

EAST LONGMEADOW PUBLIC
SCHOOLS



PERSONNEL POLICY
HANDBOOK

2025-2026

EAST LONGMEADOW PUBLIC SCHOOLS
EAST LONGMEADOW, MASSACHUSETTS

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III. **EAST LONGMEADOW PUBLIC SCHOOLS FORMS**

*** All school forms can be found on the new ELPS intranet. [ELPS Intranet](#)

EAST LONGMEADOW PUBLIC SCHOOLS
180 Maple Street
East Longmeadow, Ma 01028

Achievement



Accountability

Gordon C. Smith,
Superintendent of School

Pamela Blair
Asst. Supt. for Business

2025 – 2026

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY HANDBOOK

I hereby acknowledge that I have received a copy of the East Longmeadow Public Schools Personnel Policy Handbook and Civil Rights training via the East Longmeadow Public School's Intranet. The web address for both is [ELPS Intranet](#) I understand that I have the access and ability to read this document on the web. Additionally, I may print this document or any part of this document on my printer. I also understand that I may ask the administration to print this document for me if I do not have access to the web for any reason. I understand that it is my obligation to immediately read the enclosed policies and abide by them at all times. I further understand that additional and more specific information can be found in the East Longmeadow Public School Procedural Manual and in the School Committee Policy Manual.

To acknowledge receipt of the Personnel Policy Handbook and agreement with the above statement, please click the link below.

[25 - 26 ELPS Personnel Policy Handbook Acknowledgement of Receipt](#)

EAST LONGMEADOW PUBLIC SCHOOLS

School Committee

Mr. Greg Thompson, Chair
Ms Aimee Dalenta, Vice Chair
Ms. Antonella Raschilla-Manzi
Mr. William Strother
TBA

Central Office - 180 Maple Street
(413) 525-5450

Mr. Gordon Smith, Superintendent
Ms. Pamela Blair, Asst. Superintendent for Business
Ms. Heather Brown, Asst. Superintendent for Teaching and Learning
Ms. Samantha Velazquez, Executive Secretary
Ms. Kara White, Administrative Assistant
Ms. Laura Moyer, Finance Dept. Bookkeeper
Ms. Tammy Brown, Finance Dept. Payroll Coordinator

Student Support Services Office - 180 Maple Street
(413) 525-5450 x (3)

Dr. Jenny Sullivan, Director of Student Support Services
Ms. Candace Goyette, Admin. of Health Services
TBA, Social Worker/METCO Coordinator
Ms. Mackenzie Fenn, Secretary
Ms. Annie Celdran, Secretary

Meadow Brook Elementary School – 607 Parker Street
(413) 525-5470

Ms. Renee Lodi, Principal
Ms. Katleen Leydon, Asst. Principal
Ms. Kristen Greco, Secretary
TBA, Secretary

Mapleshade Elementary School - 175 Mapleshade Ave.
(413) 525-5485

Mr. Conor Martin, Principal
Ms. Cathy Wolfenden, Secretary

Mountain View Elementary School – 77 Hampden Road
(413) 525-5490

Ms. Elaine Santaniello, Principal
Ms. Sheila McCandlish, Secretary

Birchland Park Middle School – 50 Hanward Hill

(413) 525-5480

Mr. Stephen Pearson, Principal
Ms. Natalie Ojunga-Andrew, Assistant Principal
Ms. Michelle Tanghese, Secretary
Ms. Melissa Brady, Secretary

East Longmeadow High School – 180 Maple Street

(413) 525-5460

Mr. Frank Paige, Principal
Ms. Anne-Margaret Blain, Asst. Principal
Mr. Gary Wright, Asst. Principal
Mr. Kevin Magee, Athletic Director
Ms. Anne Blain, Academic Dean
Ms. Emily Bourque, Secretary
Ms. Kaila Ochoa, Secretary
Ms. Kara Petrie, Secretary
Ms. Carmen Velazquez, Guidance Secretary

School Cancellations:

Watch Western Mass News or WWLP 22 News
and look for a message through the SchoolMessenger System

EAST LONGMEADOW PUBLIC SCHOOLS

180 Maple Street
East Longmeadow, MA. 01028-2788



Achievement *Accountability*

Gordon Smith
Superintendent of Schools

Pamela Blair
Asst. Supt. for Business

WELCOME

Welcome back to another exciting school year educating the students of East Longmeadow. All employees of the East Longmeadow Public Schools contribute in helping our students make progress. Only through our collective efforts as we all do our very best in each of our roles do we create the ideal structure for our students to succeed. We have all heard the saying that “it takes a village to raise a child.” Working in a school system consistently validates this saying. There is no role that does not in some way contribute back to the educational setting for students. Working in the public schools is like no other profession. Each year is unique and presents exciting and new challenges. Together, we will be successful in meeting these challenges for our students and the greater community.

In a public school setting, we all interact with the students, parents, and community members. We are role models for the larger community beyond the schoolhouse doors. Our efforts and interactions are noted and many times will be noted or recalled years later as people reflect on their experiences with the East Longmeadow Public Schools. Our attitudes, behavior, and actions establish the climate of our schools and provide the examples for all to follow. Through the years, the collective efforts of all staff members have created an exceptional environment in which our students learn. We seek to continue this and expand upon it.

The **Personnel Policy Handbook and Procedure Manual** have been created to provide support for all in achieving this goal. The policies established by the East Longmeadow School Committee are found here, and they should provide specific answers and information for all staff members. If questions remain after reading the policy book or something cannot be found, please speak with your building principal or contact me. I am always willing to help. Printed copies of this policy book can be found in the office and the library of each school building.

I wish everyone the best of luck as we begin another year participating in one of the most rewarding endeavors, educating our youth. Our work together as the professional staff will make it a successful year.

Sincerely,

Gordon C. Smith,
Superintendent of Schools

East Longmeadow Public Schools
180 Maple Street
East Longmeadow, MA 01028

Achievement & Accountability



District Mission

Our mission in the East Longmeadow Public Schools is to promote achievement and accountability in all endeavors as we educate today for the challenges of tomorrow.

District Theory of Action

ELPS Theory of Action:

If we strengthen core instruction within a safe, nurturing, and inclusive environment and develop shared responsibility and collective leadership across the school district,

Then... we will prepare ELPS students annually with the skills and content to be successful at the next grade level, and ultimately, will equip ELPS graduates with the needed skills to be engaged, connected, productive, and empowered citizens who shape their own paths for success and lifelong learning.

SECTION A

THE PEOPLE AND THEIR SCHOOL DISTRICT

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

The School Committee therefore affirms and declares its intent to:

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

MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION
MCAD Guidance
PREGNANT WORKERS FAIRNESS ACT
Issued 1/23/2018

The Pregnant Workers Fairness Act ("the Act") amends the current statute prohibiting discrimination in employment, G.L. c. 151B, §4, enforced by the Massachusetts Commission Against Discrimination (MCAD). The Act, effective on April 1, 2018, expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive. Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Under the Act:

- Upon request for an accommodation, the employer has an obligation to communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an "interactive process," and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the employer.
- An employer must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. "Undue hardship" means that providing the accommodation would cause the employer significant difficulty or expense.
- An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.
- An employer cannot refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.
- An employer cannot deny an employment opportunity or take adverse action against an employee because of the employee's request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.
- An employer cannot require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. An employer may, however, request medical documentation for other accommodations.
- Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions related to pregnancy, in a handbook, pamphlet, or other means of notice no later than April 1, 2018.

- Employers must also provide written notice of employees' rights under the Act: **(1)** to new employees at or prior to the start of employment; and **(2)** to an employee who notifies the employer of a pregnancy or a pregnancy-related condition, no more than 10 days after such notification.

The foregoing is a synopsis of the requirements under the Act, and both employees and employers are encouraged to read the full text of the law available on the General Court's website here:

<https://malegislature.gov/Laws/SessionLaws/Acts/2017/Chapter54>.

