 to the budget subcommittee.
7. The Committee shall determine all financial policies not specifically defined by state law, and shall exercise general supervision over the finances of the school system in keeping with regular budgetary procedures.

Adopted: February 15, 1996

Affirmed: February 12, 2004

LEGAL REF.: M.G.L. 71:37; 71:38; 71:48; 71:50; 76:19; 76:20 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws Relating to school Committees. Rules and Regulations of the Committee.

SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

The School Committee shall have and exercise all of the powers of the system granted by the Commonwealth and not reserved herein to the voters of the system. Members of the School Committee have authority over school matters only when performing duties as a member of the School Committee and not as an individual.

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.

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.

Duties

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

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

Adopted: January 4, 1996

Affirmed: February 12, 2004

SCHOOL COMMITTEE ELECTIONS

The School Committee consists of five (5) members, each elected on a non-partisan ballot by the people for terms of three (3) years. Elections for School Committee occur annually as part of town-wide elections.

Adopted: January 4, 1996

Affirmed: February 12, 2004

Established by law

LEGAL REFS.: M.G.L. 71:35;71:37

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

School Committee members must be registered voters in Canton.

Each new member of the School Committee shall, before entering upon his official duties, be sworn to the faithful performance thereof by the Town Clerk. From the Town Clerk, newly qualified Committee members - by law - receive, and sign a receipt for, a copy of the Massachusetts law governing the conduct of committee meetings in general and executive session in particular. Membership on a School Committee is not limited by race, color, sex, age, religion, national orientation, sexual origin, or disability.

Adopted: February 15, 1996

Affirmed: February 12, 2004

Established by law

LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107
M.G.L. 76:5 Amended 1993

SCHOOL COMMITTEE MEMBER RESIGNATION

No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town or district clerk or such later time as may be specified in such resignation. Upon receipt of a resignation the clerk shall notify the remaining members, if the resignation is received from a board two or more members, and he shall further notify the executive officers of the town or district and notification shall include the effective date of the resignation. Unless otherwise provided by general or specific law, ordinance or by-law, a person need not, in order to accept appointment to a public office in a town or district, be a resident of such town or district, provided, however, that if an appointed town or district officer is required to become a resident within a period of time specified at the time of this appointment by the board or officer making the appointment but fails to do so within the time specified, or if an elected or appointed town or district officer removes from the town or district in which he/she holds his/her office, he/she shall be deemed to have vacated his/her office. Amended by St. 1060, C592, S.2; St. 1964, C.54, St. 1970, C.381; St. 1971, C.151, A2.

Adopted: January 4, 1996

Affirmed: February 12, 2004

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

UNEXPIRED TERM FULFILLMENT

Filling Vacancies

If there is a vacancy in the School Committee, the remaining members shall give written notice within 30 days prior to the resignation to the Selectmen, who with the remaining member or members of such Committee, shall, after one week's notice, fill such a vacancy by ballot. A majority of the ballots of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall perform the duties of the office until the next annual meeting or until another is qualified.

Adopted: February 15, 1996

Affirmed: February 12, 2004

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

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

Preamble

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

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

Community responsibility

Responsibility to school administration
Relationships to fellow Committee members

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

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

B. A School Committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Act only on the recommendations of the chief administrator in all matters of employment or dismissal of school personnel.
4. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
5. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

C. A School Committee in his/her relations with his/her fellow Committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings.
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own committee or from members of other committees who may be seeking help and information on school problems.

5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

Adopted: February 15, 1996

Affirmed: February 12, 2004

File: BCAA

SCHOOL COMMITTEE MEMBER CONFLICT OF INTEREST

Members of the School Committee and employees of its schools are subject to the provisions of the “conflict of interest” statute, Chapter 268A of the General Laws of the Commonwealth.

Established by law

Adopted: February 15, 1996

Affirmed: February 12, 2004

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

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

1. The School Committee shall meet annually for organization within ten (10) days following the annual election of town officers. This meeting shall be called to order by the Superintendent of Schools.
2. At the annual organization meeting, a Chairman and a Vice-Chairman shall be elected, each to be chosen by ballot, each to receive at least the majority vote of members, and each to hold office until his successor has been duly elected.
3. At the annual organization meeting the order of business shall be as follows:
 - a. Meeting called to order by the Superintendent of Schools
 - b. Nomination and election of a Chairman, who assumes office at once, and shall hold office for one year
 - c. Nomination and election of a Vice-Chairman and Secretary, who assume office at once and shall hold office for one year
 - d. Determination of date and time of regular meetings
 - e. Adoption of rules and regulations
 - f. Adjournment
 - g. Return to regular meeting agenda
4. Three (3) members of the Committee present shall constitute a quorum for the transaction of business.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REFS.: M.G.L. 71:36 Rules and Regulations of the School Committee

SCHOOL COMMITTEE OFFICERS

1. The Chairman shall preside at all meetings, decide questions of order, and shall appoint committees unless otherwise directed by the Committee. He/she shall have the right, as other members, to offer resolutions, discuss questions, and vote thereon. At the request of any member, the Chairman shall require the Vice-Chairman to call the roll and record the “yeas and nays” upon any motion before the Committee. In the absence of the Chairman, the Secretary shall preside.

