

SCHOOL COMMITTEE POLICY MANUAL

**Milton Public Schools
Milton, Massachusetts**

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

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

How To Use This Manual

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

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

Please Note: All copies of this manual are the property of the Milton Public Schools.

How The Manual Is Organized

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

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

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

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

How To Find A Policy

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

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

Using the Signs and Symbols

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

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

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

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

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

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

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

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

REC'D: These are policies not previously included in the Milton Public Schools Committee Policy Manual, but are recommended by NESDEC for consideration for formal inclusion.

About Policies And Regulations

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

POLICIES are principles adopted by the School Committee to chart a course of action. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems while being narrow enough to give the administration clear guidance.

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

INTRODUCTION

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

- State and federal governments require School Committees to make or officially approve detailed regulations and procedures in certain areas.
- A School Committee signs contracts and agreements that may contain and interweave policies, regulations, and procedural detail.
- The public, staff or School Committee members may demand that the School Committee itself, not the administration, establish specific regulations and procedures in certain sensitive areas.

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

1. When law establishes the school system's practice in a particular area, any informational statement covering the practice is presented as "policy."
2. When a school system's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy."
3. Where the School Committee has interwoven regulations with policy and where separation would interfere with their meaning, the entire statement is presented as a policy.
4. Where the School Committee has adopted rules and bylaws concerning its own organizational and operating procedures, these statements appear as policy.

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

Is The Manual Complete?

The manual contains all of the current written policies of the Milton School Committee to date. The School Committee will engage in a continuous cycle of policy review, updating and revising policies as needed.

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

INTRODUCTION

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

Order of Precedence

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

Terminology

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

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

Milton Public Schools
School Committee

Date _____

1st Reading:

2nd Reading:

Adoption:

Proposed reconsideration:

MILTON SCHOOL COMMITTEE POLICIES

SECTION A – AE - FOUNDATION AND BASIC COMMUNICATION (VOTED AND APPROVED 11/16/-04)

- AA - SCHOOL DISTRICT LEGAL STATUS
- AB - THE PEOPLE AND THEIR SCHOOL DISTRICT
- AC - NONDISCRIMINATION
- ACA - NONDISCRIMINATION ON THE BASIS OF GENDER
- ACAA - SEXUAL HARASSMENT
- ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY
- ACG - GRIEVANCE PROCEDURE-
RESOLUTION OF DISCRIMINATION COMPLAINTS
- AD - EDUCATIONAL PHILOSOPHY AND CORE VALUES
- ADA - SCHOOL DISTRICT GOALS AND OBJECTIVES
- ADB - DRUG-FREE SCHOOLS
- ADB - TOBACCO-FREE SCHOOL POLICY
- ADD - ENVIRONMENTAL HEALTH AND SAFETY OF SCHOOL
FACILITIES POLICY
- ADDA - CRIMINAL OFFENDER RECORD INFORMATION (CORI)

adapted 1/24/05

MILTON SCHOOL COMMITTEE POLICIES

- BA – BK - SCHOOL BOARD GOVERNANCE
(THIS SECTION VOTED AND APPROVED JANUARY 31, 2005)**
- BA - SCHOOL COMMITTEE OPERATIONAL GOALS AND OBJECTIVES**
- BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**
- BB - SCHOOL COMMITTEE LEGAL STATUS AND AUTHORITY**
- BBA - SCHOOL COMMITTEE POWERS AND DUTIES**
- BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY AND DUTIES**
- BBB - SCHOOL COMMITTEE MEMBERSHIP AND TERM OF OFFICE**
- BBBC/BBBE - SCHOOL COMMITTEE MEMBER RESIGNATION, VACANCIES, EXTENDED ABSENCES AND UNEXPIRED TERM FULFILLMENT**
- BCA - SCHOOL COMMITTEE MEMBER ETHICS**
- BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING**
- BDB/BDC - SCHOOL COMMITTEE OFFICERS AND APPOINTED OFFICIALS**
- BDD - SCHOOL COMMITTEE/SUPERINTENDENT RELATIONS**
- BDE-BDF - SUBCOMMITTEES OF THE SCHOOL COMMITTEE**
- BDEA - FINANCE SUBCOMMITTEE**
- BDEB - LONG-TERM PLANNING AND CRITICAL ISSUES ADVISORY SUBCOMMITTEE**