If you believe you have been discriminated against on the basis of pregnancy or a pregnancy-related condition, you may file a formal complaint with the MCAD. You may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates the Pregnancy Discrimination Act, which amended Title VII of the Civil Rights Act of 1964. Both agencies require the formal complaint to be filed within 300 days of the discriminatory act.

Boston Headquarters: One Ashburton Place, Room 601, Boston, MA 02108 1(617) 994-6000
Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103 1(413) 739-2145 **Worcester:**
484 Main Street, Room 320, Worcester, MA 01608 1 (508) 453-9630 **New Bedford:** 128 Union
Street, Suite 206 New Bedford, MA 02740 1(774) 510-5801

www.mass.gov/mcad

NONDISCRIMINATION

The East Longmeadow Public Schools is committed to maintaining an educational environment workplace free of bias and discrimination where individuals of all backgrounds and experiences are welcomed, encouraged, included, and can flourish. We aim to eliminate all forms of bias and bigotry, including discrimination based on race, ethnicity, age, neurodiversity, disability, pregnancy and pregnancy-related conditions, homelessness, military status, sex/gender, gender identity, gender expression, religion, immigrant status, nationality, ancestry, sexual orientation, genetics, family income.

East Longmeadow Public Schools are resolved that prejudice and disparate treatment shall never impede our learners or our educators. East Longmeadow Public Schools will not tolerate discriminatory behavior, including racism, intimidation, threats, or harassment of employees, students, or anyone else who visits or is part of our learning community. Retaliatory conduct toward persons who have reported incidents of bias, discrimination, or inappropriate behavior, who have assisted in an investigation, or who have otherwise exercised their rights under this policy is also prohibited. Conduct in violation of this policy includes any action, including verbal or nonverbal communication, that contributes to, promotes, or is complicit in disrupting the district's inclusive learning and working environment.

Derogatory or intimidating statements, threats, acts of exclusion, or other mistreatment regarding a student's or employee's membership in or association with a member of a protected group, whether made in person or by telephone, postal mail, email, internet posting, or any other means, will not be tolerated.

This policy extends to all employment and educational practices and programs, including:

- recruitment;
- selection and admission;
- compensation and benefits;
- access to learning;
- professional development, training, and extracurricular activities;
- discipline, evaluation and testing;
- reasonable accommodation for disabilities or religious practices;
- promotion;
- transfer;
- termination;
- layoff; and
- other terms and conditions of employment and education.

East Longmeadow Public Schools will vigorously implement and actively enforce this policy to ensure that all of its daily operations are characterized by fairness, respect, and equity. Any violation of this policy will be viewed as serious misconduct and may result in discipline, up to and including termination of the offending employee or expulsion of the responsible student(s). Retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a report of a violation of this policy, will similarly be

viewed as serious misconduct and may result in discipline, up to and including termination or expulsion.

Employees of East Longmeadow Public Schools who become aware of any possible bias-based conduct toward or involving students must report the incident or concern to their school leader, supervisor, and/or the ELPS Title IX Coordinator as soon as practicable, generally within the same school day. The same standard applies to partners or contractors providing services in or under the auspices of East Longmeadow Public Schools.

Reporting incidents of bias:

Contact if you know of unsafe school issues, violence, or bullying.