Specifically, the Chairman should:

- a. Be thoroughly familiar with parliamentary procedure as it applies to Committee operation.
- b. Provide time in his/her schedule to consult with the Superintendent on the drawing of the agenda and to prepare for the meeting.
- c. Start Committee meetings on time.
- d. Conduct the meeting with the degree of firmness dictated by the situation. A general discussion might be better handled informally while a debate or a controversial issue would require firmer control by the Chair.
- e. Be circumspect in allowing each member to present his views while tactfully preventing any member from monopolizing the meeting.
- f. Bear in mind that good humor can often relieve a tense moment.

While most of the Chairman’s duties relate to the conduct of meetings, he must also:

- a. Act as the official spokesman for the Committee.
- b. Represent the position of the Committee when speaking to the press or the public as Chairman.
- c. Represent the Committee on public occasions.
- d. Provide the leadership which brings individual School Committee members together as an effective policy making body.
- e. The Chairman may not serve for more than two (2) consecutive years.

2. In the absence of the Chairman, the vice-chairman shall preside and perform all duties and responsibilities of the Chairman.

3. The Superintendent shall keep full and accurate records of all regular and special meetings held by the Committee. These records shall be kept in a book at the general office of the Committee, or in electronic form on the Canton Public Schools’ website, and shall be accessible at any time to its members or to the public for inspection. The Superintendent shall act as the corresponding agent of the Committee, preserving copies of all correspondence and shall perform all other duties incident to the office or that may be required by the Committee. In the absence of both the Chairman and the Vice-Chairman, the Secretary shall preside.

4. Vacancies in office: The Committee has discretion in this area and may provide that (a) in the case of a vacated Chairmanship, the vice-chairman will automatically succeed to that position and (b) an

election may be held for the purpose of filling any other offices which may become vacant between the annual meetings which are used to elect officers for the coming year.

Laws as amended by Chapter 437, 1960, a summary of all matters voted shall be made available with reasonable promptness after the meeting provided, however, that votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. The record of each meeting shall become public record and be available.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REF.: M.G.L. 71:36 Rules and Regulations of the School Committee

APPOINTED COMMITTEE OFFICIALS

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

Adopted: February 12, 2004

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

Formulation and adoption of policy is a most important function of the School Committee; the execution of policies is the function of the Superintendent. The School Committee delegates certain of its executive powers to the Superintendent to manage the school within established policy.

The relationship that exists between a School Committee and its Superintendent is an intrinsic part of the educational process within a community. Good rapport coupled with an awareness of the distinctive contribution each makes to the system is fundamental to success of the schools. Knowing what each can reasonably expect of the other can help substantially in promoting sound working relationships.

This School Committee will:

Select the Superintendent by majority vote and support him/her in the discharge of his/her duties. Employ or dismiss the Superintendent of Schools.

Adopt policies for the schools.

Adopt an annual budget.

Consider and approve accounts payable.

Employ or dismiss school personnel upon the recommendation of the Superintendent.

Negotiate and/or establish salary schedules and other personnel policies.

Require and discuss reports for the Superintendent concerning the progress of the schools in terms of achievement of students, teachers and supervisors.

Require and consider reports, business transacted or pending and the financial status of the school system.

Present to the community in conjunction with the Superintendent recommendations for adjustments of the scope of education activities.

The Superintendent will:

Be considered the Chief Executive Officer of the School Committee. All individuals employed by the Committee are responsible directly or indirectly to the Superintendent.

Establish rules and regulations to operation of the schools and carry out all policies adopted by the School Committee.

Prepare and submit the annual budget to the Committee.

Have power to approve and direct all purchases and expenditures within the limits of major appropriations approved by the School Committee.

Recommend for Committee approval all candidates for employment or dismissal.

Recommend personnel policies for adoption and be responsible for assignment of all personnel.

Formulate and administer means evaluation of staff members and findings to the Committee. Duties and responsibilities may be delegated but the Superintendent has final responsibility for actions of subordinates.

Prepare monthly reports on status of the budget. Prepare annual reports on the operation of the school system and such other reports required by the School Committee.

Provide professional leadership for the educational program of the schools; keep the Committee continuously informed on the progress of condition and educational needs of the schools.

Consider recommendations for additional capital outlays, adopt plans for such improvements, and suggest the means for financing them.

Present the needs of the schools before the citizens of the community.

Consider acting as a court of appeal for school employees and citizens of the community in cases where the decision of the Superintendent is appealed.

Adopt school curriculum, textbooks, school improvement plans, student handbooks and annual school calendar.

Adopted: March 21, 1996

Affirmed: February 12, 2004

Develop plans for maintenance, improvement, safety, or expansion of buildings and site facilities needed to provide properly for an adequate educational program.

Plan means of keeping the community informed about school matters. Serve as a representative of the schools before the public.

Make decisions in line with Committee policy. Appeals from such decisions may be heard and decided by the Committee.