MILTON SCHOOL COMMITTEE POLICIES

**BDFA
(ALSO CEA)**

SCHOOL COUNCILS

**BDFA
(ALSO CEA-RI)**

SCHOOL IMPROVEMENT PLAN

**BDFA-R2
(ALSO CEA-R2)**

CONDUCT OF SCHOOL COUNCIL BUSINESS

**BDFA
(ALSO CEA)**

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

BDG

SCHOOL ATTORNEY

BE

**REGULAR AND SPECIAL MEETINGS OF THE SCHOOL
COMMITTEE**

BEC

EXECUTIVE SESSIONS

BEDA

NOTICE OF SCHOOL COMMITTEE MEETINGS

BEDB

AGENDA FORMATS AND CONTENT

BEDD/BEDF

RULES OF ORDER AND VOTING METHOD

BEDG

MINUTES

BEDH

**PUBLIC PARTICIPATION AT SCHOOL COMMITTEE
MEETINGS**

BEE

**BROADCASTING/TAPING OF SCHOOL COMMITTEE
MEETINGS**

BEE

**SPECIAL PROCEDURES FOR CONDUCTING PUBLIC
HEARING**

BG

POLICY DEVELOPMENT

BGB

POLICY ADOPTION

MILTON SCHOOL COMMITTEE POLICIES

BGC	POLICY REVIEW AND REVISION
BGD (ALSO CHB)	SCHOOL COMMITTEE REVIEW OF REGULATIONS
BGE	POLICY DISSEMINATION
BHC	SCHOOL COMMITTEE/STAFF COMMUNICATIONS
BHE	USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS
BIA	NEW SCHOOL COMMITTEE MEMBER ORIENTATION
BIBA	SCHOOL COMMITTEE CONFERENCES, CONVENTIONS AND WORKSHOPS
BID	SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES
BJ	SCHOOL COMMITTEE LEGISLATIVE PROGRAM
BK	SCHOOL COMMITTEE MEMBERSHIPS

MILTON SCHOOL COMMITTEE POLICIES

- CA-CM - ADMINISTRATION GOALS - (Adopted 6-21-05)
- CA - ADMINISTRATION GOALS
- CB - SCHOOL SUPERINTENDENT
- CBD - SUPERINTENDENT'S CONTRACT
- CBG - SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- CBH - SUPERINTENDENT'S CONSULTING ACTIVITIES
- CBI - EVALUATION OF THE SUPERINTENDENT
- CBI-EI - OBSERVATION FORM
- CBI-E2 - ANNUAL OBJECTIVES
- CC - ADMINISTRATIVE ORGANIZATIONAL PLAN
- CCB - LINE AND STAFF RELATIONS
- CE - ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES
- CEA - SCHOOL COUNCILS
(ALSO BDFA)
- CF - SCHOOL BUILDING ADMINISTRATION
- CH - POLICY IMPLEMENTATION
- CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES
- CHD - ADMINISTRATION IN THE ABSENCE OF POLICY
- CI - TEMPORARY ADMINISTRATIVE ARRANGEMENTS
- CL - ADMINISTRATIVE REPORTS
- CM - SCHOOL DISTRICT ANNUAL REPORT

MILTON SCHOOL COMMITTEE POLICIES

DA-DM FISCAL MANAGEMENT GOALS (THIS SECTION ADOPTED 2/7/06)

