THE OFFICIAL

2015-2016

STAFF HANDBOOK

MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

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MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

MILTON SCHOOL COMMITTEE MEMBERS

Michael Zullas, Chair
Becky Padera, Vice Chair
Kristan Bagley Jones, Member
Leroy Walker, Member
Dr. Kevin Donahue, Member
Sheila Varela, Member

ADMINISTRATION

Mary C. Gormley, Superintendent
Janet Sheehan, Assistant Superintendent for Curriculum and Human Resources
Dr. Glenn H. Pavlicek, Assistant Superintendent for Business Affairs

PRINCIPALS

James Jette, Milton High School
Dr. Karen Spaulding, Pierce Middle School
Holly Concannon, Collicot Elementary
Jonathan Redden, Cunningham Elementary
Dr. Sheila Kukstis, Glover Elementary
Dr. Elaine McNeil-Girmai, Tucker Elementary

MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

CENTRAL ADMINISTRATION STAFF

Superintendent Mary C. Gormley	-	617-696-4808
Charlene Roche, Executive Asst. to the Supt.	-	617-696-4808/09

Personnel & Curriculum

Janet Sheehan Asst. Supt. for Personnel & Human Resources	-	617-696-4812
Laurie Dunn, Human Resource Specialist	-	617-696-4811

Business Office

Dr. Glenn H. Pavlicek Asst Supt. for Business Affairs		617-696-5041
William Ritchie Consolidated Facilities Director		617-898-4930
Barbara Pakalnietis Payroll Dept. Head	-	617-696-5040-ext. 5585
Gail Chase Accounting Dept. Head	-	617-696-5040-ext. 5587
Jeanne Mattaliano Asst. to the Food Service Director		617-696-4470-ext. 5508
Lisa McDonough Budget Analyst	-	617-696-5040-ext. 5584

Special Education Department

Tracy Grandeau Administrator of Pupil Personnel Services		617-696-5040-ext. 5574
Lisa Huban Administrative Asst.	-	617-696-5040-ext. 5572
Mary Downey-Tipping Out of District/ESped Coordinator	-	617-696-5040-ext. 5545

MILTON PUBLIC SCHOOLS

SCHOOL LISTING

Principal Holly Concannon
Joanne Barker, Administrative Asst.
COLLICOT ELEMENTARY
80 EDGE HILL ROAD
MILTON, MA 02186
TELEPHONE: 617-696-4282

Principal Jonathan Redden
Annie Dutton, Administrative Asst.
CUNNINGHAM ELEMENTARY
44 EDGEHILL ROAD
MILTON, MA 02186
TELEPHONE: 617-696-4285

Principal Dr. Sheila Kukstis
Susan Doyle, Administrative Asst.
GLOVER ELEMENTARY
255 CANTON AVENUE
MILTON, MA 02186
TELEPHONE: 617-696-4288

Principal Dr. Elaine McNeil-Girmai
Eileen Keaney, Administrative Asst.
TUCKER ELEMENTARY
187 BLUE HILLS PARKWAY
MILTON, MA 02186
TELEPHONE: 617-696-4291

Principal Dr. Karen Spaulding
Susan Higgins, Administrative Asst.
Sandy Wyse, Administrative Asst.
PIERCE MIDDLE SCHOOL
451 CENTRAL AVENUE
MILTON, MA 02186
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Principal James Jette
Melissa Raj, Administrative Asst.
Colleen MacDougall, Administrative Asst.
MILTON HIGH SCHOOL
25 GILE ROAD
MILTON, MA 02186
617-696-4470X 5503

Milton Educators Association
Union Representatives

Margaret Gibbons, President	**Milton High School**
Sally Rush, Treasurer	**Milton High School**
John Radosta, Secretary	**Milton High School**
Dyanne Crowley, Bldg. Rep	**Milton High School**
Gregory Pullia, Bldg. Rep	**Milton High School**
Steve Tart, Bldg. Rep	**Milton High School**
John O'Leary, Bldg. Rep	**Pierce Middle School**
Barbara Perry, Bldg. Rep	**Pierce Middle School**
Jim DiMaggio	**Pierce Middle School**
Sarah Smith	**Cunningham Elementary**
Nancy Trifone, Bldg. Rep	**Collicot Elementary**
John Desmond, Bldg. Rep	**Glover Elementary**
Mary Bodkin	**Glover Elementary**
Daniela Ignani, Bldg. Rep	**Tucker Elementary**

MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS

ANTI-DISCRIMINATION STATEMENT

The Milton School System conducts its programs and activities in conformity with Title VI, Title IX, section 504 of the Rehabilitation Act of 1973, M.G.L. c76, section 5, and the Americans with Disabilities Act. It is the policy of the Milton Public Schools not to discriminate and not to allow discrimination or harassment on the basis of sex, race, color, gender identity, sexual orientation, age, religion, national origin, handicap, disability or any other legally prohibited basis in any of its activities.

This policy also ensures that students should be free from retaliation and/or harassment based upon any of the forgoing attributes. Anyone having a complaint alleging a violation of any anti-discrimination laws or regulations, including prosecution against sexual harassment, should immediately bring the complaint to the attention of the administration of the Milton Public Schools who will conduct a prompt and thorough investigation into the charges. In the event that the charges are substantiated, the administration will take appropriate disciplinary action.

CORE VALUES

OF THE

MILTON PUBLIC SCHOOLS

*HIGH ACADEMIC ACHIEVEMENT FOR ALL STUDENTS

High academic achievement is the goal for every student –Kindergarten through grade 12 – and for every subject area and in every discipline. High expectations and the belief that all children can learn to permeate this value. The main objective is for each child to have the opportunity to reach his/her potential. Whether a child is the most gifted, average, academically or socially at risk, the schools will work to academically challenge all children to the best of their ability. Challenge activities will be in both school and homework. Students will participate in a content rich curriculum and gain the ability to clearly express ideas and to solve problems requiring multiple disciplines.

*EXCELLENCE IN THE CLASSROOM

The heart of the school system is the classroom and interaction between teachers and students. The system has the responsibility to provide the support to establish the strongest possible teaching and learning environment that actively engages students in the learning process. This includes recruiting and hiring the very best people; providing them with professional development opportunities throughout their careers; and supervising and evaluating them in intelligent ways.

*COLLABORATIVE RELATIONSHIPS AND COMMUNICATION

The school system strives for true collegiality among the educational community. It focuses on student to student, teacher to teacher, school to school and schools to parent and the community. The goals are to obtain and disseminate talent and community resources and to highlight and replicate effective practices to expand educational opportunities for students. A second fundamental goal is to work with all citizens to increase their belief in public education and their commitment to the importance of the schools as a key ingredient in quality of life in the community.

*RESPECT FOR HUMAN DIFFERENCES

The Milton Public Schools is developing an atmosphere where every child and adult is valued. Each is respected, regardless of learning differences, socio-economic status, gender, racial, ethnic, cultural or linguistic background or handicapping condition.

*RISK-TAKING AND INNOVATION FOR EDUCATION

The system will work to reward and recognize faculty members who strengthen and enliven the curriculum with the best and most creative practices and methodologies. It will strive to add and use new technologies to assist in enhancing educational opportunities for children.

The school year for students in Grades 1-12 will begin on Wednesday, September 2, 2015. Pre-school and Kindergarten will begin on Tuesday, September 8, 2015.

SCHOOL HOURS - *PUPILS –

High School – Grades 9-12
Classes commence at **7:50am** and dismiss at **2:19pm** daily.

Pierce Middle School- Grade 6-8
Classes commence at **7:57am** and dismiss at **2:26pm** daily.

Collicot School
Classes commence at **8:20am** and dismiss at **2:49pm** daily.

Cunningham School
Classes commence at **8:20am** and dismiss at **2:49pm** daily

Glover School
Classes commence at **8:50am** and dismiss at **3:19pm** daily.

Tucker School
Classes commence at **8:50am** and dismiss at **3:19pm** daily.

PRE-SCHOOL AND KINDERGARTEN SESSIONS:

Collicot School
Full Day sessions commence at **8:20am** and dismiss at **2:49pm**.
½ day Kindergarten sessions commence at **8:20am** and dismiss at **11:20am**

Edgehill Pre-School Program at the Collicot School
AM sessions commence at **8:30am** and dismiss at **11:00am**
PM sessions commence at **12:00pm** and dismiss at **2:30pm**

Cunningham School
Full day sessions commence at **8:20am** and dismiss at **2:49pm.**
½ day Kindergarten sessions commence at **8:20am** and dismiss at **11:20am**

Glover School:
Full Day sessions commence at **8:50am** and dismiss **at 3:19pm**
½ day Kindergarten sessions commence at **8:50am and dismiss at 12:00pm**

Tucker School:
Full Day sessions commence at **8:50am** and dismiss at **3:19pm**.
½ day Kindergarten sessions commence at **8:50am and dismiss at 12:00pm**

Blue Hills Pres-School Program at the Tucker School
Full Day Pre-School sessions commence at 7:00am and dismiss at 5:30pm
AM sessions commence at **8:50am** and dismiss at **11:35am**
PM sessions commence at **12:30pm** and dismiss at **3:19pm**

Gile Pre-School Program at Milton High School (*Monday, Wednesday and Friday only)
AM sessions commence at **8:00am** and dismiss at **11:10am**
PM sessions commence at **11:30am** and dismiss at **2:10pm**

Teachers are to be in their rooms before the start of classes and are to be available in their classrooms following dismissal daily.

***PLEASE NOTE** that teachers are to be available in their classrooms – not elsewhere – following daily dismissal. This regulation is necessitated by the assurance given by our schools to parents and pupils that teachers are available daily to assist pupils who have been absent or who need additional help. Teachers who are in the building, but not in their classrooms, are not readily available to assist pupils. Exceptions to this regulation include Fridays and days preceding vacations.

BUS REGULATIONS

1. Eligible pupils may ride to and from school free of charge.
2. No elementary school pupil who is eligible to ride a bus should be detained after school to the point he/she misses his/her bus, unless the parent is informed in advance and unless arrangements are made with the parent to transport the pupil by means other than a bus.
3. All teachers should use every opportunity to stress bus safety.
4. No teacher has the authority to prohibit a pupil from riding a school bus.
5. A pupil's right to ride a bus may be revoked only by a Principal or their assistant acting in that capacity and only after both the pupil and his/her parents have been given prior warning that a further bus offense might result in the revocation of his/her right to ride except in emergencies.

PARKING OF CARS – REGULATIONS

Milton High School

Faculty members are assigned spaces by the Principal in the school parking areas. All driveways and approaches to the building must be kept clear of vehicles.

Pierce Middle School

Parking is available in the following locations: Front Parking Lot, Back Parking Lot, Lincoln Street Parking Lot and Kelly Field Parking Lot (if necessary). Parking is prohibited on Brook Road, Central Avenue and Clapp Street. Additionally, please do not park in any of the handicapped parking spaces or the four (4) "visitors parking spaces".

Elementary Schools

Driveways and walkways must be free of vehicles, except for certain approved areas.

OPENING EXERCISES

According to Massachusetts General Law, Chapter 71, Section 69, "A flag shall be displayed in each assembly hall or other room in each schoolhouse where the opening exercises on each school day are held. Each teacher at the commencement of the firsts class of each day in all grades in all public schools shall lead the class in a group recitation of the "Pledge of Allegiance to the Flag." A flag shall be displayed in each classroom in each such schoolhouse. Failure for a period of five consecutive days by the principal or teacher in charge of a school equipped as aforesaid to display the flag as above required, or failure for a period of two consecutive weeks by a teacher to salute the flag and recite said pledge as aforesaid, or to cause the pupils under his charge so to do, shall be punished for every such period by a fine of not more than five dollars. Failure of the committee to equip a school as herein provided shall subject the members thereof to a like penalty."

PROGRESS REPORTS

Progress reports are to be sent to the parents of all pupils who are doing work of C or below as of progress report dates. Do not assume that the pupil who is not doing passing work will be passing by the end of the term and thus does not need a progress report. Whether or not he/she is doing C or below work on the progress report date should be the sole criterion for your decision to issue or not to issue a progress report. At the middle school progress reports go to all students each term.

REPORT CARDS

No report card is to be changed unless the following steps are taken:

1. No request for a change of mark shall originate with a Principal or a Department Head, except in instances where the latter is also the teacher.
2. A written request to change the mark must be given by the teacher to the Department Head. The Department Head must investigate thoroughly the circumstances prompting the request.
3. The Department Head shall then present the request to the Principal of the school.
4. Any change in the mark shall be made only after joint consideration by the teacher involved, the Department Head, and the Principal, and only after a full report in writing has been submitted to the Superintendent of Schools and to the School Committee.

JEWISH HOLIDAYS

The following list of Jewish holidays is provided so that teachers can plan tests and major assignments in a manner which takes into consideration the religious obligations of students of the Jewish faith. Please note that holidays begin the evening before the date noted:

Rosh Hashanah	Monday, September 14-Tuesday, September 15 (begins eve of Sunday, September 13)
Yom Kippur	Wednesday, September 23 (begins eve of Tuesday, September 22)
Sukkot	Monday, September 28-Sunday, October 4 (begins eve of Sunday, September 27)
Simkhat Torah	Tuesday, October 6 (begins eve of Monday, October 5)
Hanukkah	Monday, December 7-Monday, December 14 (begins eve of Sunday, December 6)
Passover	Saturday, April 23-Saturday, April 30 (begins eve of Friday, April 22)
Shavuot	Sunday, June 12-Monday, June 13 (begins eve of Saturday, June 11)

EXPULSION OF STUDENTS

Chapter 71, Section 37H of the General laws gives school principals the authority to expel a student who is found in possession of a dangerous weapon or a controlled substance while on school premises or at school-sponsored or school-related events, including athletic games or who assaults educational staff, including a principal, assistant principal, teacher or teacher's aide while on school premises or at school-sponsored or school-related events, including athletic games.