Recommend for Committee action school curriculum, textbooks school improvement plans and annual school calendar.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

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

1. The subcommittee will be established through majority vote of the Committee.
2. The subcommittee chairperson, and its members will be appointed by the Committee Chairperson
3. The subcommittee will be provided with a description of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. The Committee chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.
7. Individual subcommittee chairperson will decide if they wish to have input from students and citizens.

The members of the Committee shall constitute the membership of the Committee of the whole. Adhoc committees may be formed by the Committee and shall be disbanded upon completion of their responsibilities. No reports purporting to be the regular actions of said committees shall be presented to the Committee unless acted upon by a majority of those present at the Committee meetings at which such actions were taken.

Adopted: March 21, 1996

Affirmed: February 12, 2004

ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

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

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

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

Adopted: March 21, 1996

Affirmed: February 12, 2004

SCHOOL COUNCILS

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

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

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

Adopted: February 12, 2004

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

SCHOOL IMPROVEMENT PLAN

The Principal of each school, 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 plan should be drafted with the following in mind:

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

Adopted: February 12, 2004

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent and the School Committee for final 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:

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

If the school improvement plan is not approved by the Superintendent and School Committee, 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.

Adopted: February 12, 2004

SCHOOL ATTORNEY

The School Committee of a city or town may employ legal counsel in connection with collective bargaining with employee organizations for school employees. The School Committee may expend money for legal counsel from the funds appropriated by said city or town for school purposes, provided that no money shall be expended in excess of twenty-five thousand dollars without the prior approval of the Board of Selectmen. Said legal counsel shall not be subject to the provisions of Section Nine A of Chapter Thirty or the provisions of Chapter Thirty-one.

Adopted March 21, 1996

Affirmed: February 12, 2004

LEGAL REFS.: M.G.L. 71:37E; 71:37F Rules & Regulations of the School Committee

SCHOOL COMMITTEE MEETINGS

The regular meetings of the School Committee shall normally be held on the first and third Thursday of each month at 7:30 PM, except during the months of July and August when they will ordinarily be held once per month. Meetings may need to be scheduled for other weeks as determined by holidays and other scheduling constraints.

All meetings shall end by 11 PM unless extended to a different time by a majority vote of the Committee members present.

All regular meetings shall be held at the Galvin Middle School Media Center unless otherwise voted by the Canton School Committee.

Adopted: June 18, 1998

Affirmed: February 12, 2004

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

SPECIAL SCHOOL COMMITTEE MEETINGS

Special meetings may be called upon the request of any (3) members to the Chairman. Notice of such meeting shall state the special matter or matters to be discussed. At such meetings, only the business for which the meeting was called shall be in order. Other matters may be discussed upon a majority vote of the Committee. Special meetings shall end at 11 PM unless extended to a time certain by a majority vote of the Committee members present.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REF.: Rules and Regulations of the School Committee

EXECUTIVE SESSIONS

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

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

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

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the Committee, a school department employee or student, or other individual.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party.
7. The provisions of any general or specific law of federal grant-in-aid requirements.

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

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

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

Established by law and Committee policy

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REFS.: M.G.L. 39:23A; 39:23B; Rules and Regulations of the School Committee

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be filed with the town clerk at least 48 hours in advance, as required by law.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REFS.: M.G.L. 39:23A; 39:23B; Rules and Regulations of the School Committee

AGENDA FORMAT

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

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

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

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

The agenda, together with supporting materials, will be distributed to School Committee members at least three days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

Adopted: February 12, 2004

AGENDA FORMAT

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

A. Call to Order

- B. Routine Matters
 - 1. Minutes
 - 2. Bill Schedule
- C. Student Member Report
- D. Correspondence
- E. Public Comments/Questions
- F. Business Manager's Report
- G. Curriculum Director's Report
- H. Unfinished Business
- I. New Business
- J. Sub-Committee Reports
- K. Superintendent's Report
- L. Future Business
- M. Other Business
- N. Adjournment

Adopted: February 12, 2004

QUORUM

Three (3) School Committee members will constitute a quorum unless otherwise provided by law. Major matters of school policy shall be decided by majority vote of the full Committee; i.e. the actual membership of five. Major matters of school policy shall be interpreted to mean: as per Education Reform.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REFS.: M.D.L. 39:23A Rules and Regulations of the School Committee

RULES OF ORDER

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

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a majority.

Adopted: February 12, 2004

VOTING METHOD

A MAJORITY vote of all members present is required for the election of officers, or for any other action, unless otherwise indicated in the Rules and Regulations. The Ayes and Nays on any vote shall be recorded. Any vote passed by the majority, although not unanimous, thereby becomes the WILL OF THE COMMITTEE, and shall be supported as such by the Chairman when speaking for the Committee and all members when communicating with the public.

Adopted: March 21, 1996

Affirmed: February 12, 2004

MINUTES

Record of Proceedings: The School Committee shall keep a record of its proceedings hereinafter referred to as minutes. Once the School Committee approves the minutes of meetings they should be signed immediately by the Secretary of the Committee. A copy of the approved minutes, without executive session material, is to be made available to the public.