- DA - FISCAL MANAGEMENT GOALS**
- DB - ANNUAL BUDGET**
- DBD - BUDGET PLANNING**
- DBE/DBF/
DBG - BUDGET PROCESS**
- DBI/DBJ BUDGET IMPLEMENTATION/TRANSFER AUTHORITY**
- DD - FUNDING PROPOSALS AND APPLICATIONS**
- DDA - GRANTS FROM PRIVATE SOURCES**
- DFD - GATE RECEIPTS AND ADMISSIONS**
- DGA - AUTHORIZED SIGNATURES**
- DH - BONDED EMPLOYEES**
- DI - FISCAL ACCOUNTING AND REPORTING**
- DIB - TYPES OF FUNDS/REVOLVING FUNDS**
- DID - INVENTORIES**
- DIE - AUDITS**
- DJ - PURCHASING**
- DJE - BIDDING REQUIREMENTS**
- DJGA - SALES CALLS AND DEMONSTRATIONS**
- DK - PAYMENT PROCEDURES**
- DKA - PAYROLL PROCEDURES**

MILTON SCHOOL COMMITTEE POLICIES

**DA-DM FISCAL MANAGEMENT GOALS
(THIS SECTION ADOPTED 2/7/06)**

DKC - EXPENSE REIMBURSEMENTS

DM CASH IN SCHOOL BUILDINGS

MILTON SCHOOL COMMITTEE POLICIES

EA-EH SUPPORT SERVICES GOALS

THIS SECTION ADOPTED JUNE 21, 2005

- EA - SUPPORT SERVICES GOALS**
- EB - SAFETY PROGRAM**
- EBAB - PEST MANAGEMENT**
- EBB - ENVIRONMENTAL HEALTH AND SAFETY OF SCHOOL FACILITIES**
- EBB - FIRST AID AND EMERGENCY CARE**
- EBC - EMERGENCY PLANS**
- EBCB - FIRE DRILLS**
- EBCE - EMERGENCY CLOSINGS**
- EC - BUILDINGS AND GROUNDS MANAGEMENT**
- ECA - BUILDING AND GROUNDS SECURITY**
- ECAC- VANDALISM**
- ECB - BUILDING AND GROUNDS MAINTENANCE**
- ECD - CUSTODIAL SERVICE**
- ECE - TRAFFIC AND PARKING CONTROLS**
- EDB - MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**
- EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**
- EEA - STUDENT TRANSPORTATION SERVICES**
- EEAA - WALKERS AND RIDERS**

MILTON SCHOOL COMMITTEE POLICIES

EA-EH SUPPORT SERVICES GOALS

THIS SECTION ADOPTED JUNE 21, 2005

EEAE - SCHOOL BUS SAFETY PROGRAM

EEAEA- BUS DRIVER EXAMINATION AND TRAINING

EEAEC- STUDENT CONDUCT ON SCHOOL BUSES

**EEBB/- USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
EEAG STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

EF - FOOD SERVICES

EFC - FREE AND REDUCED PRICE FOOD SERVICES

EH - VENDING MACHINES

MILTON PUBLIC SCHOOL COMMITTEE POLICIES

FA- FJR FACILITIES DEVELOPMENT GOALS (THIS SECTION ADOPTED 10/05/05)

- FA - FACILITIES DEVELOPMENT GOALS**
- FB - FACILITIES PLANNING**
- FCB - RETIREMENT OF FACILITIES**
- FEA - EDUCATIONAL SPECIFICATIONS FOR
CONSTRUCTION**
- FEE - SITE ACQUISITION PROCEDURE**
- FF - NAMING NEW FACILITIES**
- FJ - SITE/FACILITY RENOVATIONS OR IMPROVEMENTS**
- FJ-R - GUIDELINES FOR RENOVATIONS/IMPROVEMENTS TO
SCHOOLS OR SCHOOL SITES**

MILTON PUBLIC SCHOOL COMMITTEE POLICIES

GA-GDQD - PERSONNEL GOALS - *Adopted 10-5-05*

GA PERSONNEL GOALS

GB EQUAL EMPLOYMENT OPPORTUNITY

GBB SEXUAL HARASSMENT
(ALSO ACAA)

GBD SCHOOL COMMITTEE/STAFF COMMUNICATIONS

GBEA STAFF ETHICS/CONFLICT OF INTEREST

GBEB STAFF CONDUCT

GBEBA WHISTLEBLOWER POLICY

GBEBBB TEACHER-STUDENT RELATIONS
(ALSO JLIAB)