Chapter 71, Section 37H ½ of the Massachusetts General Laws gives school principals the authority to suspend a student if the student is charged with a felony and the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Chapter 71, Section 37H ½ of the Massachusetts General Laws also gives school principals the authority to expel a student if a student is convicted of, is adjudicated of, or admits in court to a felony and the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Chapter 71, Section 37H ¾ of the Massachusetts General Laws gives school principals the authority to suspend students for other misconduct after certain due process procedures are followed.

Please note that the principals' authority under these provisions may be limited by state and federal special education law.

PRINCIPALS, DEPARTMENT HEADS, TEACHERS, COORDINATORS AND DIRECTORS

(Bulletins and notices should be kept on file by all personnel)

RESPONSIBILITIES OF DEPARTMENT HEADS AND DIRECTORS

1. Shall be responsible for the preparation of the annual budget for his/her department.
2. Shall be responsible for the continuing improvement of instruction within his/her department.
3. Shall be responsible for an annual written evaluation of all members of his/her department.
4. Shall be responsible for the selection of curriculum materials to be used within his/her department and for the approval by the Superintendent or her designee of all new textbooks.
5. Shall be responsible for the assignment of and supervision of student teachers.
6. Shall be responsible for enforcing school and administrative policies and regulations for students and teachers within his/her department.
7. Shall be responsible for holding regular department meetings and for submitting copies of the reports of said meetings to the Assistant Superintendent for Curriculum and to the building Principals.
8. Shall be responsible for submitting through the building Principals requests for maintenance and repairs to equipment and facilities.
9. Shall be responsible for the development of evaluation and implementation procedures for courses taught within the department and for ensuring course alignment with the Department of Education Common Core of Learning and Frameworks.
10. Shall be responsible for interviewing candidates for teaching positions and recommending top candidates to principals for interviews.
11. Shall be responsible for development of teaching assignments in his/her department in conjunction with building Principals.
12. Shall have input for approval or disapproval of student course changes within his/her department with final approval or disapproval resting with the building Principals or designee
13. Shall be responsible for carrying out any other duties assigned by the Assistant Superintendent for Curriculum and Human Resources or by the building Principals.

ATTENDANCE AT MEETINGS

Principal Meetings

All faculty members are expected to attend all Principals meetings. After-school assignments should not be allowed to interfere with attendance at these meetings.

It is incumbent upon Principals to give sufficient advance notice of their meetings in order that coaches and teachers with after-school assignments can make adequate provisions to attend these meetings.

Department Heads/Directors Meetings

All department members are expected to attend all Department Heads and/or Directors meetings. After-school assignments should not be allowed to interfere with attendance at these meetings.

It is incumbent upon Department Heads/Directors to give sufficient advance notice of their meetings so that coaches and teachers with after-school assignments can make adequate provisions to attend these meetings.

PUNCTUALITY

It is the obligation of every teacher to be punctual. Individuals who are chronically tardy impose an unfair burden on their fellow teachers, as well as on their Principals, who must provide coverage for teachers' pre-school duties. In cases of inclement weather, adequate provisions should be made to compensate for unusual conditions so that punctuality can be maintained.

Principals must report all cases of chronic tardiness to the Central Office.

ABSENCES OF TEACHERS AND OTHER PERSONNEL

Teachers and other school personnel who know that they will be absent because of sickness or an extreme emergency situation should notify the Principal or designee of the school as soon as possible, preferably the day or night before. A weekly report on teacher attendance must be submitted regularly to Central Office. Excessive tardiness must be reported. Records are kept of time attendance of all personnel.

PERSONAL EMERGENCY LEAVE

Personal leave days are designed to provide an opportunity for teachers to accomplish a specific duty that cannot be fulfilled other than during the regular school day. In other words, they are intended to provide for emergency situations.

Except for very rare and occasional circumstances the need for a personal leave day usually is known in advance of the leave to be requested. Requests for personal leave days must be received by the principal at least forty-eight (48) hours prior to the day of the requested leave.

CONFERENCES AND SPECIAL MEETINGS

The 2015-2016 school year budget includes a limited amount of monies for in-state travel to conferences and/or other schools. The substitute budget also reflects the restriction on conference travel. Approval for conference travel must reflect the immediate and short-term needs of the school system.

Personnel required to use their own transportation must keep accurate records of mileage and report this mileage on a **monthly** basis to the Business Office.

TEACHER CERTIFICATION

All teaching positions are subject to the rules and regulations of the Milton School Committee, the rules and regulations of the Massachusetts Board of Education, the Massachusetts Department of Elementary and Secondary Education and the laws of the Commonwealth of Massachusetts. It is the responsibility of teachers to maintain their professional licensure.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

There will be three (3) full days of professional development each school year.

Each teacher will be responsible for seven (7) hours of professional development each year (July 1st though June 30th). The School Department will publish annually a list of on-site professional development offerings on the Professional Development Website. A teacher may satisfy the seven hours of professional development off-site and in small increments with the prior approval of his/her department head/coordinator and the building principal. Courses taken for lane changes will not be credited toward the seven hours of professional development. The seven hours may not be completed during the regular work day and failure to complete the seven hours by June 30th of each year will result in a deduction of the equivalent of a day's pay (1/183rd).

With prior approval of the Superintendent or designee, teachers may fulfill this professional development obligation in an alternative manner.

Please refer to the Teachers' Contract – Article XXII re Professional Development and Educational Opportunities

PROFESSIONAL IMPROVEMENT COMMITTEE

Under the terms of teachers' contract, all courses which are to be used for credit to advance to a new salary, i.e., B to B+15, M to M+30, etc., must be approved by the Professional Improvement Committee (P.I.C.). Guidelines with specific information are found in this Bulletin*. P.I.C. approval of courses is recommended before enrolling in courses. All necessary forms for making application to this committee are available in the Principal's Office of each school.

It is incumbent upon every teacher to read the Professional Improvement Committee Guidelines and to adhere to the specified dates for the submission of all forms, requests and substantiating documents.
***Please see GUIDELINES FOR PROFESSIONAL (P.I.C.) listed in directory**

COURSE CREDIT VOUCHERS

Each year we accept a number of student teachers from local colleges and universities. Most of these institutions reward us by issuing a Course Credit Voucher good for free tuition in a three semester hour course at that particular institution. These credit vouchers are issued to our teachers according to the following priority:

1. To the cooperating teacher who had the student teacher; or if he/she does not wish it –
2. To a teacher in that school at the same grade level, or in the same subject area: or if no one wishes it-
3. To any teacher in that school; or if no one wishes it -
4. To any teacher in the Milton Public Schools on a first-come first-served basis.

Each school will be notified when credit vouchers are available in the Central Office. Only written requests will be honored.
Teachers who have not had a student teacher cannot be granted more than one credit voucher per year, unless there are no other applicants for the available voucher.

CLASS PREPARATION AND PLAN BOOKS

All teachers are to properly prepare and plan for their classes. A Plan Book will be kept by each teacher with at least three (3) days of detailed advance planning and one (1) week general advance planning clearly outlined. This Plan Book will be available for use by substitute teachers and will also be available to the Principal upon request and by Department Heads, Directors or Coordinators on class visitations and conferences. Also included in the Plan Book must be class lists and seating plans, titles of textbooks and/or teaching materials being used by the classes, copy of teacher's daily schedule, including supervisory obligations, and any other pertinent information deemed necessary by the Principal of the building.

RESPONSIBILITIES OF COACHES

1. In general terms, all coaches are responsible for the physical well-being and for the decorum of the players in their charge. They are first responsible to the Principals of their schools and then to the Director of Athletics. They are also responsible for carrying out the regulations governing athletics as may be set forth by either the Principals or the Directors.
2. Coaches, with the exception of those who must accompany an athletic team to a game away from home, are expected to be in their classrooms and available to students for the required minutes daily, with the exception of those days on which they have been assigned locker room supervision.
3. Head coaches should develop schedules for supervision in which responsibility for locker room supervision rotates daily among the head Coach and his assistants. Head coaches are responsible for placing copies of this schedule in the hands of the school Principal and the Director of Athletics.

See POLICY entitled, **"Philosophy of Athletics in the Milton Public Schools"**

PROFESSIONAL STAFF PAY DATES FOR SCHOOL YEAR

NUMBER	PAY DATES
1	September 17, 2015
2	October 1, 2015
3	October 15, 2015
4	October 29, 2015
5	November 12, 2015
6	November 26, 2015
7	December 10, 2015
8	December 24, 2015
9	January 7, 2016
10	January 21, 2016
11	February 4, 2016
12	February 18, 2016
13	March 3, 2016
14	March 17, 2016
15	March 31, 2016
16	April 14, 2016
17	April 28, 2016
18	May 12, 2016
19	May 26, 2016
20	June 9, 2016
21	June 23, 2016

TAX SHELTERED ANNUITIES

All changes in tax sheltered annuity programs become **effective** on October 1st of each year. One other time for changing amounts of deduction only will be April 1st.

SUBSTITUTE TEACHERS

Central Office must be notified when a substitute teacher is employed and when a substitute teacher completes his/her assignment.

ONLY THOSE SUBSTITUTE TEACHERS ON THE APPROVED LIST ISSUED FROM THE CENTRAL OFFICE MAY BE EMPLOYED.

CONTRACT DATES

September 11, 2015	-	Return Sick Leave Bank Form
October 1, 2015	-	Applications due for Additional Teaching Load
October 15, 2015	-	Deadline for changes/applications in TSA
October 15, 2015	-	PIC forms due: course credit and lane change for September, 2015
	-	Applications for Lead Teacher and Curriculum Teacher (N.B. Although no positions are funded at this time, applications may be submitted for the future)
December 15, 2015	-	Deadline for Sabbatical Leave request
January 15, 2015	-	Deadline for declaration of longevity payment
January 15, 2016	-	PIC forms are due for September, 2015
March 15, 2016	-	Deadline for notification of intent to return from year leave of absence
March 31, 2016	-	Deadline for changes in money amounts in TSA
May 15, 2016	-	PIC forms are due - course approval only

SCHOOL COMMITTEE POLICIES:

A School Committee Policy Book is available to staff members in each school Principal's Office. An online copy of approved policies can also be found on the Milton Public School website, www.miltonps.org. You should make yourself familiar with the policies listed on the last page of this handbook.

Purchasing Policies

All purchases must have the prior approval of the Central Office of the Milton Public Schools. Purchases of school supplies at an individual's expense are not approved as official expenditures of the public schools and will not be honored. The requisitioning of school supplies, repairs, and capital outlay not included in the school budget, will not be approved.

Requisitioning of Supplies

All schools have been supplied with the necessary materials for the beginning of the school year including custodial supplies. (There may be some materials that have not yet arrived.) Principals may request to supplement these materials for these necessary items which include: custodial supplies, classroom supplies, textbooks, art supplies, etc

Gifts

Pupils are not to give Holiday gifts to teachers and teachers are not to accept gifts from students.

School Notices

All official notices or communications approved by the Milton's Central Office and sent from any Milton Public School, should include the following: Milton Public Schools, Milton, MA, name of the particular school, and date. A copy of all official notices should be sent to the Central Office. Special or unusual notices should receive the approval of the Superintendent of Schools before being released.

A copy of all notices shall be kept on file in the Principal's Office and a copy shall be forwarded to the main office for filing.

Student Book Purchases

No student shall be required to purchase books, periodicals, or any materials used in any course, nor shall any pupil be penalized for failure to acquire these materials.

Transportation

Students in Grades Kindergarten through grade six who live more than two miles from the school they are attending are entitled to be transported without charge. Students in grades K-6 who live within two miles of the school they are attending and students in Grades 7 through 12 who wish transportation can apply for seat on the bus and must complete the application and pay a $375 user fee.

Advertising, Sales, Collections, and Distributions

No subscriptions, collections, or distribution of articles, pamphlets, or material of any description shall be allowed in the public schools, except with the authority of the Superintendent and in the manner approved by the Superintendent's office. No materials containing advertising may be distributed to the pupils of the public schools. No employee of the Milton Public Schools may use the schools or the pupils to advertise or to promote any non-school sponsored activity from which the employee may receive a financial gain in any form.

Field Trips

Teacher may submit field trip requests to each Principal in the spring. All trips shall be determined by the Principal to have educational value, and every effort will be made to avoid duplication of trips.

"Field trips" are activities held during school hours, and in which all students are to participate as part of the curriculum. "Excursions" are activities that are considered extra-curricular, and are conducted after school hours. "Exchange programs" may either be part of the curriculum or extra-curricular. They may involve travel or visits conducted both during and after school hours and on non-school days.
No student will be denied the opportunity to participate in a field trip because of inability to pay. If scholarship monies are not available, the field trip will not be taken.

Excursions and exchange programs are voluntary activities. Therefore, information and experience gained by students in these programs must be required of students not participating. There is no limit placed on the cost of excursions; however, the principals involved shall ensure that the costs/fees are reasonable. Exchange programs are limited to secondary students (i.e., students in grades 7 through 12).