Adopted: March 21, 1996

Affirmed: February 12, 2004

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

EXECUTIVE SESSION MINUTES

A. Minutes of Executive Session Meeting

Chapter 39, Section 23B of Massachusetts General Law A.K.A. the Open Meeting Law allows for the School Committee to meet in executive session from time to time to address certain topics set forth in this law. (see Policy BD-3 for reasons)

Whenever the School Committee meets in executive session, minutes of such meeting shall be kept and shall reflect roll call votes taken and a brief summary of discussion.

At the next executive session meeting of the School Committee or as soon as is practical thereafter the Committee shall vote to accept the executive session minutes as an accurate reflection of the prior executive session meeting. A vote to accept executive session minutes is not a vote to release said minutes publicly. Public release shall be via a separate vote.

B. Release of Executive Session Minutes to Public

Chapter 39 states that minutes of any executive session meeting may remain secret so long as publication may defeat the lawful purpose of the executive session but no longer.

Accordingly, the School Committee at the executive session where minutes of the prior executive session are accepted, shall then take a second vote as to which portion(s) of those accepted minutes shall then be released to the public. Said release will then be executed by the Superintendent of Schools within ninety days of the vote by means of placing a copy of the minutes in the Canton Public Library and the Office of the Town Clerk. A copy of said public executive session minutes shall also be retained in the Office of the Superintendent of Schools and shall be made available to outside parties upon reasonable request.

C. Release of Prior Executive Session Minutes to Public

Any request for release of executive session minutes for any meeting held prior to the enactment of this policy shall be processed per the procedures set forth in Section B of this policy.

The Superintendent shall place the matter on the next executive session agenda for a school committee vote on which portion(s) of those minutes are to be released.

Adopted: July 15, 1999

Affirmed: February 12, 2004

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All open and special meetings of the Canton School Committee shall be open to the public, and the public is welcome and invited to attend open school Committee meetings. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts and are not open to the public (BEC)..

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

The meetings of the School Committee are conducted at the Galvin Middle School Media Center unless otherwise specified.

Regular meetings re customarily held at 7:30 PM on Thursdays twice per month, except during July and August when they are held once per month. Public notice of these and any special meeting is made through posting on the bulletin board at the office of the Town Clerk and on the Canton Public School's internet site.

Agenda items for each regular School Committee meeting are available to all citizens. Citizens are given an opportunity to speak at public meetings of the Committee on school related concerns. Person desiring to speak should submit such a request to the office of the Superintendent so that time may be allocated on the speaker's list. Participants are encouraged to submit a written version or summary of their comments in advance so that Committee members can review the concerns.

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

At the start of each regularly scheduled Committee meeting, individuals or group representatives will be invited to address the Committee. In making presentations to the Committee, speakers are expected to observe the parliamentary procedures under which the Committee operates and are reminded the Massachusetts statues affecting open meetings apply to the conduct of such meetings.

1. The Chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed sufficient time to present their material, and are asked to be concise and as brief as possible. The presiding Chairperson may request speakers to conclude any overly lengthy presentations.
3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear complaints directed at any employee of the Canton Public Schools. Administrative channels are the proper means for disposition of complaints involving employees.

7. Since School Committee meetings and developments are regularly covered by a community cable television network and by local newspapers, citizens may also follow Committee-related happenings through these media.

Adopted: February 12, 2004

SPECIAL PROCEDURES FOR CONDUCTING HEARINGS AND APPEALS

Hearings are formal procedures for public discussion of Canton Public School matters. Hearings may be initiated by the School Committee, such as for the final budget presentation, or be requested by the public or school employees for matters not resolved through administrative channels.

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

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

The Chairperson of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing of the particular procedure that will be followed in regard to questions, remarks, rebuttals, and of 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.

Adopted: February 12, 2004

SCHOOL COMMITTEE HEARINGS

Nothing in these policies shall be construed as taking away the right to appeal to the full Committee in any matter. The full Committee shall be superior in authority to any school official or subcommittee.

In all cases arising under School Committee jurisdiction, or under any orders of the Committee, appeals may be taken from the decision of the teacher to the principal from the principal to the Central Office to the Superintendent or his/her designee and from the Superintendent to the Committee. The person so appealing to the Committee shall state in writing his grievance and the relief desired.

Any employee of the Committee shall have the right of appeal in the following manner:

1. Discussion of the problem with the employee's immediate supervisor.
2. A meeting with the Superintendent of Schools.
3. A letter to the Committee stating his/her grievance and the relief desired.
4. A meeting with the Committee.

These rules may be amended or repealed at any meeting by a vote of a majority of the Committee, provided notice shall have been given of such proposed action at a previous regular meeting.

Adopted: March 21, 1996

Affirmed: February 12, 2004

LEGAL REF.: Rules and Regulations of the School Committee

SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee develops policies and puts them in writing so that they may serve as guides for the actions of the School Committee and those to whom it delegates authority.

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

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

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

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

Adopted: February 12, 2004

POLICY ADOPTION

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

Any of the by-laws, rules or regulations may be amended by a majority vote of the members provided that at least one week's notice of such proposed action shall have been given at a previous meeting and entry thereof made in the minutes.

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

1. Information item - distribution with agenda.
2. Discussion item - first reading of proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting.
3. 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.

No action of the Committee shall be reconsidered or rescinded at a subsequent meeting in the same calendar year, excepts by a vote of a majority of all the members of the Committee.