GBEBC STAFF GIFTS AND SOLICITATIONS

GBEC DRUG-FREE WORKPLACE POLICY

GBED TOBACCO-FREE SCHOOL POLICY
(ALSO ADC)

GBGA STAFF PERSONAL SECURITY AND SAFETY

GBI STAFF PARTICIPATION IN POLITICAL ACTIVITIES

GBJ PERSONNEL RECORDS

GBK STAFF COMPLAINTS AND GREIVANCES

GCA PROFESSIONAL STAFF POSITIONS

GCBA PROFESSIONAL STAFF SALARY SCHEDULES

GCBC PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

MILTON PUBLIC SCHOOL COMMITTEE POLICIES

<u>GA-GDQD</u>	- PERSONNEL GOALS
GCC	PROFESSIONAL STAFF LEAVES AND ABSENCES
GCCCC	PROFESSIONAL STAFF FAMILY AND MEDICAL LEAVE
GCD	PROFESSIONAL STAFF VACATIONS AND HOLIDAYS
GCE	PROFESSIONAL STAFF RECRUITING /POSTING OF VACANCIES
GCF	PROFESSIONAL STAFF HIRING
GCG	PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
GCH	PROFESSIONAL STAFF ORIENTATION
GCIA	PHILOSOPHY OF STAFF DEVELOPMENT
GCJ	PROFESSIONAL TEACHER STATUS
GCK	PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS
GCL	PROFESSIONAL STAFF TIME SCHEDULES
GCMD	INSTRUCTIONAL STAFF EXTRA DUTY
GCO	EVALUATION OF PROFESSIONAL STAFF
GCQA	REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE
GCQC	RESIGNATION OF PROFESSIONAL STAFF MEMBERS
GCQE	RETIREMENT OF PROFESSIONAL STAFF MEMBERS
GCQF	SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

MILTON PUBLIC SCHOOL COMMITTEE POLICIES

GA-GDQD	- PERSONNEL GOALS
GCR	NON-SCHOOL EMPLOYMENT OF PROFESSIONAL STAFF MEMBERS
GCRA	PROFESSIONAL ACTIVITIES OF TEACHERS
GCRD	TUTORING FOR PAY
GDA	SUPPORT STAFF POSITIONS
GDB	SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS
GDBD	SUPPORT STAFF FRINGE BENEFITS
GDC	SUPPORT STAFF LEAVES AND ABSENCES
GDCC	SUPPORT STAFF AND FAMILY MEDICAL LEAVE
GDD	SUPPORT STAFF VACATIONS AND HOLIDAYS
GDE	SUPPORT STAFF RECRUITING/POSTING OF VACANCIES
GDF	SUPPORT STAFF HIRING
GDO	SUPPORT STAFF PROBATION
GDJ	SUPPORT STAFF ASSIGNMENTS AND TRANSFERS
GDK	SUPPORT STAFF TIME SCHEDULES AND CALENDARS
GDQD	SUPPORT STAFF CAREER DEVELOPMENT OPPORTUNITIES
GDO	EVALUATION OF SUPPORT STAFF
GDP	SUPPORT STAFF PROMOTIONS

MILTON PUBLIC SCHOOL COMMITTEE POLICIES

GA-GDQD - PERSONNEL GOALS

GDQC RETIREMENT OF SUPPORT STAFF MEMBERS

GDQD SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

MILTON SCHOOL COMMITTEE POLICIES

HB-HP - NEGOTIATIONS

(THIS SECTION ADOPTED NOVEMBER 16, 2004)

- HB - NEGOTIATIONS LEGAL STATUS**
- HBA - PROHIBITED PRACTICES**
- HD - SCHOOL COMMITTEE NEGOTIATING POWERS
AND DUTIES**
- HF - SCHOOL COMMITTEE NEGOTIATION AGENT**
- HM - ANNOUNCEMENT OF FINAL NEGOTIATED AGREEMENT**
- HMA - RESOLUTION OF DISPUTES UNDER THE AGREEMENT**
- HO - IMPASSE PROCEDURES**
- HP - STAFF JOB ACTIONS**