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips to ensure that all reasonable steps are taken to protect the participants. Parental permission must be obtained in writing for their children's participation in any field trip, excursion, or exchange program.

Depending on the nature of the activity, the principal and/or teacher involved may require a dress code and special code of conduct for a field trip, excursion, or exchange program. These regulations must be reasonable in nature, and must reflect the nature of the activity. Parents will be notified in writing of any such regulations.

In accordance with the Full Day Kindergarten Grant, no student participating in the Full Day Kindergarten Program shall be responsible for paying for field trips.

See School Committee Polices: IJOA and IJOAA

MASSACHUSETTS GENERAL LAWS: Protection and Care of Children

The Law's Intent- M.G.L. c. 119, § 51A

The intent of the law is to protect children from neglect and abuse by requiring professional adults working with children to report suspected cases.

A. Who must report ("mandatory reporters"):

Teachers, school attendance officers, educational administrators, psychologists, guidance or adjustment counselors, family counselors, social workers, nurses, and anyone else paid to work with a child.*

Penalty for failure to report: fine of up to $1,000 for general violations of provision; fine of up to $5,000 or imprisonment for willful failure to report abuse or neglect that results in serious bodily injury or death to child.

* Please note that while District volunteers are not mandatory reporters, they may also report suspected child abuse or neglect as set forth below.

B. Standard for mandatory reporters:

Where, in your professional capacity you have reasonable cause to believe that a child under the age of eighteen (18) is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (2) neglect, including malnutrition; (iii) physical dependence upon an addictive drug at birth; (iv) being a sexually exploited child; or (v) being a human trafficking victim as defined by section 20M of chapter 233.

C. When to file:

If a mandatory reporter has reasonable cause to believe that a child under the age of eighteen (18) is suffering physical or emotional injury resulting from abuse and/or neglect as identified in Paragraph B above, such mandatory reporter shall immediately communicate with the Department of Children and Families ("DCF") orally, and within 48 hours, shall file a written report with DCF detailing the suspected abuse or neglect. In lieu of contacting DCF directly, District personnel may also notify the District designated agent as set forth below.

D. How to Report:

A mandated reporter shall file a written report with DCF within 48 hours of suspected abuse and/or neglect. In lieu of filing the a written report directly with DCF, a mandatory reporter may instead notify the designated agent for Milton Public Schools, who shall be responsible for notifying DFC.

For the Milton Public Schools, the designated agent shall be each school's respective principal. If a mandatory reporter makes his/her report of suspected abuse and/or neglect to the principal, it will then be the principal's responsibility to file a 51A report with DCF. Principals will also be responsible for sharing this information and reporting protocol with building staff and for encouraging staff members to report concerns to them.

Mandatory reporters may, in addition to filing a report with DCF or the Milton Public Schools designated agent, contact local law enforcement authorities or the child advocate about the suspected abuse and/or neglect.

No mandatory reporter shall be liable in any civil or criminal action for filing a report or contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect.

E. Mandatory Reporter Training and Education

A mandated reporter who is professionally licensed in Massachusetts must receive training on recognizing and reporting suspected child abuse and neglect. This requirement applies to teachers and administrators licensed by the Department of Elementary and Secondary Education, as well as school psychologists, nurses, and other clinicians licensed by the Commonwealth.

Additionally, the District has a responsibility under M.G.L. c. 71, § 37L to provide information about child abuse and neglect reporting requirements to staff who are mandatory reporters.

For further information, please refer to the following statutes and publications, which are available in the Principal's Office:

- Massachusetts General Laws Chapter 119, sections 51A and 51B
- Department of Elementary and Secondary Education and Department of Children and Families "Joint Advisory Regarding School District Officials' Duty to Report Suspected Child Abuse and Neglect" issued August 20, 2010
- Department of Children and Families "A Mandated Reporter's Guide to Child Abuse and Neglect Reporting"

Milton Public Schools Emergency Response Policy

1. Guidelines specific to the response to an emergency when the nurse is available or unavailable for the Milton Public Schools. To be distributed and reviewed with school personnel at the start of the school year.

2. Emergency telephone procedure to be posted near every telephone in the school building with emergency telephone numbers.

3. Every student and all school personnel have an up to date emergency contact card at the start of every school year. One set will be maintained in the school main office and a second set will be kept in the school health office.

4. Notification protocols in emergency situations for the parent or guardian of a student, school personnel and the office of the superintendent.

5. Category of injury/condition listing life threatening and non-life threatening emergencies.

6. Guidelines specific to universal precautions will be provided to school personnel at the start of every school year.

7. Special health care needs of individual students will be identified by the school nurse through collaboration with parent/guardian and primary care provider (if appropriate). Individual Health Care Plan will be distributed to appropriate school personnel by the school nurse.

8. The school nurse will maintain first-aid equipment and supplies.

9. An in-service will be conducted at the start of every school year for school personnel to review the MPS Emergency Care Policy.

10. The school nurse will be responsible for maintaining medical information on individual students and following on all emergencies at school.

Milton Public Schools Basic Guidelines For Emergency Situations

The following guidelines are intended to provide school personnel with the necessary understanding to administer first aid in an emergency situation.

First aid is the immediate and temporary care given in case of accident or sudden illness to prevent further injury and save life until medical services can be obtained.

Good Samaritan Law; the purpose of the law is to encourage help in an emergency situation by protecting an individual from liability when providing care. The law states that any person who provides CPR/first-aid in good faith to another individual in an emergency is protected from civil liability by state law.
MG.L. c. 71 s. 55A.

Emergency situations are classified into two major categories:

1. Life threatening -can cause death or disability within minutes, requires immediate intervention and medical attention. Anaphylaxis is always a life threatening emergency.

2. Serious or potentially life threatening situation that may result in permanent damage to the victim.

* Anaphylaxis- Is an allergic reaction that may be triggered by an insect bite, drug allergy, food allergy, or an unknown source. This generalized whole body allergic reaction requires immediate intervention, and prompt transportation to appropriate health care facility.

Signs and symptoms of anaphylaxis may include any or all of the following: skin -cold and clammy, itchy, hives, swelling of tongue and lips color -pale at first then mottled or bluish; respirations -change in voice due to swelling of larynx, feeling of fullness in throat, breathing may stop; pulse -rapid and weak; other -restlessness, headache, nausea, vomiting, loss of consciousness, swelling of eyelids.

In the event of an emergency situation, the following procedure will be implemented by the school nurse or administrator in the absence of the nurse:

When a person is found seriously impaired/injured anywhere on the school premises, activate the emergency procedure as follows:

1. The staff member who encounters the individual should immediately contact the main office by intercom or sending the teacher from connecting classroom for help. The office staff will immediately notify the school nurse and the school administrator and, if instructed by the first responder, call 911 and activate the Emergency Medical Service System.

NEVER LEAVE THE INJURED PERSON UNATTENDED/DO NOT MOVE THE VICTIM UNLESS REMAINING AT THAT LOCATION WOULD CAUSE FURTHER INJURY.

2. Send for help - call the school nurse to come to the location of the injured or seriously ill person. State the injured/ill person's name and what the emergency situation appears to be.

3. In the absence of the nurse the principal or vice-principal will active EMS.

4. The school nurse will direct the secretary/administrator to use The Emergency Telephone Procedure Form and call 911 after an assessment of illness or injury is established.

5. The school administrator will be responsible for designating a staff member to meet the ambulance and direct EMS personnel to the emergency area.

6. The school nurse will notify the parent or legal guardian that their child is being transported by ambulance to the hospital or emergency medical care. In the event the nurse cannot safely leave the injured person, the administrator will notify parent or guardian.

7. Do not delay calling EMS while awaiting the permission or arrival of a parent in cases of life threatening emergency such as anaphylaxis. For a child with a known medical condition follow the Individual Health Care Plan provided for that student.

8. After the arrival of EMS and stabilization of the ill/injured person, the school nurse will contact the person's primary care physician to provide information of the situation. The school nurse or administrator will notify the superintendent's office of the situation.

9. Designated school personnel will accompany the ill/injured person in the ambulance to the hospital. A copy of the person's Emergency Contact Card and a copy of the front page of the students health record and/or a copy of the students Individual Health Care Plan will be given to EMS to be passed on to hospital personnel.

10. The school nurse or administrator will document the emergency situation using the Milton Public Schools accident form. Send the original to the Superintendent's office, keep a copy on file in the main office and attach a copy to the student's health record.

UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS

In our continuing efforts to provide a safe and healthful environment for the students and staff in our school system, we are-providing you with information and materials on how to implement "universal precautions" in the case of a bleeding incident. Universal precautions is an infection control concept in which all human blood and certain body fluids are treated as if they are infectious for bloodborn pathogens like HIV/AIDS and Hepatitis B. In dealing with a bleeding incident, always wear latex gloves while handling infectious or physically dangerous medical waste. Band-Aids and other dressings which are not saturated with blood as well as articles that are used for personal hygiene such as sanitary napkins or tampons should be handled with care. However, these articles are not considered dangerous medical waste and maybe disposed of as regular solid waste. Blood spills should be cleaned with a special bleach solution. The Milton custodial staff is trained in this matter.

IN THE CASE OF A BLEEDING INCIDENT:

1. Put on the pair of latex gloves provided in the ziplock baggie.
2. Attend the wound as needed, e.g., put on a band-aid.
3. When finished, place all blood stained dressings in the ziplock baggie.
4. Remove the gloves turning them inside out as you go, and place them in the baggie.
5. Ziplock the baggie and dispose in the barrel.
6. Call the custodian to clean off any blood stained surface.
7. Call the nurse for any further assistance.

If you have any questions, please ask the school nurse. Extra gloves will be left in the nurse's office in each school.

NOTE: IN THE CASE OF SERIOUS BLEEDING INCIDENTS, CALL THE EMERGENCY MEDICAL HELP SYSTEM IMMEDIATELY.

EMERGENCY TELEPHONE PROCEDURE

Name: _____

1. Dial 911 and/or designated ambulance company.

2. State who you are: "I am _____, a nurse/teacher/para-professional in the

_____ school."

3: State where you are:

School name: _____

Address: _____

City: _____

4. State what is wrong with the child.

5. Give specific directions (e.g., which school entrance should be used, location of child).

6. Don't hang up. Ask for the information to be repeated and provide any other necessary information. Hang up when all information has been received and is correct.

7. Notify:

a. School principal or school official in charge of the building at that time

b. School back-up personnel

State:

"Emergency plan for _____ is in effect."

"The student is located _____."

8. The school official will:
   a. Meet the EMTs.
   b. Direct EMTs to the emergency area.
   c. Call parents and other necessary individuals (including primary care provider).

An adult should be designated to accompany the child in the ambulance.

Hospital that the child should be transported to:

[Used with permission of Project School Care, Children's Hospital, Boston, MA)

GUIDELINES FOR PROFESSIONAL IMPROVEMENT

I. Graduate Credits:

1. All dates and time periods set forth in these guidelines will be adhered to strictly. Therefore, it is important to read the guidelines carefully and to meet all requirements concerning dates, prior approval and the time periods. Although prior approval is not required, it is recommended.

2. All courses taken for advanced credit must be graduate courses from an institution granting graduate degrees. Approval will be valid for two years. If an individual has not started the course by this time, it will be necessary to re-apply.

3. Except in cases of courses sponsored or sanctioned by the Milton Public Schools, teachers may be asked to provide a brief description detailing the relevance of this course to their duties. The statement must describe observable behaviors that will occur on the job and the educational benefits that will accrue to students.

4. Final determination of course approval and classification is at the discretion of the PIC.

5. Successful completion of a course shall mean a mark of "B" or better. However, up to one (1) "C" shall be acceptable t each salary category; i.e., M, M+30, etc.

6. No final credit will be granted for a completed course until an official transcript has been received by the PIC.

7. It will be at the discretion of the PIC to grant credits where a foreign transcript is involved. The PIC will grant credits for foreign study only after careful review of the individual course requirement. Upon request of the PIC, it will be incumbent upon an applicant to provide information to assist the PIC in determining the equivalency of grades and credits on a foreign transcript.

II. In-service / Curriculum / Travel/Other Credit:

1. A career limit of fifteen (15) in-service credits per individual may be applied for advancement across the salary lanes. Voluntary unpaid curriculum and / or professional development may be given in-service credit (1 credit for fifteen (15) clock hours) **with prior approval of the PIC.** It is recommended that the teacher consult with the appropriate department head, supervisor, etc., regarding curricula development. Special courses, including but not limited to, those sponsored by approved professional organizations will be acceptable.

2. A teacher must apply for travel credit prior to travel (overseas or in the United States). An itinerary must be written. Experience or travel must be applicable to the subject area. Credit shall be granted for experiences which result in increased student benefits. It is suggested that slides, films, tapes, etc., be donated to the department involved. The PIC will determine each case individually. A career limit of six (6) travel credits per individual may be applied for advancement across the salary lanes.

III. Applications:

1. Applications for approval of a course may be filed three (3) times within the school year on PIC form -1: October 15th; January 15th; May 15th

2. Changes in salary lanes and the granting of an initial stipend for a doctorate are made only in September. The school system must make budgetary provisions well in advance for these anticipated changes by **January 15th of the calendar year in which the change is anticipated. PIC Form -2 must be completed for this change**. This notification gives the school system approximately eight month's notice for planning purposes.