Adopted: March 21, 1996

Affirmed: February 12, 2004

POLICY REVISION AND REVIEW

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

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

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

The School Committee directs the Superintendent to periodically review all policies and procedures for administrative updating and Committee review.

Adopted: February 12, 2004

ADMINISTRATION IN POLICY ABSENCE

DECISIONS IN ABSENCE OF COMMITTEE POLICY

Situations arise within the schools where the Committee has not provided guides for administrative action. On these occasions, the Superintendent shall have power to act, subject to review by the School Committee, at a special or regular meeting. It shall be the duty of the Superintendent of Schools to inform the School Committee promptly of any such action and the need for a statement of policy.

Adopted: March 21, 1996

Affirmed: February 12, 2004

SCHOOL COMMITTEE REVIEW OF PROCEDURES

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

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

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

Rules Pertaining to Staff and Student Conduct

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

Adopted: February 12, 2004

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

Cross-Ref.: CHB

POLICY DISSEMINATION

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

Access to the policies is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

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

The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's Office or on the Canton Public Schools' internet site.

Adopted: February 12, 2004

SUSPENSION OF POLICIES

The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a majority vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting.

Adopted: February 12, 2004

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

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

Staff Communications to the School Committee

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

School Committee Communications to Staff

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

Visits to Schools

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

Adopted: February 12, 2004

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. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

Adopted: February 12, 2004

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

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The School Committee Chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the District's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks
7. A calendar of scheduled meetings and general agenda items for the calendar year

Each new member shall also receive any other materials the Chairperson and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The Chairperson and/or Superintendent will clarify policies that involve:

1. Arranging visits to schools or administrative offices.
2. Requesting information regarding School District operations.
3. Responding to community requests/complaints concerning staff or programs.
4. Handling confidential information.

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities), they may be invited to attend all meetings of the Committee with the exception of executive sessions.

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

Adopted: February 12, 2004

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

1. The Committee secretary will maintain a calendar of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those members who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Adopted: February 12, 2004

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

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

Canton School Committee members receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized the Committee, Committee members may be reimbursed from school department annual budgetary funds.

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

Adopted: March 21, 1996

Affirmed: February 12, 2004

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 this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

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

Adopted: February 12, 2004

SCHOOL COMMITTEE MEMBERSHIPS

It will be the policy of the School Committee to maintain membership in the Massachusetts Association of School Committees, Inc. Through this membership in the State Association, the School Committee maintains indirect membership in the National School Boards Association.

The School Committee will seek to participate as fully as possible in the activities of these organizations.

Adopted: March 21, 1996

Affirmed: February 12, 2004

SCHOOL COUNCILS

- 1. Each of our five schools will have a School Council.
- 2. The Councils’ role will be an advisory one; they will advise and assist the Principal in making decisions on important school matters.
- 3. Council members who are parents of students in school would be elected for two-year terms and would be eligible for re-election. Representatives from teaching staff and community at large may be appointed by the Principal.
- 4. Duties of the School Councils:
 - a. Assist the Principal in the identification of the educational needs of the students
 - b. Assist the Principal in the review of the annual school budget.
 - c. Assist the Principal in creating a school improvement plan which will include at least the following elements:
 - 1. Adoption of educational goals (consistent with the state and district policies and goals).
 - 2. Impact of class size on student performance.
 - 3. Professional development of staff.
 - 4. Means of promoting parental involvement in the school.
 - 5. Safety and Discipline.
 - 6. Means of ensuring a welcoming and tolerant environment for children and parents of diverse backgrounds.
 - 7. Methods for meeting the diverse learning needs of students.
 - 8. Means of encouraging and assisting the process whereby the learning needs of special needs students are met in the regular classroom.
 - 9. Means of utilizing human and other community resources to assist or enhance students’ learning.
 - 10. Extracurricular activities.
 - d. **The school improvement plan shall also address such further subjects as the Principal in consultation with the school council, shall consider appropriate.**
 - e. Submission of the school improvement plan to the School Committee for review and approval each year.
 - f. Assist in the process of screening and interviewing applicants for school positions.

Adopted: April 15, 1993

Affirmed: February 12, 2004

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

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

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

Adopted: February 12, 2004

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

CONDUCT OF SCHOOL COUNCIL BUSINESS

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

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

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

All meetings of the school council shall conform to the Open Meeting Law, Sections 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 shall receive agenda and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the school Committee for information.

Adopted: February 12, 2004

ADMINISTRATION GOALS

The School Committee seeks to employ qualified personnel to administer the school system efficiently. The School Committee further requires that the Superintendent organize the administration in a manner that clearly defines the functions and interrelationships of each position.

The Superintendent shall establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to efficiently conduct school business. These groups shall be given specific responsibilities, and communication channels will be established to ensure that their recommendations and decisions are heard and reviewed by the relevant administrative officers, and, where appropriate, by the Superintendent and School Committee.

The school administration shall balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. Thus, when a staff member is assigned a responsibility or a position, they will be given the authority to make the decisions necessary to perform the assigned tasks.

Each administrative officer will be responsible and accountable for reviewing a professional development plan for all staff assigned to his/her area of operation.