MILTON SCHOOL COMMITTEE POLICIES

INSTRUCTIONAL GOALS

(IA - IMDB) - *Adopted 1-24-05*

- IA - INSTRUCTIONAL GOALS
- IB - ACADEMIC FREEDOM
- IC - SCHOOL YEAR SCHOOL CALENDAR
- ID - SCHOOL DAY
- IE - ORGANIZATION OF INSTRUCTION
- IGA - CURRICULUM DEVELOPMENT
- IGD - CURRICULUM ADOPTION
- IHA - BASIC INSTRUCTIONAL PROGRAM
- IHA-E - PHYSICAL EDUCATION
- IHAM - HEALTH EDUCATION
- IHAM-R - HEALTH EDUCATION (EXEMPTION PROCEDURE)
- IHAMA - TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO
- IHAMA-R - PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION
- IHAMA-E - SAMPLE NOTICE TO PARENT/GUARDIANS
- IHB - SPECIAL EDUCATIONAL PROGRAMS AND ACCOMMODATIONS FOR CHILDREN WITH SPECIAL NEEDS
- IHBB - CHALLENGE AND ENRICHMENT PROGRAMS
- IHBD - COMPENSATORY EDUCATION (CHAPER 1)
- IHBE - BILINGUAL INSTRUCTION

MILTON SCHOOL COMMITTEE POLICIES

INSTRUCTIONAL GOALS (IA – IMDB)

- IHBEA - ENGLISH AS A SECOND LANGUAGE
- IHBF - HOMEBOUND INSTRUCTION
- IHBG - HOME SCHOOLING
- IHBG-E - APPLICATION FOR HOME INSTRUCTION
(ALSO LBC-E)
- IHBG-R - HOME SCHOOLING REGULATIONS
- IHBH - ALTERNATIVE PROGRAMS
- IHCA - SUMMER SCHOOLS
- IHCD - ADVANCED COLLEGE PLACEMENT
- IIB - CLASS SIZE
- IIB - INSTRUCTIONAL MATERIALS
- IJJ - TEXTBOOK SELECTION AND ADOPTION
- IJK - SUPPLEMENTAL MATERIALS SELECTION & ADOPTION
- IJL - LIBRARY MATERIALS SELECTION & ADOPTION
- IJLA - WITHDRAWAL OF LIBRARY MATERIALS
- IJNC - LIBRARY RESOURCES
- IJNDA - VIDEO USAGE IN CLASSROOMS
- IJNDB-E - FAIR USE GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES

MILTON SCHOOL COMMITTEE POLICIES

INSTRUCTIONAL GOALS

(IA – IMDB)

- IJNDB-E - USER AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM
- IJOA - FIELD TRIPS
- IJOA-R - FIELD TRIP REGULATIONS
- IJOB - COMMUNITY RESOURCE PERSONS/SPEAKERS
- IJOC - SCHOOL VOLUNTEERS
- IJP - EXPENDABLE SUPPLIES
- IJQ - RECONSIDERATION OF INSTRUCTIONAL RESOURCES
- IK - ACADEMIC ACHIEVEMENT
- IKAB - STUDENT PROGRESS REPORTS TO PARENTS
- IKB - HOMEWORK
- IKE - PROMOTION AND RETENTION OF STUDENTS
- IKF - GRADUATION REQUIREMENTS
- IL - EVALUATION OF INSTRUCTIONAL PROGRAMS
- ILB - TESTING
- ILBA - SCHOOL SYSTEM PROGRAM ASSESSMENTS
- IMA - TEACHING ACTIVITIES/PRESENTATIONS
- IMAA - PLAN BOOKS AND PLANNING
- IMB - TEACHING ABOUT CONTROVERSIAL ISSUES/
CONTROVERSIAL SPEAKERS

MILTON SCHOOL COMMITTEE POLICIES

INSTRUCTIONAL GOALS (IA - IMDB)