3. **Exact data, including the year, must be put on the PIC Form-I. The course title on the transcript must be the same as the course title on PIC Form-I. All application forms submitted for consideration must include the original and two copies.**

4. A brief course description must accompany each application. The description should be that found in the college or university catalogue. If the school catalogue does not have a course description, a clear explanation of course subject matter must be given.

5. All teachers shall be notified within ten (10) school days after the PIC meeting of the disposition of their applications.

6. To receive credit and approval for a change in salary lane, **all regulations of the Guidelines for Professional Improvement must be followed.**

IV. Appeals:

1. An aggrieved applicant may appeal a decision of the PIC within **twenty (20) school days of the notification of the decision of the PIC.** Only one appeal will be considered by the PIC and the decision of the committee shall be considered final and binding unless there is a tie vote.

2. Should a tie vote result from the reconsideration by the PIC, one special appeal may be made to a panel. This panel shall consist of the Superintendent or his / her designee, the President of the Milton Educators Association or his / her designee and a mutually agreed upon third party. When appearing before the tripartite panel, the applicant may be represented by a party of his or her choosing, including but not limited to his / her Principal, Department Head, Director, or MEA Representative.

3. If a salary change is granted as a result of an appeal, it shall be retroactive.

MIL TON PUBLIC SCHOOLS

PROFESSIONAL IMPROVEMENT GUIDELINES (PIC-FORM 1)
Deadlines for filing (PIC Form 1): October 15th, January 15th, May 15th

APPLICATION FOR COURSE APPROVAL DATE:_____
(Original and **TWO** copies)

NAME: _____ POSITION:_____
(please print)

SCHOOL: _____

I hereby apply for approval of the following course for professional increment as provided in the salary schedule for teachers. I understand that credit will not be awarded until the Professional Improvement Committee receives official notices of the successful completion of this course. (Please refer to the1995 revised guidelines for successful completion requirements.)

INSTITUTION: _____

COURSE NUMBER:_____

COURSE TITLE: _____

Anticipated Credits: _____

Beginning Date: _____ Finishing Date: _____

Course Description: (from college / university catalog)

_____

_____

_____

For use of PIC

_____
Signature of applicant
(Submit original and TWO copies)

Date received by PIC:_____

*Do not submit transcript until ready for lane change.

MILTON PUBLIC SCHOOLS

PROFESSIONAL IMPROVEMENT (PIC FORM-2)

Deadlines for filing (PIC Form-2): October 15th; January 15th

Change in Salary Category or Degree Level DATE:_____

NAME: (please print) _____

SCHOOL: _____

To the Professional Improvement Committee:

I anticipate that I will have received the (check one of the following):

1. Master's degree B+30/ M_____
2. Master's degree plus thirty credits M+30_____
3. Master's degree plus forty-five credits M+45_____
4. Bachelor's degree plus fifteen credits B+15_____
5. Bachelor's degree plus sixty credits B+60_____
6. Bachelor's degree plus seventy-five credits B+75_____

On or before September **1, 20____.**

Related information has been submitted to the Professional Improvement Committee and courses resulting in _____ credits have been approved. I expect to participate in _____ courses resulting in _____ credits during the School year 20__ - 20__ and summer of 20____.

_____

Signature of Applicant

(Submit original and TWO copies)

Date received by PIC: _____

PROFESSIONAL IMPROVEMENT COMMITTEE (Lane Change Completion Form)

I,_____, have completed
(please print first and last name)

all coursework for the following lane:_____

Attached you will find:

- 1. An approved lane change form.
- 2. All approved coursework forms that total _____ credits for lane _____.
- 3. All official transcripts for the approved courses.

I have provided original transcripts to the business office to verify my completion of the coursework required for the lane change. I have retained a copy of all forms for my records and have provided a copy for the P.I.C. chairperson.

Signature:_____

School:_____

Date:_____

SCHOOL COMMITTEE POLICIES

ACG – Complaint Procedure/
Resolution of Discrimination Complaints

ACH – Bullying Prevention Policy

ACAA – Sexual Harassment

ADDA - Background Checks

ADC-Tobacco Free School and Prolonged Idling Policy

EBC – Emergency Plans

GBEBA – Whistleblower Policy

GBEBBB – Teacher-Student Relations

GBEC – Drug Free Workplace Policy

IFC – Diversity Policy

IHAMA-R- Parental Notification Relative to Sex Education

IHAMD – Wellness Policy

IJNDA – Video Usage In Classrooms

IJNDB – Internet Acceptable Use Policy

IJNDD-Social Networking Policy of the Milton Public Schools

IJOA – Field Trips
IJOAA – Overnight School Sponsored Travel

JFAA-Residency Policy

JJI – Philosophy of Athletics

JJIF – Athletic Concussion Policy

JLC – Student Health Services and Requirements

KDD – News Media Relations/News Releases

COMPLAINT PROCEDURE
RESOLUTION OF DISCRIMINATION COMPLAINTS

It is the policy of the Milton Public Schools to provide learning and working environment free from discrimination of any kind. Any alleged discriminatory practices within the scope of Section 504, Americans with Disabilities Act, Title VI or any other civil rights statute should be addressed through the following grievance procedure.

Definitions:

Grievance: A complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1992 and other federal and state civil rights laws, rules and regulations.

Grievant(s): A student, parent, guardian or employee of the Milton Public Schools who submits a grievance.

Grievance Officer: The employee designated to coordinate the District's efforts to comply with equity regulations and facilitate processing of complaints. The Milton Public Schools has designated the Assistant Superintendent as the Grievance Officer. If the allegation involves the Assistant Superintendent, the Superintendent shall act as the Grievance Officer.

Day: A working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and school holidays.

Basic Procedural Rights:

The Grievance Officer shall receive complaints and actively investigate the merit of complaints, and assist the parties in resolution of complaints. The Grievance Officer may be utilized as a resource by any party at any level of this procedure.

This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies or to seek private counsel for complaints alleging discrimination.

In most instances, parents or legal guardians should be part of the hearing and resolution process.

Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

If a grievance is taken to the Superintendent for a hearing, the parties shall have the right to representation at their own expense and to present witnesses and evidence.

It is the policy of the Milton Public Schools to process all grievances in a fair, expeditious and confidential manner to the extent possible.

Process:

Level I: Principal or immediate Supervisor (Informal and optional, may by bypassed by the grievant)

An informal meeting can solve many problems with the parties and the principal. An

individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective.

Level 2: Grievance Officer

If the complaint or issue is not resolved at Level I, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested: and 3) be signed and dated by the grievant. The level 2 written grievance must be filed with the Officer within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Officer has authority to investigate all written grievances. If possible, the Officer will resolve the grievance. If the parties cannot agree on resolution, the Officer will prepare a written report of the investigation, which shall include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as found by the Officer.
3. A list of all witnesses interviewed and documents reviewed during the investigation.
4. A narrative describing attempts to resolve the grievance.
5. The Officer's conclusion as to whether the allegations in the grievance are meritorious. If the Officer believes the grievance as valid, the Officer will recommend appropriate action to the Superintendent.

The Officer will complete the investigation and file the report with the Superintendent within fifteen (15) school days after the receipt of the written grievance. The Officer will send a copy of the report to the grievant.

Level 3: Superintendent

If either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receipt of the Officer's report for a hearing before the Superintendent. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The Superintendent shall affirm, reverse, or modify the report of the Grievance Officer.

Other Options for Grievant
At any time during the process, a grievant may file a complaint with either of the following:

Massachusetts Department of Education
Program Quality Assurance
75 Pleasant Street
Malden, MA 02148-4906

U.S. Department of Education
Office of Civil Rights
5 Post Office Square
8th Floor
Boston, MA 02109

CROSS REFERENCE: Milton High School Teacher Handbook, 2003-2004

Original Adoption: October 1997
Reading: November 1, 2004
Proposed Revision: October 6, 2009
1st Reading: May 18, 2010
2nd Reading: June 8, 2010
Adoption: June 8, 2010
Reapproved: February 1, 2012
Milton Public Schools

MILTON PUBLIC SCHOOLS

ACH

BULLYING PREVENTION

It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Further, the Milton Public Schools will also not tolerate Retaliation (as defined below) against persons who take action consistent with this policy.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote both bullying and cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the District;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall develop, adhere to, and update a plan to address bullying prevention and intervention, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of school staff, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors, and paraprofessionals. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

The bullying intervention plan school will recognize that certain students may be more vulnerable to become a target of bullying and harassment based on actual or perceived differentiating characteristics, including "race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics." The District's bullying intervention plan will include the specific steps that each school will take to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

On an annual basis, the District will report bullying incident data to the Department of Elementary and Secondary Education (DESE).

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

When a determination is made that bullying has occurred, the school Principal will inform the parents/guardians of the victim about DESE's problem resolution system (administered through PQA) and the process for seeking assistance or filing a claim.

Disciplinary actions for students who have committed an act of bullying or Retaliation (as defined below) shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation is defined as any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation shall be prohibited.

Target Assistance

The District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students.

The District's plan will include provisions for informing parents/guardians about the bullying prevention curriculum as well as ways that parents/guardians can reinforce the curriculum at home. Parents/guardians will also be informed about the dynamics of bullying and online safety and cyber-bullying.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the District website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26:00

M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

An Act Relative to Bullying in Schools, Chapter 86 of the Acts of 2014

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

1st Reading – June 4, 2014
2nd Reading – June 11, 2014
Adopted – June 11, 2014

SEXUAL HARASSMENT

It is the goal of the Milton School Committee and the Milton Public Schools to promote a school environment and workplace that is free of sexual harassment. Sexual harassment is unlawful, and will not be tolerated by the Milton Public Schools. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Milton Public Schools take allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

While this policy – which applies to all employees of and students in the Milton Public Schools, and individuals with whom we do business – sets forth the Milton School Committee's goals of promoting an environment that is free of sexual harassment, the policy is not designed nor intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfied the definition of harassment.

Definition of sexual harassment
In Massachusetts, the legal definition of sexual harassment is:

> Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
>
> a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of, or as a basis for, employment or instruction or participation in schools activities or programs;
>
> b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

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

Similarly, any case in which submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students – whether those outcomes are intended or not – may also constitute sexual harassment.

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

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

As stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful, and will not be tolerated by the Milton Public Schools.

Effects of sexual harassment
In school, sexual harassment can affect a student's academic progress, self-esteem, extracurricular involvement, and social relationships. If sexual harassment is permitted to occur unchecked in schools, this may create a school climate detrimental to learning for all students. In such schools, students may not feel safe; they may not feel free to fully participate in classes and school activities, and they may not feel valued as members of their school community. Such a climate can lead to more serious offenses. Therefore:

1. It is the policy of the Milton Public Schools to provide a learning and working atmosphere for students, employees, and visitors which is free from sexual harassment.

2. It is a violation of this policy for any administrator, teacher, or other employee, to engage in or have knowledge of and not report, sexual harassment.

3. It is the responsibility of every employee to recognize acts of sexual harassment, and to take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

4. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint.

5. The building principal/designee (see below) shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

Complaint / investigation procedure
In school systems, sexual harassment may cross many lines, and may involve staff member and staff member, staff member and student, student and staff member, or student and student.

Any person who believes that a student, teacher, administrator, or other school personnel has engaged in conduct prohibited by this policy, whether such conduct has been directed at him/her or some other person, should report the alleged prohibited conduct as soon as possible to the appropriate school district official (as designated by this policy) either

verbally or in writing. Nothing in this policy shall prevent any person from reporting alleged prohibited conduct to a different individual than the one designated in this policy.

In the Milton Public Schools, the Assistant Superintendent for Curriculum and Personnel is designated at the Title IX officer, with responsibility to oversee the implementation of this policy.

In each school, the school Principal or Assistant Principal is the person responsible for receiving and investigating oral or written reports of alleged sexual harassment. If the report involves the building Principal, the report should be made to, or filed directly with, the Superintendent. If the report involves the Title IX officer, the report should be made to, or filed directly with, the Superintendent. If the report involves the Superintendent, the report should be made to, or filed directly with, the chairperson of the Milton School Committee.

Upon receipt of a report or complaint of alleged sexual harassment, the designated school administrator shall initiate a timely investigation of the circumstances. The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and other who have knowledge of the alleged incident(s) or circumstance(s) giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the school administrator.

When the investigation is completed to the extent appropriate, the school administrator shall inform the person filing the report or complaint, as well as the person alleged to have the offending conduct, the results of the investigation in writing.

Upon completion of an investigation, if it is determined that inappropriate conduct has occurred, the Milton Public Schools will take appropriate corrective action under the circumstances. Such action may include, but is not limited to counseling, direction to stop the behavior in question, suspension, expulsion, transfer, termination of employment, or other such forms of disciplinary action as are appropriate.

Upon completion of an investigation, if a complaint or report is not substantiated, the school district shall so inform the person filing the complaint or report, as well as the person alleged to have committed the offending conduct, of the results of the investigation.

To the extent possible, all reasonable efforts shall be made to maintain confidentiality during an investigation.

Persons wishing to file a complaint may do so by contacting:

Central Office/School Committee
Superintendent - 696-4809
Chairman, Milton School Committee - 696-4809
Assistant Superintendent and Title IX officer - 696-4812

Milton High School:
Principal-696-4470
Vice-Principal- 696-4477
Vice-Principal- 696-4472

Pierce Middle School:
Principal- 696-4569
Assistant Principal- 696-4568
Assistant Principal- 696-4568

Collicot School:
Principal - 696-4283
Assistant Principal - 696-4283
Assistant Principal- 494-4283

Cunningham School:
Principal- 696-4286
Assistant Principal- 696-4286
Assistant Principal- 696-4286

Glover School:
Principal - 696-4289
Assistant Principal- 696-4289

Tucker School:
Principal- 696-4291
Assistant Principal- 696-4291

Retaliation
An individual who retaliates in the above manner will be subject to discipline, which may include suspension, expulsion, transfer, termination of employment and other such forms of disciplinary action as are appropriate.