- [Bullying Prevention and Intervention Plan](#)
- [ELPS Safe Schools Reporting Form](#)
- [Policy on Harassment, Bullying, Discrimination, and Hate Crimes](#)
- [Bullying Incident Reporting Form](#)
- [Cyber Bullying Brochure](#)
- ELPS Contact Information:
 - Superintendent's Office
180 Maple Street
East Longmeadow, MA 01028
 - Gordon Smith
 - Ph: 413-486-9015
 - Email: gordon.smith@eastlongmeadowma.gov
 - ELPS Title IX Coordinator: ELPS Director of Student Support Services
 - 413-525-5450, ext. 7950
 - High School Principal: Frank Paige, frank.paige@eastlongmeadowma.gov
 - Birchland Park Principal: Steve Pearson, steve.pearson@eastlongmeadowma.gov
 - Mapleshade Principal: Conor Martin, conor.martin@eastlongmeadowma.gov
 - Mountain View Principal: Elaine Santaniello,
elaine.santaniello@eastlongmeadowma.gov
 - Meadow Brook Principal: Renee Lodi, renee.lodi@eastlongmeadowma.gov
- Additional Helpful Information:
 - [Office of Civil Rights \(OCR\)](#)
 - [DESE Problem Resolution System Office](#)
 - [Massachusetts Commission Against Discrimination \(MCAD\) Complaint of Discrimination](#)

LEGAL REFS: Title VI, Civil Rights Act of 964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments 1972

Rehabilitation Act of 1973

Education for all Handicapped Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

M.G.L. [76:5](#) Amended 2011, M.G.L. [76:16](#)

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

BESE regulations 603 CMR [26:00](#) amended 2012

BESE regulations 603 CMR [28:00](#)

CROSS REFS: [ACA-ACE](#), Subcategories for Nondiscrimination

[GBA](#), Equal Employment Opportunity

[JB](#), Equal Educational Opportunities

Revised: August 2024

NONDISCRIMINATION ON THE BASIS OF SEX

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

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

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

LEGAL REFS: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to
Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
Board of Education 603 CMR 26:00

SEXUAL HARASSMENT and SEXUAL MISCONDUCT

All persons associated with the East Longmeadow Public Schools including, but not necessarily limited to, the Committee, administration, staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the East Longmeadow School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and 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.

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

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Reporting Procedures:

Any student or staff member who believes she/he is a victim of sexual harassment should talk to an adult in a position of authority in the school as soon as possible. Students are strongly encouraged to explain the incident and ask for help. Students should avoid trying to solve the problem of sexual harassment alone.

All persons shall report knowledge of actual or reasonably suspected sexual harassment to the building principal or his/her designee or to the ELPS Title IX Coordinator.

Please note that while this policy sets forth the goal of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the District's authority to discipline

or take remedial action for workplace conduct that the District deems unacceptable, regardless of whether the conduct satisfies the definition of unlawful harassment.

SEXUAL MISCONDUCT TOWARD EMPLOYEES AND OTHER THIRD PARTIES

The East Longmeadow Public Schools are committed to ensuring a work environment free of inappropriate sexual conduct. Inappropriate sexual comments or behavior will not be tolerated. In addition, any retaliation against an individual who reports inappropriate sexual conduct or harassment, or has cooperated with a related investigation, is unacceptable. ELPS treats reports of violations of this policy with the utmost seriousness. We will respond promptly to any allegations of sexually inappropriate conduct, and intervene to cease any conduct that violates this policy. Anyone who violates this policy will be subject to corrective action up to and including termination.

CONDUCT PROHIBITED

Employees shall not engage in inappropriate sexual conduct while employed, working for, attending or participating in District endeavors. Employees are protected from inappropriate sexual conduct by anyone they interact with in the course of their work. The same standard applies to partners or contractors providing services in or under the auspices of the East Longmeadow Public Schools.

Behavior that occurs in a location other than an ELPS building or outside of ELPS school or work hours may still constitute sexual misconduct and a violation of this policy if that behavior has the effect of disrupting an employee's ability to do their job.

While it is not possible to list all circumstances that may constitute prohibited conduct, the following are some examples:

VERBAL: Using suggestive, derogatory, vulgar comments, or sexual innuendos or slurs; making unwanted sexual advances, invitations, and/or comments; repeatedly requesting dates; spreading rumors about or rating others as to their sexual activity or performance; making threats or pressuring others to submit to sexual requests; inquiring into one's sexual activities or orientation.

VISUAL: Displaying sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; texting, emailing, or sharing digital images or comments of a sexual nature; using sexual gestures.