- IMD - SCHOOL CEREMONIES AND OBSERVANCES
- IMDA - PLEDGE OF ALLEGIANCE
- IMDB - FLAG DISPLAYS
- IIB - RELIGIOUS HOLIDAYS

MILTON SCHOOL COMMITTEE POLICIES

JA-JFABD - STUDENT POLICIES GOALS
(THIS SECTION APPROVED 11-16-04 WITH THE EXCEPTION OF JICC AND JICH)

- JA - STUDENT POLICIES GOALS
- JFAA- ADMISSION OF RESIDENCE STUDENTS
- JFAAA- EVIDENCE OF RESIDENCY/GUARDIANSHIP
- JB - EQUAL EDUCATIONAL ACCESS
- JEB - ENTRANCE AGE
- JG - ADMISSION TO COURSE OF STUDY
- JH - STUDENT ABSENCES AND EXCUSES
- JHB - TRUANCY
- JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE
- JI - STUDENT RIGHTS AND RESPONSIBILITIES
- JIA - STUDENT DUE PROCESS RIGHTS
- JIB - STUDENT INVOLVEMENT IN DECISION-MAKING
- JIBA - STUDENT GOVERNMENT
- JIBB - STUDENT REPRESENTATIVE AND STUDENT ADVISORY COMMITTEE TO THE SCHOOL COMMITTEE
- JIC - STUDENT CONDUCT
- JICA - STUDENT DRESS CODE
- JICB - CARE OF SCHOOL PROPERTY BY STUDENTS
- JICC - STUDENT CONDUCT ON BUS
(ALSO-EEAEC)
- JICE - STUDENT PUBLICATIONS

MILTON SCHOOL COMMITTEE POLICIES

JA-JFABD - STUDENT POLICIES GOALS

(THIS SECTION APPROVED 11-16-04 WITH THE EXCEPTION OF JICC AND JICH)

- JICF - GANG ACTIVITY/SECRET SOCIETIES
- JICFA-R HAZING
- JICG - TOBACCO USE BY STUDENTS
- JICH - ALCOHOL USE BY STUDENTS
- JICI - WEAPONS IN SCHOOL POLICY
- JIE - PREGNANT STUDENTS
- JIH - INTERROGATIONS AND SEARCHES
- JII - STUDENT COMPLAINTS AND GRIEVANCES
- JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
- JJA - STUDENT ORGANIZATIONS
- JJC - STUDENT PERFORMANCES
- JJE - STUDENT FUND-RAISING ACTIVITIES
- JJF - STUDENT ACTIVITIES FUNDS
- JJG - CONTESTS FOR STUDENTS
- JJI - PHILOSOPHY OF ATHLETICS
- JK - STUDENT DISCIPLINE
- JKA - CORPORAL PUNISHMENT
- JKAA - RESTRAINT OF STUDENTS IN THE MILTON PUBLIC SCHOOLS
- JKAA-EI WAIVER OF REPORTING REQUIREMENTS FOR RESTRAINTS

MILTON SCHOOL COMMITTEE POLICIES

JA-JFABD - STUDENT POLICIES GOALS
(THIS SECTION APPROVED 11-16-04 WITH THE EXCEPTION OF JICC AND JICH)

JKAA-E2	RESTRAINT REPORT FORM
JKAA-E3	DOE NOTIFICATION – RESTRAINT
JKAA-E4	RECORD OF PHYSICAL RESTRAINT
JK-R	DISCIPLINING STUDENTS WITH SPECIAL NEEDS
JKD	STUDENT SUSPENSION
JL	STUDENT WELFARE
JLA	STUDENT INSURANCE PROGRAM
SUB	STUDENT HEALTH SERVICES AND REQUIREMENTS
JLC	TRANSPORTATION OF INJURED STUDENT
JLCA	PHYSICAL EXAMINATION OF STUDENTS
JLCB	IMMUNIZATIONS OF STUDENTS
JLCC	COMMUNICABLE DISEASES
JLCCA	AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) SCHOOL ATTENDANCE POLICY
JLCCA-R	AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION
JLCCA-R	ADMINISTERING MEDICINES TO STUDENTS
JLCE	FIRST AID, EMERGENCY MEDICAL CARE AND ACCIDENT REPORTS
JLD	GUIDANCE PROGRAM