State and Federal Remedies
If an individual believes that he or she has been subjected to or made aware of an incidence of sexual harassment, he or she- in addition to the above remedies - may also file a formal complaint with either or both of the government agencies set forth below. Note that these agencies may have a specified time period for filing a claim:

1. The United States Equal Employment Opportunity Commission (EEOC), John F. Kennedy Bldg., 475 Government Center, Boston, MA 02203. Phone: 800-669-4000

2. Office for Civil Rights (U.S. Department of Education), 5 Post Office Square, 8th Floor, Boston, MA 02109. Phone: 617-289-0111.

3. The Massachusetts Commission Against Discrimination (MCAD), 1 Ashburton Place, Room 601, Boston, MA 02108. Phone: 617-994-6000.

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

CROSS REFERENCE: A-15 Sexual harassment

Original adoption: November 1996
Revised: October 1997
1st Reading: November 1, 2004
2nd Reading: November 1, 2004
Adoption: November 1, 2004
Proposed reconsideration: November 16, 2009
1st Reading: January 18, 2012
2nd Reading: February 1, 2012
Adopted: February 1, 2012
Milton Public Schools

BACKGROUND CHECKS

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

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

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

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

Requesting Criminal History Record Information (CHRI) checks

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

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

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

Retention and Destruction of CHRI

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

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

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

CHRI Training

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

Determining Suitability

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

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

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

Relying on Previous Suitability Determination.

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

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

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

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

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

Adverse Decisions Based on CHRI

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

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

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

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4,(9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

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

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

Reporting to Commissioner of Elementary and Secondary Education

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

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

C.O.R.I. REQUIREMENTS

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

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

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

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

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

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

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent

had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

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

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

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

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

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)
42 U.S.C. § 16962
603 CMR 51.00
803 CMR 2.00
803 CMR 3.05 (Chapter 149 of the Acts of 2004)

SOURCE: MASC 2014

1st Reading – June 4, 2014
2nd Reading – June 11, 2014
Adopted – June 11, 2014
Revised and Reapproved:
1st Reading : January 14, 2015
2nd Reading: February 4, 2015

DCJIS MODEL CORI POLICY

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

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

CONDUCTING CORI SCREENING

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

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

ACCESS TO CORI

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

CORI TRAINING

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

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

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

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

VERIFYING A SUBJECT'S IDENTITY

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

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

INQUIRING ABOUT CRIMINAL HISTORY

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

DETERMINING SUITABILITY

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

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

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

ADVERSE DECISIONS BASED ON CORI

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

SECONDARY DISSEMINATION LOGS

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

1st Reading – June 4, 2014
2nd Reading – June 11, 2014
Adopted – June 11, 2014

TOBACCO-FREE SCHOOL AND PROLONGED VEHICLE IDLING POLICY

1. Statement of Purpose:
The School Committee is committed to providing a tobacco-free and smoke-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the Milton Public Schools Health Curriculum. The use of tobacco products has a direct link to numerous health problems. The exhaust fumes from idling vehicles can also be harmful to health. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Laws, Chapter 71, Sections 2A and 37H. It is the intention of the School Committee to prohibit the use or distribution of tobacco products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored activities in order to improve the health of students, all school personnel and visitors. Further, it is the intention of the School Committee to prohibit any school or personal vehicle from prolonged idling while on school property.

2. Definitions:
School: All school buildings that are a part of the Milton Public Schools.

School Grounds: Property owned or controlled by the Milton Public Schools, including but not limited to school buildings, structures, open space, playgrounds, sports or recreational facilities whether enclosed or not, vehicles owned or leased by the Milton Public Schools for the purpose of transporting students, school driveways, and school parking lots.

School Personnel: A person who performs services for the Milton Public Schools, including but not limited to administrators, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

School-sponsored Activity: An activity at least partially funded or controlled by the Milton Public Schools or the parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

Student: A person enrolled in the Milton Public Schools.

Tobacco cessation: An intervention program applied to treat tobacco addiction.

Tobacco Use: The inhaling, exhaling or consuming of any lit or unlit tobacco product or carrying of any lit tobacco product; also, the possession by a student on school grounds of a tobacco product.

Visitor: Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users.

3. Tobacco Product Use Prohibited: No student, school personnel or visitor shall use a tobacco product at any time while on school grounds, on school buses or other school vehicles, or at a school-sponsored activity as defined herein.

4. Idling of Vehicles Restricted: Operators of school vehicles and personal vehicles are prohibited from any prolonged idling of said vehicles while on school grounds except when such idling is necessary to operate defrosting, heating or cooling equipment to ensure the health or safety of a driver or passengers. In addition, the Registry of Motor Vehicles shall notify all individuals certified and endorsed to be school bus drivers of their obligations under the law related to this policy.

5. Violations: Violations of this policy should be referred to a school administrator and will be addressed with the appropriate sanctions or remedies. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law.

6. Visitors: Announcers at all events will remind visitors that the Milton Public Schools is a tobacco-free environment and that schools are required by law to keep school premises tobacco free.

7. Severability:
If any provision of this policy is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

8. Conflict with Other Policies, Laws or Regulations:
Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

LEGAL REF: M.G.L. 71:2A
M.G.L. 71:37H

CROSS REF: JICG and KF
Student Handbooks
Faculty Guide
ADC Tobacco-Free Schools

1st Reading: November 1, 2004
2nd Reading:
Adoption:
Proposed reconsideration:
1st Reading: February 15, 2012
2nd Reading: March 14, 2012
Adopted: March 14, 2012
Milton Public Schools

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

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

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.

2. A determination of EMS response times to any location on the campus.

3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.

4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.

5. Safety precautions to prevent injuries in classrooms and on the school campus.

6. A method of providing access to training in CPR, first aid and Automated External Defibrillators (AED's) for all coaches, trainers, physical education teachers, nurses, principals and school secretaries.

7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted to the DESE by September 1, 2012 and every three years thereafter. Plans must be updated in the case of new construction or other physical changes to the school campus.

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

SOURCE: MASC
LEGAL REF: M.G.L. 69:8A Section 363 of chapter 159 of the Acts of 2000
CROSS REF.: EBCD Emergency Closings
JL, Student Welfare
JLC, Student Health and Services Requirement

1st Reading August 15, 2012
Approved August 15, 2012

WHISTLEBLOWER POLICY

This policy is adopted pursuant to and in accordance with the Massachusetts Whistleblower Protection Act, Chapter 149, Section 185 of the Massachusetts General Laws, (the "Act") and is designed specifically to protect such conduct and provide such remedies as are set forth in the Act.

It is the policy of the Milton Public Schools:

a. To encourage the reporting by its employees of improper governmental action taken by the Milton Public Schools administration or employees; and
b. To protect the Milton Public Schools employees who have reported improper government action in accordance with this policy.
c. The words "improper governmental action" in this policy mean an activity, policy or practice of the Milton School Department, or of another employer with whom the Milton Public Schools has a business relationship, that the employee reasonably believes is in violation of law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment.

The Milton Public Schools encourages the reporting of improper governmental action taken by any Milton Public Schools officers or employees, and the reporting of retaliatory actions for such reporting. The Milton Public Schools encourages initial reporting to the Milton Public Schools to allow for expeditious resolution of all such matters and to minimize any adverse impacts of the improper governmental action. This policy states the Milton Public Schools' procedures for reporting improper governmental action and for protecting employees against retaliatory actions.

Milton Public Schools employees who obtain knowledge of facts demonstrating improper governmental actions should raise the issue first with their supervisor or the Superintendent of Schools or his/her designee ("the School Superintendent/designee"). The employee shall submit a written report stating in detail the basis for the employee's belief that an improper governmental action has occurred.

In the case of an emergency, the employee may, orally or in writing, report the improper governmental action directly to a person or entity who is not the person's supervisor or the School Superintendent/designee. In all other cases, the employee must first follow the reporting procedure outlined above.

An employee is not required to comply with the above procedure if he/she:

a. is reasonably certain that the activity, policy or practice is known to one or more supervisors of the employer and the situation is emergency in nature;
b. reasonably fears physical harm as a result of the disclosure provided; or
c. makes the disclosure to a public body for the purpose of providing evidence of what the employee reasonably believes to be a crime. The words "public body" in this context mean any federal, state or local judiciary, or any employee or member thereof, or any grand or petit jury; or any federal, state or local law enforcement agency, prosecutorial office, or police or peace officer.

Milton Public Schools employees who fail to make a good-faith attempt to follow this policy in reporting improper governmental action shall not receive the protections provided under

this policy or the Act. Milton Public Schools employees who make false reports may be subject to applicable disciplinary procedures.

The supervisor or the School Superintendent/designee, as the case may be, shall take prompt action to assist the Milton Public Schools in properly investigating the report of improper governmental action. Milton Public Schools officials, administrators, supervisors, and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of the summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Milton Public Schools officials, administrators, supervisors and employees are prohibited from taking retaliatory action against a Milton Public Schools employee because he or she has in good faith reported an improper governmental action in accordance with this policy; or provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into an improper governmental activity; or objects to, or refuses to participate in any improper governmental activity.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise in writing their supervisor or the School Superintendent/designee. Milton Public Schools officials, administrators and supervisors shall take appropriate action to investigate and address complaints of retaliation.

The School Superintendent/designee is responsible for implementing the School Department's policies and procedures: (1) for reporting improper governmental actions, and (2) for protecting employees against retaliatory actions. This includes insuring that this policy is permanently posted where all employees will have reasonable access to it and that this policy is made available to any employee upon request. The Milton School Department will, to the extent it considers practical, provide training and education on the Whistleblower Policy. The School Superintendent and supervisors are responsible for insuring that this policy is fully implemented within their areas of responsibility. Violations of this policy may result in appropriate disciplinary action, up to and including dismissal.

Any employee who is aggrieved by a violation of this policy shall have the applicable remedies available by law in addition to any remedies provided under this policy.

Nothing in this policy is intended to limit any other remedy which an employee may have under any other applicable law.

Originally adopted June 22, 2004 (C-12)

Original adoption:
1st Reading: September 6, 2005
2nd Reading: October 5, 2005
Adoption: October 5, 2005
Proposed reconsideration:

TEACHER-STUDENT RELATIONS

The School Committee accepts the principle that the relationship between teacher and student should be one of cooperation, understanding, and mutual respect. As the director of learning experiences within the classroom and school environment, as well as within the community, the teacher is expected to exercise good interpersonal relationships with the students, to accept each as an individual, and to extend a feeling of friendship and respect to all.

This must be done exercising good and sound judgment and appropriate behavior. For example, teachers must not engage in conduct unbecoming a teacher or adult.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The teacher who inspires, guides, and helps can have lasting influence on students throughout their lives. But such teacher-pupil friendships must be on a teacher-pupil basis.

Inappropriate and or excessive formal or informal social or other involvement with individual students and "pal-like" relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional teacher ethics, and inappropriate teacher conduct shall not be condoned. Such conduct will result in appropriate disciplinary and / or other administrative action, including but not limited to suspension, administrative leave, demotion and termination. It is not the policy of the Town of Milton to have or permit such a custom, policy or practice.

As an example, and by no means the only prohibited conduct, teachers are specifically prohibited from taking students or being in the company of such students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents/guardians. In all situations involving students, especially situations outside of the classroom or school environment, teachers must be aware of and respect, where appropriate, the desires and concerns of both parents and / or guardians of a student. Teachers must be cognizant of the role they play in society and how their presence at an event or activity may reflect on themselves, the Milton Public Schools and the teaching profession.

RECOMMENDED: NESDEC

Original adoption:
1st Reading: September 6, 2005
2nd Reading: October 5, 2005
Adoption: October 5, 2005
Proposed reconsideration:

DRUG-FREE WORKPLACE POLICY

The Milton Public Schools will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Milton Public Schools workplace and specify the actions that could be taken against employees for violation of such prohibitions;

2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Milton Public Schools policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that could be imposed on employees for drug abuse violations occurring in the workplace;

3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required;

4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the Milton public Schools of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction;

6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency; and

7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS: The Drug-Free Workplace Act of 1988

CROSS REFS: JICH

REC'D: NESDEC

Original adoption:
1st Reading: September 6, 2005
2nd Reading: October 5, 2005
Adoption: October 5, 2005
Proposed reconsideration:

DIVERSITY POLICY

The Milton Public Schools reflect and nurture as one of its five core values a respect for human differences, including race, cultural, or linguistic background, religion, gender, socioeconomic status, learning skills, physical disabilities, diversity of viewpoint, and so on. We seek to build upon those differences as potential strengths for the individual, and for our community. Our schools welcome and respect the ideas, culture and heritage of Milton's residents and of our staff, teachers and students.

The Milton Public Schools recognize that learning thrives in an atmosphere of open debate and a thoughtful exchange of views. We celebrate the diversity within our schools and our community. We believe that our students benefit significantly from contact with teachers and other educators who can serve as diverse role models and thereby further contribute to our students' educational success.