Adopted: April 11, 1996

Affirmed: May 6, 2004

DUTIES OF SUPERINTENDENT

The Superintendent shall be the executive officer of the School Committee, and under its direction and control, shall administer the public schools of the town, having authority over all employees of the school department. In all matters where his/her duties are not definitely prescribed, he/she shall exercise discretion, subject to the approval of the Committee. The Superintendent will be accountable for the management of the school system and shall be responsible for publishing and implementing policies and for student and teacher conduct. Specific duties and responsibilities are set forth under policy CBA.

1. Appointment of School Department Personnel: The Superintendent shall appoint all employees of the school department except those mandated by the Education Reform Act to be appointed by the School Committee. The Superintendent shall have authority to fill vacancies caused by temporary illness or necessary absence of teachers or other employees, and, when necessary, provide temporary teachers or other employees until a regular teacher or other employee is appointed. Any employee may be discharged or suspended for cause.

The Superintendent shall appoint principals for each public school within the district at levels of compensation determined by the School Committee. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint the positions of Assistant or Associate Superintendent, Business Administrator and school nurses. These positions shall report to the Superintendent, and the School Committee will determine their compensation.

2. Fiscal Responsibilities: The Superintendent shall act as the agent of the Committee in the purchase and distribution of supplies in accordance with the School Committee's voted budget. Additional extraordinary repairs, equipment and supplies shall be ordered only after the Committee has so voted.

The Superintendent shall keep a full and accurate account of all receipts and disbursements and shall furnish a statement of these to the Committee upon request.

The Superintendent shall prepare for the Committee the annual returns as required by law, and transmit them, after being duly signed, to the State Department of Education.

At the end of each fiscal year, he/she shall prepare and present to the Committee for publication a report on the state of the schools for the preceding year, together with appropriate recommendations for improvements.

3. Student Instruction and Discipline: He/She shall have power and authority to assign pupils to their respective classes. He/She shall have authority to suspend from school any pupil whose conduct or character is detrimental to the good order of the school, or whose parents willfully neglect or refuse to cooperate with the Superintendent or teachers in carrying out the regulations of the schools. Such suspension is to be immediately reported to the parents or guardian of the pupil.

4. Student Needs The Superintendent and his/her administrators are responsible for balancing a child's needs when those needs fall into different administrative areas; *e.g.*, guidance, health, home instruction, special class, attendance, remedial reading. The focus should be on the aggregate benefit to the child, not on the particular interests of any single department or individual administrator.

5. Instructional Assignments: The Superintendent shall be responsible for assigning teachers and supervisors their days at various buildings, and any special duties or responsibilities. He/She may

delegate this responsibility to the principals when appropriate. Both the Superintendent and the principals of the buildings affected shall be notified in advance of any contemplated change of program, timing of a visit, or delay on the part of a special teacher or teacher of a special subject. In every case they shall be ready to begin their work in the proper school at the time required by the schedule.

6. Professional Development: Requests by principals, department heads, special teachers, and classroom teachers to attend conferences, conventions, seminars, workshops, and other educational meetings within the Commonwealth of Massachusetts shall be reviewed and granted as determined by the Superintendent of Schools. Similar requests to attend meetings outside of the Commonwealth shall be approved by the School Committee.

7. School Committee Meetings and Communication: The Superintendent shall attend all meetings of the School Committee, except when his/her election or salary is under discussion. He/She may express an opinion on any topic under discussion. All votes and directions of the Committee affecting pupils, teachers or parents shall be communicated through the Superintendent.

8. School Department Meetings and Communication: The Superintendent shall call meetings of supervisors, principals, teachers, custodians or other employees when he/she deems necessary to better communicate descriptions their respective duties, to discuss methods of teaching and systems of school government, to secure uniformity in the instruction and discipline of the schools and to improve communication within the school community.

9. School Closing: In case of stormy weather, the Superintendent may suspend school and shall have authority to close any school whenever, in his/her judgment, conditions endanger the health or safety of the pupils.

10. Other Responsibilities: The Superintendent shall be responsible for prohibiting the use of tobacco in or on school building, grounds and school buses; filing reports with police, DSS and School Committee on the possession of weapons or controlled substances; recommending to the school Committee performance standards and professional development plans for all employees; and maintaining records on all students and staff based on parameters established by the Department of Education. Annual reports of these records will be filed with the Department of Education.

Adopted: April 11, 1996

Affirmed: May 6, 2004

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT (JOB DESCRIPTION)