PHYSICAL: Sexual activity, whether or not it is consensual, in a school or any building where ELPS business is conducted. Participating in unwanted touching, pinching, kissing, hugging; blocking normal movement; stalking; engaging in unwanted sexual acts or assault; physically interfering with an individual's work because of their actual or perceived sex, sexual orientation, gender identity or gender expression.

RESPONDING TO REPORTS OF SEXUAL MISCONDUCT

An employee who believes that they have been a target of inappropriate sexual conduct may report the incident to any of the following individuals: school principal, ELPS Title IX Coordinator, or the superintendent.

1. If an employee believes that they have been subjected to inappropriate sexual conduct or has witnessed inappropriate sexual conduct, the employee has the right to file a report with the East Longmeadow Police.
2. The aggrieved employee also has the right to file a report with the Title IX Coordinator, either orally or in writing
3. Employees in supervisory or managerial roles have an obligation to report any employee complaint of sexual misconduct to the Title IX Coordinator within two (2) business days of learning of the complaint. The person submitting the report must ensure the integrity and confidentiality of the report, and shall not disclose the allegations or any related information to either party or to any third party, excepting the Title IX Coordinator, unless required by law.

Employees in a supervisory capacity are required to report possible sexual misconduct toward or involving employees, vendors, or contractors to the Title IX Coordinator as soon as practicable, generally within the same school day.

After a report is filed, the Title IX Coordinator or other appropriate person will promptly investigate the allegation in a fair and expeditious manner. The investigation may include a private interview with the person filing the report, the person alleged to have engaged in sexually inappropriate conduct, and other witnesses. In some circumstances, as determined by the Title IX Coordinator, the person alleged to have engaged in the conduct may be placed on administrative leave pending the outcome of the investigation. ELPS employees are obliged to cooperate with the investigation, including promptly participating in investigatory interviews, and providing any requested information or documents.

If ELPS finds that there has been a violation of this policy, the District will take action to eliminate the conduct. Disciplinary action for employees may include warnings, reprimands, required training, suspension or termination of employment, or other discipline as appropriate.

When the investigation is completed, the Title IX Coordinator will inform the reporter and the person alleged to have engaged in the conduct of the results of the investigation to the extent appropriate under the circumstances.

PROHIBITION OF RETALIATION

Retaliation against an individual who reports inappropriate sexual conduct, sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment allegation is unlawful and will not be tolerated by the East Longmeadow Public Schools.

STATE AND FEDERAL REMEDIES

If you believe you have been subjected to unlawful sexual harassment, you may also file a formal complaint with either of the government agencies set forth below. Using the district's

internal reporting process does not preclude you from filing a complaint with these agencies.
Each agency has a short time period for filing a claim (300 days)

Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800) 660-4000

Massachusetts Commission Against Discrimination (MCAD)

Springfield Office:

436 Dwight Street, Suite 220

Springfield, MA 01103

(413) 739-2145

REFERENCE: School Committee Procedures Manual

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended 45

Federal Regulation 74676 issued by EEO Commission

Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)

Board of Education 603 CMR [26:00](#)

SOURCE: East Longmeadow

REF: ACAB-R, Sexual Harassment Policy, East Longmeadow Procedure Manual

Revised September 2024

NONDISCRIMINATION ON THE BASIS OF DISABILITY

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

Definition

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

Reasonable Modification

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

Communications

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

Auxiliary Aids and Services

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

Limits of Required Modification

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

Notice

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

Compliance Coordinator

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

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

LEGAL REFS.: Rehabilitation Act of 1973, Section 504

Education For All Handicapped Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992

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

Revised: August, 2024

TOBACCO AND NICOTINE PRODUCTS ON SCHOOL PREMISES PROHIBITED

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

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

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

Visitors to any ELPS school building, campus, or in attendance at any school sponsored event shall also follow this policy.