Accordingly, the Milton School Committee reaffirms the policy of the Milton Public Schools to strengthen recognition of the importance of diversity in the Milton Public Schools (i) by recognizing the importance of diversity, and acknowledging that it is an evolving and complex notion; (ii) by promoting a shared, thoughtful and sensitive understanding of diversity priorities among our administrative staff, teachers, students, parents and community; (iii) by seeking to link our diversity objectives to our organizational and educational structure, training and curriculum; (iv) by fostering a shared responsibility for constructive communication concerning diversity within the schools and our community and recognizing that change must often be achieved on multiple levels; (v) by acknowledging that our students (and our school system as a whole) will benefit greatly from contact with teachers and others who will serve as diverse role models; (vi) by confirming that affording our students the widest possible interaction with staff of diverse backgrounds will immeasurably contribute to the success of our educational programs, and (vii) by expressing our intent to strive for the development of a staff which not only reflects the demographic composition of our school population but also reflects our community at large.

The Committee believes that the creation of a constructive dialogue with respect to diversity and education is an important goal, and should assist in identifying challenges in a manner which avoids conflict and encourages mutual understanding.

In implementing this policy, the Committee recognizes that Massachusetts and Federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, religion, ancestry, age, sex, affectational or sexual orientation, disability or marital status. As stated elsewhere in its policies, this Committee is committed to equal opportunity for all in its hiring policies and intends to continue to broaden and deepen its commitment to racial, ethnic and other forms of diversity by actively promoting the hiring of candidates of color. Accordingly, the administration of the Milton Public Schools will continue to make every reasonable effort to hire

part-time and full-time staff and teachers who reflect, understand, and are sensitive to this diversity within our schools.

Further, the administration will develop a formal plan to be implemented in all of our schools and within the central administration which has a principal goal of ensuring that our system is a community that celebrates the first of its diversity. The Superintendent will report to the Committee on an annual basis not later than October 15th each year to provide an update on the system's hiring efforts, and the continuing development and implementation of this plan.

ADOPTED: (November) 2001

CROSS REFERENCES:
A-3, Educational philosophy and core values
A-12, Nondiscrimination
A-13, Nondiscrimination on the basis of sex
A-14, Nondiscrimination on the basis of handicap

LEGAL REFERENCES:
Title VI of the Civil Rights Act of 1964
Title VII of the Civil Rights Act of 1964
The Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
The Individuals with Disabilities Education Act
The Age Discrimination Act of 1975
Title IX of the Education Amendments of 1972
Massachusetts General Laws, c. 151B
Massachusetts General Laws, c. 76, Section 5
Massachusetts General Laws, c. 71B

Voted and Approved School Committee Meeting
Of April 4, 2006

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with Massachusetts General Laws Chapter 71, Section 32A, the Milton School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If curriculum change is planned during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment; and

2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

REF: Department of Education April - 1997 Sample Policy

REC'D: NESDEC

1st Reading:
2nd Reading: January 24, 2005
Adoption:
Proposed reconsideration:

Milton Public Schools
Wellness Policy
September 2012

The Milton School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn about and participate in positive dietary and lifestyle practices, and discourages practices that promote unhealthy activities and messages. By facilitating learning through the support and promotion of good nutrition, physical activity and behaviors, our schools contribute to the healthy development of the children in our community.

Healthy eating and regular exercise are linked to the reduced risk of the development of many chronic diseases as adults. To ensure the health and well being of all students, the Milton School System will promote knowledge and behaviors that improve health, intellectual development and overall quality of life. Students, parents, teachers, school officials, and the community will work together to ensure that the school environment promotes these values.

In an effort to support these goals, the following four areas of wellness promotion will guide the district:

- Foods on Campus
- Nutrition Education
- Physical Activity
- Other School-based Activities

Nutrition Education

Nutrition Education is recognized as an essential part of the comprehensive health education curriculum in order to foster lifelong healthy eating behaviors and to reduce the incidence of obesity. The Nutrition Education will be reviewed on a regular basis within the context of Science, Health, Physical Education and Family and Consumer Science Curriculum.

ELEMENTARY

Due to budget constraints Nutrition Education will not be provided in grades PK-5 as part of the physical education health curriculum.

Nutrition education will be integrated into PK-5 science curriculum as well as topics concerning the healthy development of the human body when the frameworks are updated.

MIDDLE SCHOOL

Physical Education and Health will be held regularly to all students in the area of health and physical education.

HIGH SCHOOL

Physical Education and Health in grades 9-12 will be held regularly to all students in the area of health and physical education.

In Biology I, students will study the seven systems of the human body. Basic nutrition information will be covered while discussing macro molecules of life. In Anatomy and Physiology, students will study all topics related to the structure and function of the human body.

Family and Consumer Science will offer opportunities that allow students to understand the principals of nutrition, the relationship to a healthy future, the selection, preparation and care of food and the skills necessary to become a knowledgeable consumer.

We commit to using the most updated nutritional information available for instruction.

Physical Activity and Physical Education

Physical education and physical activities should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. It should include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried out over the course of the students' lives.

- Schools should ensure that every student from kindergarten through 12th grade receive regular, age-appropriate quality physical education.
- Schools should facilitate students' participation in physical education. The classes should be of moderate to vigorous physical activity in accordance with nationally recommended guidelines.
- All physical education classes should be taught by certified physical education teachers.
- The physical education curriculum should continue to be coordinated with the health education curriculum.
- Physical education should provide safe and satisfying physical activity for all students, including those with special needs. Some students will adopt the inclusion model, where they are included with regular education students. These students may or may not have aides accompanying them. Others will have physical education in an Adapted Physical Education course, to be available at the elementary, middle and high school level.

- Schools should not use participation or non-participation in physical education classes or recess as a disciplinary consequence.
- After-school programs should include supervised, age-appropriate physical activities that appeal to a variety of interests.
- Schools should ensure that students have adequate space and equipment to participate in structured physical activity. Upper level grades, at the elementary level, should have physical education before lunch, as cafeteria space is available.
- Schools will ensure that physical activity facilities on school grounds are kept safe and well-maintained.
- Schools should provide information to parents that includes, but are not limited to the school website, flyers and the principals' newsletter to help them promote and incorporate physical activity and healthy eating into their children's lives.

FOOD AVAILABLE ON CAMPUS

The Milton Public Schools recognizes that proper nutrition is related to students' physical well-being, growth, development and readiness to learn. Therefore, foods available on campus should support and promote proper dietary habits contributing to the student's health status and academic performance.

- All food and beverages made available at school stores, in the cafeteria and in all vending machines during the school day including thirty minutes before school and thirty minutes after school are consistent with the current USDA Dietary Guidelines for Americans and the Massachusetts State Guidelines for Schools
- No food will be allowed during the school day in the classroom with the exception of student's individual snacks from home.
- Ensure that all children have access to adequate and healthy meals on school days at reasonable prices. Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
- The Milton School System encourages the consumption of nutrient dense foods such as whole grains, fresh fruit, vegetables and dairy products.
- The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals. Students should have a minimum of twenty minutes for lunch and a minimum of ten minutes for breakfast.
- All foods prepared on campus adhere to food safety and state sanitary code, Chapter X- Minimum Sanitation 105 CMR 590.000, standards for food establishments.
- Advertising messages will be consistent and reinforce the objectives of the educational and nutritional environment goals of the school. Schools should encourage fundraisers that promote positive health behaviors such as non-food and nutritious food items, as well as extra-curricular activities that support physical activity.
- Soda will not be available to students in vending machines or in classroom activities during the school day.

- Classroom celebrations will feature healthy food selections. Prepackaged foods will continue to be encouraged.
- Food is not a disciplinary consequence. A child will never be denied breakfast or lunch due to behavior.
- No food or beverage should be sold to students during the school day except those from the school food service program. PTO food and beverage sales should be made to adults only during the school day.
- The National School Lunch Program in the Milton Public Schools will aim to be financially self-supporting. However, the program is an essential educational component. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students.
- It is recognized that there may be occasions or events when the school administration may allow a school group to deviate from this policy.

OTHER SCHOOL BASED ACTIVITIES

The Milton Public Schools will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the students and staffs understanding, beliefs, and habits as they relate to good nutrition and regular physical activities.

- The school district will organize a local Wellness Committee comprised of families, teachers, administrators, community members and students to plan, implement and improve nutrition and physical activity in the school environment
- Wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances and assemblies)
- The school district will develop a K-12 Wellness Curriculum as funding allows, and will partner with other institutions when appropriate such as the Milton Hospital and the Milton Police.
- Pre- and After-school programs will encourage physical activity and healthy behaviors such as Key Club, Peer Mediators, SADD.
- Support for the health of all students is demonstrated by hosting health screenings, and if possible, helping to enroll eligible children in Medicaid and other children's health insurance programs. The head nurse will recommend to the school administration which screenings they would like to institute during and/or after school hours, and whether they have budgetary implications.
- The school district will provide information to families and staff that will help them support students in making responsible life decisions.
- The school district should identify, where appropriate, opportunities for health promotion activities such as structured recess, walk-to-school initiatives, support for TV moratoriums, and other events that include physical activities and wellness.
- The school district will support the health of faculty and staff by providing them with wellness opportunities, professional development offerings, and access to school facilities.

1st Reading:
Second Reading: August 10, 2006
Adoption: August 10, 2006
Proposed Reconsiderations: June 6, 2012
1st Reading: October 3, 2012
2nd Reading: October 17, 2012
Adopted: October 17, 2012

VIDEO USAGE IN CLASSROOMS

This policy should be distributed annually to all professionals and clerical staff in each school building. It should also be distributed to teaching assistants. The signature of each person to whom this policy is given should be secured acknowledging receipt of the same.

It is the policy of Milton Public Schools to provide the following directions for video use in the education of students:

I. VIDEO USAGE

A. Instructional Use: The primary use of videos is for instructional purposes. By law, any video that does not include "public performance rights" (something the Milton Public Schools purchased exclusively for classroom use) must comply with the "fair use" provision of copyright law, as outlined in the attachment to this policy statement. This requires that videos:

1. Be used with students in "face-to-face" instruction with the teacher;
2. Be correlated to Milton Public Schools Curriculum Guidelines;
3. Be shown in a normal instructional setting, (not in large group settings such as in an auditorium or assembly hall); and
4. Not be shown for commercial purpose, reward, entertainment, fund raising, or the charging of admission.

B. Non-instructional Use: Only videos that include "public performance rights" may be used for reward and entertainment. The building Principal must approve videos shown solely for reward or entertainment.

II. VIDEO RATINGS

A. Elementary schools may only show "G" rated videos.

B. Middle Schools

1. May show "G" rated videos;
2. May show "P.G." rated videos with approval of building administrator; and
3. May not show videos with more restrictive ratings (e.g. P.G.13, R, NC-17, X).

C. Milton High School

1. May show "G", "P.G.", & "P.G.13" videos;
2. May show "R" rated videos with approval of building Principal and permission of parent or guardian;
3. May not show any video with more restrictive ratings (e.g. NC-17, X).

D. All Schools

Videos requiring sign-off as indicated above may be shown in classrooms where appropriate for instructional purposes, provided that the building principal has given approval in writing and written permission has been received from the parents/guardians of students who will watch same. Included with the permission slip sent to parents/guardians will be an explanation by the teacher of the content of the video to be watched by students.

III. VIDEO SOURCES

A. Any video from a Milton Public Schools catalog media center may be shown to students. (Grade level recommendations should be observed);

B. All videos legally purchased by the school media centers may be shown if approved for purchase by a building principal;

C. Commercially rented videos carry individual restrictions and may not be shown; and

D. Privately owned videos may not be shown unless approved by a building principal.

IV. EFFECTIVE VIDEO UTILIZATION

A. All videos must be previewed by the teacher before showing;

B. Intended instructional outcomes must be written and filed on related Instructional Plans specifically identifying benchmarks from the Milton Public Schools Curriculum Guidelines to be addressed; and

C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purposes, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.).

*see attached FAIR USE GUIDELINES FOR EDUCATORS

SOURCE: National School Board Association

REC'D: NESDEC

1st Reading:
2nd Reading: January 24, 2005
Adoption:
Proposed reconsideration:

INTERNET ACCEPTABLE USE POLICY

In order for a student/faculty/staff to use the Milton Public Schools Internet Connection, the party must read these guidelines and sign the Internet Acceptable Use Policy (LJNDB). The contract must also be signed by a parent or guardian for anyone under eighteen (18) years of age.

Guidelines for Use of the Milton Public Schools Internet Connection

The Internet is a vast global network, linking computers at universities, schools, research facilities, and commercial sites. By way of the Internet, one can communicate with people from all over the world through various means including discussion forums and electronic mail (email). In addition, files, many of which have educational value, are available for downloading. Because of its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse, as well. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

Use of the Milton Public Schools networks is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, placing unlawful and/or inappropriate information on a computer system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages or files that are likely to result in the loss of a recipient's work or systems, the sending of "chain letters", or "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of the Internet in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Milton Public Schools takes no responsibility for any information or materials that are transferred through the Internet.

Because of the size of the Internet, may kinds of materials eventually find their way onto the system. Should a user happen to find material that may be deemed inappropriate while using his or her Milton Public Schools' Internet account, he or she shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of material is illegal, and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. No student shall use the Internet connection without the direct supervision of a qualified instructor. Failure to abide by these regulations shall result in suspension of their Milton Schools Internet account, pending administrative review.

The Milton Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection offered. Neither the Milton Public Schools nor the sponsor organizations shall be liable for any loss or corruption of data resulting from using the school Internet connection.