TITLE:	<u>Superintendent of Schools</u>
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Certification or certifiable as a Superintendent of Schools in Massachusetts. 2. Master's degree required: Doctorate desirable 3. Extensive and successful experience in teaching and school administration.
REPORTS TO: SUPERVISES: PRINCIPAL ACCOUNTABILITIES:	School Committee All School Department personnel. <ol style="list-style-type: none"> 1. Acts as the executive Officer of the School Committee. Under the School Committee's general direction, has the care and supervision of the public schools of Canton, assists the Committee in keeping its records and accounts and in making such reports as are required by law, and recommends to the Committee teachers, textbooks, and courses of study. (Chapter 71, Section 59 of the Mass General Laws) 2. Leads, directs, works with and inspires administrators, teachers and supportive personnel so as to promote the highest standards of performance, to the end that each student may be provided with the best possible educational foundation for achieving his or her subsequent learning, life and career aspirations. 3. Oversees and administers and resources of the school system – human, material, and financial – efficiently and effectively, and with respect to the use of those resources sets priorities and make choices which are consistent with the educational philosophy and goals of the system. 4. Together with the Canton School Committee, meets and works with parent and community organizations and individuals to engender mutual understanding and cooperation, and to promote public confidence and support for the mission and operation of the school system.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Attends and participates in all School Committee meetings. Prepares School Committee meeting agendas.
2. Prepares and submits to the School Committee recommendations relating to all matters requiring Committee action, placing before the Committee any information needed to ensure informed decision making.
3. Formulates school objectives, policies, plans, and programs for consideration by the School Committee.
4. Affirms that the Committee's policies and all decisions reached at Committee meetings, are carried out.
5. Keeps the Committee advised on school programs, activities, achievements and problems.
6. Meets regularly with, and provides direction to central office administrators, principals, and other key school department staff members.
7. Directs the preparation of the annual school budget, sets priorities, and recommends the budget to the School Committee. Subsequently administers the Committee – approved version of the budget.
8. Recommends for appointment all employees of the school department. Assigns and transfers personnel, keeping the School Committee informed. When necessary, recommends the dismissal of employees to the Committee.
9. Participates in collective bargaining negotiations as needed, and advises the School Committee with respect to collective bargaining issues. Represents the School Committee at arbitrations or other contract-related hearings.
10. Works cooperatively with staff, parents, and other community members to encourage openness and good communications, to maintain a continuing dialogue on the schools' successes and problems, to make long-range plans, and to develop informed support for the system.
11. Acts as the official spokesman for the school system at staff and parents meetings, and at meetings with other town boards, associations or groups.

JOB GOAL: To provide leadership in developing and maintaining excellent educational programs and services. Further, to oversee and administer the use of all school department facilities and resources toward this end.

PERFORMANCE RESPONSIBILITIES:

A. General

1. As chief school executive, administers development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the School Committee.
2. Serves as ex officio member of committees set up by the School Committee.
3. Prepares and submits to the Committee recommendations relative to all matters requiring committee action, placing before the School Committee such, information as is needed to provide guidance.
4. Acts on own discretion in any matter not covered by School Committee policy, reports such action to the School Committee as soon as practicable and recommends policy in order to provide guidance in the future.
5. Reports to the School Committee such matters as deemed material to the understanding and proper management of the schools, or as the Committee may request.
6. Implements and communicates School Committee policy to school employees and students.
7. Delegates at own discretion duties and powers to other employees of the schools as appropriate for efficient management, knowing that such delegation does not relieve the Superintendent of final responsibility for the action taken.
8. Communicates to employees all actions of the Committee relating to personnel matters; and receives from employees all communications to be made to the Committee.
9. Assists staff negotiations with professional and nonprofessional personnel.
10. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
11. Files, or causes to be filed, all reports by the state and the school code.
12. Recommends the establishment of transportation/attendance districts for each school in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring system to another when conditions warrant such actions.
13. Make recommendations to the Committee concerning the transportation of pupils in accordance with the law and the requirements of safety.
14. Recommends the location and size of new school sites and buildings; additions to existing sites; plans for new school buildings; all appropriations for sites and buildings on school sites; the plans for new school buildings. Recommends all appropriations for sites, buildings, improvements, alterations, and equipment for the system.
15. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
16. Performs such other tasks as may from time to time be assigned by the Committee.

B. Curriculum

1. Recommends to the committee for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
2. Reviews and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.

C. Personnel

1. Nominates for employment qualified and competent teachers, supervisory and administrative personnel.
2. Assigns and transfers employees as the interest of the system may dictate, and reports such action to the committee for information and record.
3. Suspends any employee for just cause, and reports such suspension to the Committee at the next meeting thereafter for final action.
4. Recommends to the Committee for final action the promotion, salary changes, demotion or dismissal of employees as appropriate under Education Reform.
5. Maintains directly or through delegation such personnel records, pupil, business, and other records that are required by law and by Committee policy.

D. Financial/Business Operations

1. Directs the preparation of the annual budget for adoption by the Committee and oversees the administration of the budget as enacted by the Committee.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to the direction and approval of the Committee.
3. Recommends to the Committee sales of all property no longer required by the Committee, and supervises the proper execution of such sales.

E. Legal, Policy, Procedural

1. Advises the Committee in the need for new or revised policies and sees that all policies of the Committee be implemented.
2. Supervises the effective carrying out of all constitutional or statutory laws, state and charger regulations, and Committee policies.
3. Submits to the Committee a clear and detailed explanation of any proposal that would either depart from established policy or obligate the expenditure of substantial sums.

F. Community Relations

1. Represents the system in its dealings with other school systems, institutions, agencies and community organizations.
2. Represents the Committee as liaison between the school system and the community.
3. Establishes and maintains public relations to keep the community well informed of the activities and needs of the school system.
4. Keeps the public informed about modern educational practices, educational trends, and the policies, practices and problems in the system's schools.
5. Confers periodically with professional and lay groups concerning the school program and transmits to the Committee suggestions gained from such conferences.