MILTON SCHOOL COMMITTEE POLICIES

JA-JFABD - STUDENT POLICIES GOALS
(THIS SECTION APPROVED 11-16-04 WITH THE EXCEPTION OF JICC AND JICH)

JLF	REPORTING CHILD ABUSE POLICY
JLIA	SUPERVISION OF STUDENTS
JLIAA	TEACHER STUDENT RELATIONS
JLIAB	STAFF-STUDENT RELATIONS
JLIB	STUDENT DISMISSAL PRECAUTIONS
JLIE	STUDENT AUTOMOBILE USE
JMA	STUDENT AWARDS/SCHOLARSHIPS
JO	EMPLOYMENT OF STUDENTS
JP	STUDENT GIFTS AND SOLICITATIONS (ALSO - GBEB AND KHA)
JQ	STUDENT FEES, FINES AND CHARGES
JRA	STUDENT RECORDS
JRA-R	STUDENT RECORDS REGULATIONS
JRD	STUDENT PHOTOGRAPHS
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

MILTON SCHOOL COMMITTEE POLICIES

KA-KLK - SCHOOL/COMMUNITY RELATIONS GOALS (THIS SECTION ADOPTED JANUARY 24, 2005)

- KA - SCHOOL-COMMUNITY RELATIONS GOALS**
- KBA - SCHOOL/PARENT RELATIONS GOALS**
- KBD - COMMUNICATIONS WITH PARENTS**
- KBE - RELATIONS WITH PARENT ORGANIZATIONS**
- KCB - COMMUNITY INVOLVEMENT IN DECISION-MAKING**
- KCD - PUBLIC GIFTS TO THE SCHOOLS**
- KDB - PUBLIC'S RIGHT TO KNOW**
- KDD - NEWS MEDIA RELATIONS/NEWS RELEASES**
- KE - PUBLIC COMPLAINTS**
- KEA - PUBLIC COMPLAINTS ABOUT POLICY DECISIONS**
- KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**
- KEC - PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**
- KF - COMMUNITY USE OF SCHOOL FACILITIES**
- KF-R - COMMUNITY USE OF SCHOOL FACILITIES - #2**
- KFCA - USE OF SCHOOL GROUNDS FOR MOTOR VEHICLES**
- KHA - PUBLIC SOLICITATIONS IN THE SCHOOLS**
- KHB - ADVERTISING IN THE SCHOOLS**
- KHC - PROMOTIONAL MATERIALS IN THE SCHOOLS**
- KI - VISITORS TO THE SCHOOLS**

MILTON SCHOOL COMMITTEE POLICIES

**KA-KLK - SCHOOL/COMMUNITY RELATIONS GOALS
(THIS SECTION ADOPTED JANUARY 24, 2005)**

KJ - RELATIONS WITH COMMUNITY ORGANIZATIONS

KLG - RELATIONS WITH POLICE AUTHORITIES

KLH - RELATIONS WITH THE FIRE DEPARTMENT

KLJ - RELATIONS WITH PLANNING AUTHORITIES

CLK - RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

MILTON SCHOOL COMMITTEE POLICIES

**LA-LDA - EDUCATIONAL AGENCY RELATIONS GOALS
(THIS SECTION ADOPTED OCTOBER 5, 2005)**

LA - EDUCATION AGENCY RELATIONS GOALS

**LB - RELATIONS WITH OTHER SCHOOLS AND SCHOOL
DISTRICTS**

LBA - CHARMSS COLLABORATIVE

**LBB - BLUE HILLS REGIONAL TECHNICAL SCHOOL
DISTRICT: PHILOSOPHY AND GOALS**

LBC - RELATIONS WITH HOME SCHOOLS

**LD - RELATIONS WITH COLLEGES AND UNIVERSITIES
(STUDENT OBSERVERS)**

LDA - STUDENT TEACHING AND INTERNSHIPS