The Milton Public Schools reserves the right to examine all data stored in the machines involved in the Internet project to make sure that all users are in compliance with these regulations.

Network storage areas may be treated like school lockers. Network administrators may view files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school department servers

will always be private. Within reason, freedom of speech and access to information will be honored. During the school day, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

No user shall use the Milton Public School's Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on this or any other network.

The Milton Public Schools condemns the illegal distribution of software, otherwise known as pirating. Any student caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Also, all users should keep in mind that when they are using the Internet, they are entering a global community, and any actions taken by them will reflect upon the Milton Public Schools as a whole. As such, all users must behave in an ethical and legal manner.

In summary, all students, teachers and staff of the Milton Public Schools are prohibited from: using the school department's Internet access for any personal use without permission (i.e. to send an email and /or access an Internet site); using any profane, vulgar, threatening, libelous, or criminal language when using the Internet; accessing any prohibited sites on the Internet; overriding or encouraging students to override any firewalls established on the Internet access network; permitting another individual to use their password; dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the user and/or the Milton Public Schools to a possible criminal or civil action. The foregoing list is not all-inclusive and the Milton Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

REC'D: NESDEC

1st Reading:
2nd Reading: January 24, 2005
Adoption:
Proposed reconsideration:

Social Networking Policy of the Milton Public Schools

I. Internet Acceptable Use Policy still in force

This policy is adopted in addition to and not as a substitute for the School District's Internet Acceptable Use Policy, which governs use of the school district's technology resources.

II. General Concerns

It is the policy of the Milton Public School District to maintain the professionalism and appropriateness of electronic and/or online communications between students and staff, teachers and coaches at all times. The District recognizes that there are efficient and appropriate means of communication available to staff/teachers/coaches who need to contact students. The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and which uphold the values and policies of the Milton Public Schools.

The Milton Public Schools recognizes the proliferation of online communication and that such conversation may occur between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. It is important that teachers, staff and coaches are always able to retain the authority and ability to maintain discipline, encourage appropriate behaviors and to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the teacher's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

III. Expectations of Staff

With these concerns in mind, the Milton Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks including but

not limited to Facebook, Linked-in, Twitter, personal e-mail accounts, cell phones, text message features of cell phones, use of blogs, and other electronic or technology-based communication systems.

It is acknowledged that there may be instances where communication with personal cell phones or via e-mail is warranted. These actions should only occur when necessitated by school-related matters outside of regular school hours and may not be personal in nature. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time-sensitive information on scheduling issues and the like.

Examples of situations which might be appropriately involve the provision of a personal cell phone number to a student and/or the collection of one or more student cell phone numbers are:
a) a field trip where a teacher might provide one or more students with the number in case a group of students might get separated from the main group
b) a coach who needs to contact to convey information to team captains or send an emergency text message to the team
c) a school-sponsored events for which teachers serve as duly appointed advisors and may need to convey messages in a timely manner to students and may not have access to school-based e-mail accounts, school-provided telephones or school-based web pages.
d) a summer AP course where the teacher might give their personal cell phone number so that they are reachable at a different address

Except as articulated above in this section, teachers are discouraged from using home telephones, personal cell phones or personal e-mail accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student, such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

The following is a representative list of *guiding principles, procedures and specific prohibitions of this* policy:

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.

a) All electronic contacts with students should be through the district's computer and telephone systems, except in emergency situations.

b) All contact and messages by coaches with team members shall be sent to all team members ***or to team captains***, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal. It is appropriate for teachers and/or coaches to send a group mail e-mail alert to notify parents of club or sport cancellations or time changes using an official school e-mail account unless an urgent situation requires the use of a personal e-mail account ***as noted above.***

- Teachers, staff and coaches may not list current students as "friends" on networking sites.

- Staff/teachers/coaches shall not respond to social network invitations from current students.

- Teachers, staff and coaches will not give out their private cell phone or home phone numbers without prior approval of the District ***or as noted above.***

- Teachers may not access their personal email accounts ***except to access a calendar such as Google Calendar to schedule appointments with a parent or a student*** or private Facebook accounts using school district computer resources.

- Posting items with sexual content.

- Posting items exhibiting or advocating use of drugs and alcohol.

- Posting examples of inappropriate behavior from other districts as behavior to avoid

Before endeavoring to establish any social networking account, teachers should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be "private" becomes "public" due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.

You ***should also be aware*** that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to in-person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly "private."

The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using

social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her "personal" Facebook identity or personal email account. Advance approval to create such an account should be obtained from the responsible school principal. The School Principal will notify the Superintendent of any such requests. Once approval is obtained, the educator should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The "friends" associated with such educational Facebook account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is required that teachers will reject "Friend" requests from individuals who do not fit into any of these categories.

At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the "wall,", the "information" section, or through any part of that Facebook account that would be accessible to other of the Teacher's Facebook "friends" associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

Teachers are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or wed portal accounts. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. We again remind teachers that information sent or received by them, even through personal email or social network accounts, that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements.

If a teacher conveys school-related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and safeguard its privacy, as he/she would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

No matter what medium of communication a teacher selects, he/she should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are his/her teacher, and you should always conduct yourself in accordance with this understanding.

This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication complies with any applicable laws, policies or regulations. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee of the Milton Public Schools and as such restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you "speak for the school district." Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.

In the use of any Facebook account or other social networking site, you may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.

References to "Facebook" are not included to limit application of this policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

The Superintendent or her/his designees will periodically conduct internet searches to see if teachers, staff or coaches have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination. Any such discipline will be conducted in accordance with collective bargaining agreements and state and federal law.

1st Reading: January 4, 2012
2nd Reading: July 25, 2012
Approved: July 25, 2012

FIELD TRIPS

The Superintendent shall establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. Nursing service is provided if students with serious health needs are on the trip (as determined by the nurse).
6. Academic arrangements are made for students not participating in the field trip.

All out-of-state and/or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fund-raising activities for such trips will be subject to approval by the appropriate Administrator.

Field Trips during the School Day

The School Committee encourages instructional field trips during the school day which are planned, prepared for, and followed up on in order to bring the school and community closer together. Field trips should provide real-life experiences that enrich the curriculum for students and can bring about better public relations.

Out-of-state Field Trips and/or Field Trips Requiring Overnight Accommodations

Any out-of-state field trips and/or field trips requiring overnight accommodations must meet the educational objectives of the system, be carefully planned and coordinated and may not seriously disrupt the educational program of non-participating students. They must receive preliminary and final approval from the School Committee using the criteria listed below. They must not involve students and parents in any preparation, fund raising, or activity relative to the trip until the School Committee has given prior initial approval for the trip. They must comply with the following:

1. Preliminary approval requests must be submitted in writing to the Principal and then forwarded to the Superintendent and School Committee.
2. Final approval requests must be submitted to the Superintendent and School Committee at least thirty (30) days prior to the trip.

Preliminary Approval Requests

Preliminary approval requests must be submitted, in writing to the Principal, by the individual(s) coordinating the field trip and must include:

1. A statement of the educational objectives of the trip.
2. A description of how the safety of students will be maintained.
3. A proposed budget including cost to students and sources of finances.
4. An estimate of the number of students and adults participating.
5. A general plan or schedule for the trip.
6. Procedures for emergency notification to Superintendent and parents in the event an emergency should occur while on the trip.
7. Procedures for students to use if separated from group while on the trip.
8. Nursing services for all students less than high school age.

Final Approval Requests

Final approval requests must be submitted, in writing to the Principal, by the individual(s) coordinating the field trip and must include, at least thirty (30) days prior to trip:

1. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements.
2. A description of how the safety of students will be maintained.
3. Planned adult supervision.
4. A detailed budget including receipts and disbursements anticipated.
5. Assurance that all the above details have been provided to the parents and students, and that written approval for the trip has been granted from the parent or guardian of each student involved with all pertinent and emergency information.

Athletic or Academic Competitions

Day trips that involve athletic or academic competitions are not covered by this policy.

All students and employees must adhere to Milton Public Schools rules, regulations, code of conduct, and policies during all field trips.

REC'D: NESDEC

1st Reading:
2nd Reading:
Adoption:
Proposed reconsideration:

PARENTAL CONSENT AND GENERAL RELEASE FOR PARTICIPATION IN VOLUNTARY ACTIVITIES

Many activities carry with them a risk of injury. By signing this agreement, you recognize that your child is a voluntary participant in the extracurricular activity identified below, and you agree that you and your child will not hold the School District or the Town legally responsible for any harm that your child may incur as a result of his/her participation in this activity.

Name of Student:_____ Age of Student: _____

Address of Student: _____

Voluntary Sport or Activity: _____

I am the parent of the above named student, a minor, and on behalf of myself and my minor child, I hereby consent to his/her participation in the above-mentioned voluntary activity, and hereby RELEASE, discharge, and covenant to hold harmless the Town of Milton, and the Milton Public Schools, and their officials, employees and agents, from any claims or causes of action, known or unknown, which relate directly or indirectly to my child's participation in this voluntary program, including but not limited to claims arising from all known and unknown personal injuries or property damage which I may now, or hereafter have, and all known and unknown personal injuries or property damage that my minor child has or hereafter may acquire, either before or after reaching majority.

I acknowledge that I enter into this Agreement knowingly and voluntarily, that I have had an opportunity to consult with an attorney, and that I have a complete understanding of the terms and the conditions of this Agreement.

Parent Name (PRINTED):_____

Parent Signature:_____

Date:_____

Field Trip Policy Addendum

The School Committee may authorize certain out-of-state field trips with the designation "Annual Field Trips". These field trips occur on an annual basis and have similar supervision, itineraries, destinations, and travel agency affiliations on a year to year basis. Once approved, "Annual Field Trips" do not have to follow the typical School Committee approval process provided they continue to follow the trip details as in the preceding year. The Superintendent will provide the School Committee with a proposed list of Annual Field Trips by the first meeting in October each year. This list will contain such information that the Committee may reasonably request with respect to costs, dates, and other material information.

First Reading: School Committee December 8, 2009
Second Reading: School Committee January 12, 2010
Voted and Approved: January 12, 2010

OVERNIGHT SCHOOL SPONSORED TRAVEL

Trip Approval Process

1. Advance approval by the school committee is required for any student trip involving late night or overnight travel.
2. The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips must be appropriate for the grade level.
4. Teachers and other school staff are prohibited from soliciting privately run trips through the school system. The trip approval process should apply only to school-sanctioned trips; school committees will not approve trips that are privately organized and run without school sanctioning.
5. Policies and procedures for trip approval must take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

Transportation

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches.
2. Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers, and vehicles.
3. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at http://www.safersys.org/.
4. Districts which are unable to conduct their own in-depth reviews of bus carrier qualifications may elect to use ratings and pre-qualifications established by other public entities, such as the Department of Defense's approved list of motor carriers for troop transport (http://www.mtmc.army.mil/content/504/approvedlist.pdf).
5. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the district to allow verification of the subcontractor's qualifications.

Trip Scheduling

1. Overnight accommodations must be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
2. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements under 603 CMR 27.00. However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). School districts may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day).

3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
4. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.
5. If substantially all members of a class are participating in a trip, the school must provide appropriate substitute activities for any students not participating.

Fundraising

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed.

Student Supervision

1. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c.71 s.38R.
2. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.

SOURCE: Massachusetts Department of Education

LEGAL REF: MGL 71:37N

1st Reading:
2nd Reading:
Adoption:
Proposed reconsideration:

RESIDENCY POLICY

It is the policy of the Milton Public Schools that all children of school age who actually reside in the Town of Milton are entitled to attend the Milton Public Schools. "Residence" is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Milton, for the purpose of attending a Milton public school, shall not be considered residency. Persons who are found to temporarily reside in the Town of Milton for the purpose of attending the public schools in the Town of Milton or who do not reside in the town of Milton may be dismissed immediately from the Milton Public Schools and the parent(s), guardian(s) or others may be jointly and severally liable to the Milton Public Schools for the student's tuition and other costs and fees. The Milton Public Schools may conduct an investigation into the residency of any student at anytime.

Before any student is assigned to or attends any Milton public school, the student's parent or legal guardian must provide documents demonstrating proof of permanent residency in the Town of Milton and the student's complete school records from previous school districts. The student cannot be enrolled until residency is established and the complete school record is received. Students who are enrolled in the Milton Public Schools shall be required to re-establish residency prior to entering grades six (6) and nine (9), and during other times as determined by the Superintendent or his/her designee. Students who are enrolled in the Milton Public Schools but who attend an educational program outside of the town shall be required to re-establish residency on an annual basis. The Milton Public Schools will implement administrative procedures consistent with this policy.

No person shall be excluded from or discriminated against in admission to a Milton Public School, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

LEGAL REFERENCE: M.G.L. 76:5, M.G.L. 76:6, M.G.L. 71:37H

1st Reading: June 24, 2015
2nd Reading: July 8, 2015
Approved July 8, 2015

PHILOSOPHY OF ATHLETICS

The Milton Public Schools operate on the conviction that a dynamic program of student activities is vital to the educational development of the student. Athletics are a vital component of that program.

By definition, athletic programs are extracurricular. But they are activities without which many students could not realize their full potential for success. Athletics are fun, but they are more than fun. From participation in athletic programs, young people learn important lessons about self-control, sportsmanship, teamwork, leadership, and competition. They learn how to win gracefully, and how to lose gracefully. Athletics play an important role in helping the individual develop a sense of physical, mental, emotional, and social well-being. Finally, athletic competition can promote school pride and school spirit, both in participants and spectators.