Approved: April 11, 1996

Affirmed: May 6, 2004

SUPERINTENDENT'S CONTRACT

The School Committee, upon the selection of a candidate or upon the reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the School Committee and the Superintendent.

Adopted: May 6, 2004

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

ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

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

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

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

Adopted: May 6, 2004

EVALUATION OF THE SUPERINTENDENT

The School Committee shall provide objective assessment of the performance of the Superintendent in

1. Meeting the goals set forth in the Superintendent' job description and prioritized by the Committee.
2. Developing harmonious working relationships between the School Committee and Superintendent.
3. Providing administrative leadership of excellence for the school system.

Through the evaluation, the School Committee will set forth Performance objectives for the Superintendent shall be based on the needs of the school system, and the Superintendent's performance will be reviewed in accordance with these objectives. Any additional objectives will be established as agreed upon with the Superintendent.

Adopted: April 11, 1996

Affirmed: May 6, 2004

LINE AND STAFF RELATIONS

GENERAL PRINCIPLES OF ADMINISTRATIVE OPERATIONS

The Superintendent of Schools shall be guided by the knowledge that the School Committee values the open exchange of ideas among personnel at every level in the schools of the system.

The following principles shall govern the administrative operation of the school system:

1. The Superintendent and delegated appointees of the Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experience provided for students through grade 12.
2. Each school shall be encouraged and shall be free to work out the educational program most appropriate for the students attending that school.
3. Responsibility and accountability for the educational program within each school begins with the teachers and flows through the principals to the Superintendent and to the School Committee.
4. Staff members shall be told to whom they are responsible; to whom they can go for information and guidance; and to whom they might appeal in cases of disagreement.

LINE OF RESPONSIBILITY

Lines of primary responsibility are shown on the organizational chart. Appendix

INSTRUCTIONAL PROGRAM

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services which are provided by special personnel in each school will be brought into the educational program and into the life of each child in a manner determined by the classroom teachers and the principal of each school in consultation with special service personnel.

All classroom teachers, all special instructional personnel and all special non-instructional personnel in each school will be primarily responsible to the principal of the school. Special personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time. Appropriate central office personnel will be available to discuss any problems that may arise with persons who work in more than one school.

Principals will be primarily responsible to the Superintendent in the overall administration of the schools. Principals will also work directly with the Superintendent or designee in selecting and evaluating professional personnel and in administering personnel policies.

Each employee in the system shall be responsible to the School Committee through the Superintendent.

Matters requiring administrative action are to be referred to the person immediately in charge of that area or function in which a problem arises. Disagreements will be referred to the next higher level.

Adopted: April 11, 1996

Affirmed: May 6, 2004

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

Adopted: May 6, 2004

POLICY IMPLEMENTATION

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

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

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for ensuring that policies and regulations are implemented.

Adopted: April 11, 1996

Affirmed: May 6, 2004

DEVELOPMENT OF PROCEDURES

In accordance with policy, the School Committee delegates to the Superintendent the implementation of its policies in the day-to-day operation of the school system under detailed arrangements called procedures or regulations.

In the development of procedures, the Superintendent will involve at the planning stage constituencies who would be primarily affected by them; for example, staff members students, parents, the public. The Superintendent shall consider the advice the counsel given by representatives of staff, student, and community organizations. He/She will inform the Committee of such counsel in presenting developed regulations to Committee.

Adopted: May 6, 2004

SCHOOL COMMITTEE REVIEW OF PROCEDURES

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

The Committee may review the procedures developed by the Superintendent for the school system prior to their issuance, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

Before issuance, procedures will be properly titled and coded in conformance with the coding system selected by the Committee. Procedures officially approved by the Committee will be so marked; all others appearing in the manual will be considered approved provided they are in accordance with the accompanying Committee policy

All rules and procedures shall be considered in the same light as state laws, and shall be administered by the Superintendent of Schools as the Executive Officer of the Committee.

Under Massachusetts law, the Superintendent is required to publish "rules and procedures" pertaining to the conduct of teachers and students, as covered in the next policy, CHCA.

Adopted: April 11, 1996

Affirmed: May 6, 2004

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

APPROVAL OF STUDENT HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, (The Canton School Committee requires student handbooks for each level District-wide.)

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 and reflect positively on the school department. Handbooks shall be approved by the Committee and/or the Superintendent prior to publication. Handbooks approved by the Committee shall have the status of Committee-approved policy or procedure, and will be made available to the Committee for informational purposes.

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

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

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

Adopted: April 1996

Affirmed: May 6, 2004

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning the educational needs and financial condition of the schools.

School building administrators (Principals) will be required to keep such records and make regular timely reports as the Committee and Superintendent may direct or require.

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

Adopted: April 11, 1996

Affirmed: May 6, 2004

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diverse activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education and others of the programs and condition of the town's public schools. This includes the District Report Card, NCLB report Cards etc.

Established by law and Committee policy

Adopted: April 11, 1996

Affirmed: May 6, 2004

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