For these reasons, it is the intention of the Milton Public Schools to provide its students with a well rounded athletic program. Such a well rounded program grows out of the physical education program, and includes both intramural and interscholastic sports. It also includes an appropriate mix of team sports and "life sports," within the constraints of budget, facilities, and student interest. Further, it is the intention of the Milton Public Schools to promote maximum participation in these activities: in terms of the number of students participating, and in terms of the number of sports played by a given student. Accordingly, the Milton Public Schools will make every effort to support its athletic program with the best possible facilities and equipment, and to find and hire the most qualified staff.

Coaches play a special role in the Milton Public Schools. They must teach the basic skills necessary for improvement in their respective sports, keep abreast of current best practices for coaching, including (without limitation) new rules, innovative strategies, and physical conditioning. The coaches must also serve as role models. They are expected to teach their student-athletes about discipline, good sportsmanship, teamwork, leadership, and ethical behavior. No exceptionally talented student-athlete should be shown undue favoritism at the expense of developing the skills of other members of a team. By the same token, all team members must understand that assignments are made in the interest of achieving success as a team. Coaches must build self-esteem by encouraging student-athletes to excel on and off the playing field. The coaches should at all times stress the goals of excellence, good sportsmanship, and the exhibition of a winning attitude -regardless of the opponent that Milton may be facing.

Participation in athletics in the Milton Public Schools is a privilege. It carries with it responsibilities to the team, the sport, the school, and the community. Coaches and student-athletes in the Milton Public Schools' athletic programs are expected to accept their individual responsibilities, and act accordingly. Student-athletes deserve the full support of their parents as they set out to represent their family, their school, and their community.

LEGAL REFERENCES: M.G.L. 71:47; 71:54A
603 CMR 26.06

CROSS REFERENCE: A-9 Philosophy of Athletics

Original adoption: March 1996
1st Reading: November 1, 2004
2nd Reading:
Adoption:
Proposed reconsideration:

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities[1] including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

[1] Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

The Milton Public School District has designated its Athletic Director to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries. In addition, the AD will be responsible for:

1. Supporting and enforcing the protocols, documentation, required training and reporting;
2. Assuring that all documentation is in place
3. Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

MASC Recommended

1st Reading: *January 18, 2012*
2nd Reading: *February 1, 2012*
Adopted: *February 1, 2012*

ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type.
Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed.
Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you observe):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)

- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP.

Worsening signs and symptoms requiring immediate physician referral include:

- Amnesia
- Deterioration in neurological function
- Decreasing level of consciousness
- Decrease or irregularity of respiration
- Decrease or irregularity in pulse

- Increase in blood pressure
- Unequal, dilated, or unreactive pupils
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- Seizure activity
- Vomiting/ worsening headache
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-Concussion symptoms worsen
- Athlete is still symptomatic at the end of the game
- After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
- Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
- If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
- If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) or other responsible adult know to parent/guardian after talking with the certified athletic trainer.
- Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements.
- Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District**). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neuro-cognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline

score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be retested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

- At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
- Following any concussion the athletic trainer must notify the athletic director and school nurses.
- Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first postinjury test, the student athlete will not be re-tested again for **5 days.**
- If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.

- **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**
- Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

Exertional Post Concussion Tests:

Exertional Post Concussion Tests will be administered and each student will be monitored through the post tests. No student will return to full contact sport until passing post tests and cleared by physician, nurse practitioner or neuropsychologist.

Section VI. School Nurse Responsibilities:

- May assist in testing all student athletes with baseline and post-injury ImPact testing.
- Participate and complete the CDC training course on concussions every year.
- Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- Observe students with a concussion for a minimum of 30 minutes.
- If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
- If symptoms are not present, the student may return to class.
- If symptoms appear after a negative assessment, MD referral is necessary.
- Allow students who are in recovery to rest in HO when needed.
- Develop plan for students regarding pain management with parent and MD.
- School nurse will work in collaboration with guidance counselors and notify teachers of any student/student athletes with academic restrictions or accommodations to be made related to their concussion.
- Educate parents and teachers about the effects of concussion and returning to school and activity.
- If injury occurs during the school day, inform administrator and complete accident/incident form.
- Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

- Review and, if necessary, revise, the concussion policy every 2 years.
- Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, and teacher).
- Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
- Assist teachers in following the recovery stage for student.
- Convene meeting and develop rehabilitative plan.
- Decrease workload if symptoms appear.
- Recognize that the student's ability to perform complex math equations may be different from the ability
- to write a composition depending on the location of the concussion in the brain.
- Educate staff on the signs and symptoms of concussions and the educational impact concussions may
- have on students.
- Include concussion information in student handbooks.
- Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

- Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- Ensure that all educational training programs are completed and recorded.
- Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
- Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.

- Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:

    - Loss of consciousness
    - Headache
    - Dizziness
    - Lethargy
    - Difficulty concentrating
    - Balance problems
    - Answering questions slowly
    - Difficulty recalling events
    - Repeating questions
    - Irritability
    - Sadness
    - Emotionality
    - Nervousness
    - Difficulty with sleeping

- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.
- Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
- Observe and monitor your child for any physical or emotional changes.
- Request to extend make up time for work if necessary.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

- Complete Baseline ImPact Test prior to participation in athletics.
- Return required concussion history form prior to participation in athletics.
- Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- Report all symptoms to athletic trainer and/ or school nurse.
- Follow recovery plan.
- **REST**
- **NO ATHLETICS**
- **BE HONEST!**
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your class work.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician and the athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

- Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
- Ensure all student athletes have completed ImPact baseline testing before participation.
- Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
- Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
- Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- Remove from play any student athlete who exhibits signs and symptoms of a concussion.
- Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Refer any student athlete with returned signs and symptoms back to athletic trainer.
- Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any

unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neuro-cognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood auto regulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation. After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second

impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted.

Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health

PRE-PARTICIPATION HEAD INJURY/CONCUSSION REPORTING FORM FOR EXTRACURRICULAR ACTIVITIES

This form should be completed by the student's parent(s) or legal guardian(s). It must submitted to the Athletic Director, or official designated by the school, *prior* to the start of each season a student' plans to participate in an extracurricular athletic activity.

Student's Name	Sex	Date of Birth	Grade
School		Sport(s)	
Home Address			Telephone

Has student ever experienced a traumatic head injury (a blow to the head)? Yes_____ No_____

If yes, when? Dates (month/year): _____

Has student ever received medical attention for a head injury? Yes_____ No_____

If yes, when? Dates (month/year): _____

If yes, please describe the circumstances:

Was student diagnosed with a concussion? Yes_____ No_____

If yes, when? Dates (month/year): _____

Duration of Symptoms (such as *headache, difficulty concentrating, fatigue*) for most recent concussion:
_____

Parent/Guardian:
Name: _____Signature/Date _____
(Please print)

Student Athlete:
Signature/Date _____

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GOVERNOR

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COMMISSIONER

The Commonwealth of Massachusetts

Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

REPORT OF HEAD INJURY DURING SPORTS SEASON

This form is to report head injuries (other than minor cuts or bruises) that occur during a sports season. It should be returned to the athletic director or staff member designated by the school and reviewed by the school nurse.

For Coaches: Please complete this form immediately after the game or practice for head injuries that result in the student being removed from play due to a *possible* concussion.

For Parents/Guardians: Please complete this form if your child has a head injury outside of school related extracurricular athletic activities.

Student's Name	Sex	Date of Birth	Grade
School		Sport(s)	
Home Address		Telephone	

Date of Injury: _____

Did the incident take place during an extracurricular activity? _____ Yes ____ No

If so, where did the incident take place? _____

Please describe nature and extent of injuries to student:

For Parents/Guardians:
Did the student receive medical attention? yes_____ no_____
If yes, was a concussion diagnosed? yes_____ no_____

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.
Please circle one: Coach or Marching Band Director Parent/Guardian

Name of Person Completing Form (please print): _____

Signature _____ Date _____

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health

POST SPORTS-RELATED HEAD INJURY MEDICAL CLEARANCE AND AUTHORIZATION FORM

This medical clearance should be only be provided *after* a graduated return to play plan has been completed and student has been symptom free at all stages. ***The student must be completely symptom free at rest and during exertion prior to returning to full participation in extracurricular athletic activities.***

Student's Name	Sex	Date of Birth	Grade

Date of Injury: _____ Nature and extent of Injury: _____

Symptoms (check all that apply):

☐ Nausea or vomiting	☐ Headaches	☐ Light/noise sensitivity
☐ Dizziness/balance problems	☐ Double/blurry vision	☐ Fatigue
☐ Feeling sluggish/"in a fog"	☐ Change in sleep patterns	☐ Memory problems
☐ Difficulty concentrating	☐ Irritability/emotional ups and downs	☐ Sad or withdrawn
☐ Other		

Duration of Symptom(s): _____ Diagnosis: ☐ Concussion ☐ Other: _____

If concussion diagnosed, date student completed graduated return to play plan without recurrent symptoms: _____

Prior concussions (number, approximate dates): _____

Name of Physician or Practitioner: _____

☐ Physician ☐ Nurse Practitioner ☐ Neuropsychologist

Address: _____ Phone number: _____

Physician providing consultation/coordination (if not person completing this form): _____

I HEREBY AUTHORIZE THE ABOVE NAMED STUDENT FOR RETURN TO EXTRACURRICULAR ATHLETIC ACTIVITY.

Signature: _____ Date: _____

Note: This form may only be completed by: a duly licensed physician; a certified athletic trainer in consultation with a licensed physician; a duly licensed nurse practitioner in consultation with a licensed physician; a duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The Milton Public Schools recognize that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The Milton Public Schools shall provide the services of a medical consultant who shall render medical and administrative consulting services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, located in the staff handbook and an Emergency Crisis Manual that shall be utilized by Milton Public Schools personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents on the appropriate Milton Public schools form (Parent/ Guardian Authorization for Prescription Medication Administration). Requests made by parents for such administration of medication shall be reviewed and approved by the school nurse or designee;

- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Teachers or other staff shall be required to report any accident or illness as quickly as possible. The Superintendent will receive daily reports of accidents or injuries;

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to provide or arrange for the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Parents or guardians of ill or injured students will be expected to pay for expenses incurred as a result of emergency ambulance use.

In emergency situations the school administration may determine that transportation of a student by school personnel is necessary.

SOURCE: MASC

LEGAL REFERENCE: M.G.L. 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57;69:8A

CROSS REF: EBB, First Aid
EBC, Emergency Plans
JLCD, Administration of Medication to Students

1st Reading: August 15, 2012
Approval: August 28, 2012

KDD

NEWS MEDIA RELATIONS/NEWS RELEASES

The Milton School Committee recognizes the importance of the media in our community. Every effort will be made to assist the press, local news websites and other communications media to obtain complete and adequate coverage of the programs, budgets, planning and activities of the Milton Public Schools.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases or photos except as media representatives request information or photos on particular programs, plans or problems.

In cases where several media request access to the same staff member/student on the same day, it may be necessary to prioritize requests. In these cases, the first media organizations to ask for the interview will be given top priority.

In order that Milton Public Schools publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

- The Superintendent of Schools will be the official spokesperson for the Milton Public Schools.
- The School Committee chairperson will be the official spokesperson for the Committee, in particular surrounding legal issues, negotiations, crisis or legal matters, except as this duty is delegated to the Superintendent or other designee.
- School Committee members may express their individual view points, but may not speak on behalf of the entire School Committee
- News releases that are of a system-wide or a sensitive nature or pertain to established School Committee policy are the responsibility of the Superintendent

While it is impossible to know the nature of press coverage in advance, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the Milton Public Schools and our students.

MPS Faculty, Staff & the Media:

All staff engaging in public comment through the media should do so consistent with the MPS's Code of Conduct.

The Superintendent will manage media inquiries regarding staff and/or faculty.

Parents/Guardians & the Media:

From time to time, parents, teachers and occasionally students will take photographs on school property or during field trips for submission to the local media. We ask that they adhere to the same policies as stated above, especially with respect to student privacy. If there is any doubt, please submit the photos to the building principal, who can approve the photo for publication.

Emergency Situations & the Media

Student and staff safety and welfare will always be the priority in an emergency situation.

The Superintendent will be the official spokesperson for the Milton Public Schools.

The chairperson of the School Committee will be the official spokesperson for the Milton School Committee.

In emergency situations, it is not appropriate to comment on the cause of the problem, extent of damage or extent of injury.

It is also inappropriate for any MPS staff, faculty or SC member to comment on matters currently under police investigation, likely to be part of a police investigation or subject to legal proceedings.

Media Releases:

All parents and guardians in the MPS were required to sign media releases during the registration process. A list of those students who cannot be photographed, filmed, interviewed or otherwise identified by the media will be held in each school's main office. During media visits, we ask that those

classrooms not be included in the coverage, or if not feasible, that the student's privacy be respected.

In the case of television crews, the building principal should be notified as far in advance as possible. A faculty member should accompany film crews during on-site visits.

Building Protocol:

In cases when the news media makes a request to visit school property, the following protocol must be observed:

The Superintendent, or his/her designee, has the authority to determine the number, times, and dates of visits by media representatives. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.

For security purposes, it is requested that all media representatives report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Visitors are required to wear a badge.

Under ordinary circumstances, media visits will be strongly discouraged during the first three weeks of school in September and during the month of June.

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