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

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

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

Revised: April 2018

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. All parent and volunteer chaperones on overnight trips must complete a National Fingerprint Criminal Background Check. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

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

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

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

Requesting CHRI checks

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

Access to CHRI

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

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance

with the most recent CJIS Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards. In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

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

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

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

CHRI Training

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

Determining Suitability

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

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

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

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favourable 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 totalling 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 favourable 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.

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.

The Superintendent shall amend employment applications to include questions concerning criminal records which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

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

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

LEGAL REFS: M.G.L.6:167-178; 15D: 7-8; 71:38R, 151B, 276:100A
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR 51.00

803 CMR 2.00

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

[FBI Criminal Justice Information Services Security Policy](#)

[Procedure for correcting a criminal record](#)

[FAQ – Background Checks](#)

SOURCE: MASC 2014
Approved: June 23, 2014

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

East Longmeadow Public Schools
180 Maple Street
East Longmeadow, MA 01028



Gordon Smith
Superintendent of Schools

Pamela Blair
Asst. Supt. for Business

To: *New Employee(s), Student Teacher(s), Coaches, Substitute, Contractors*
From: *Gordon C. Smith, Superintendent of Schools*
Re: *Implementation of Chapter 77 of the Acts of 2013*
Date: *August, 2025*

As you may or may not be aware, on January 20, 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "an Act Relative to Background Checks." This new law expands on what we as public schools already do with Criminal Offender Record Information (CORI) checks. Specifically, it requires a fingerprint-based state and national criminal record check for **all school employees**. The State Applicant Fingerprint Identification System (SAFIS) selected Morpho Trust USA IndentGo to be the vendor for fingerprinting in the new system. Currently there are only four (4) locations including Springfield, there will be twenty-six (26) additional locations opening after their soft launch. The Springfield location (Cooley Street) is now scheduling appointments.

For **ALL** new employees, coaches, student teachers and substitutes **prior** to working for East Longmeadow Public Schools, you make an appointment to complete the fingerprinting process.

On our website,

- To register online at <http://www.identogo.com/FP/Massachusetts.aspx>, select Online Scheduling, **once you complete your registration, PRINT out the confirmation receipt of appointment and send to Samantha Velazquez in Central Office.**
- or schedule by phone at (866) 349-8130
- You will be required to provide East Longmeadow Public Schools ESE Organization Code: **00870000** (substitutes and student teachers may provide up to ten (10) districts organization codes to eliminate the need to pay the fee multiple times).
- Unlike state CORI checks that have no associated fee, individuals **will PAY** a fee to comply with this requirement \$35.00 for non-licensed employees and \$55.00 for DESE Licensed Professionals (including those with pending applications/licenses). Fees may be paid by credit card or check payable to: Morpho Trust USA.
- Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L.c.71, § 38G, they will pay the \$55.00 fee; otherwise, they will pay the \$35.00 fee.
- You will be provided with **fingerprint receipt; at the site, this receipt must also be sent to Samantha Velazquez in Central Office and will be confirmation that the fingerprints were captured.**

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>; or <http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>.

Thank you in advance for your cooperation.

EAST LONGMEADOW PUBLIC SCHOOLS

180 Maple Street
East Longmeadow, MA. 01028-2788



Achievement *Accountability*

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

EAST LONGMEADOW PUBLIC SCHOOLS is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing. As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **East Longmeadow Public Schools** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **East Longmeadow Public Schools** with written notice of my intent to withdraw consent to a CORI check. FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY; the **East Longmeadow Public Schools** may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however that **East Longmeadow Public Schools** must first provide me with written notice of this check. By signing below, I provide my consent to a CORI check and acknowledge that the information provided below of this Acknowledgment Form is true and accurate.

Signature: _____ **Date:** _____

THIS FORM CANNOT BE PROCESSED UNLESS FILLED OUT COMPLETELY & LEGIBLY

Subject Information (An asterisk* denotes a required field) *School Building: _____

*LAST NAME * FIRST NAME *MIDDLE NAME SUFFIX

*Maiden Name (or other name(s) by which you have been known: _____

*Date of Birth: _____ * Last Six (6) digits of your SSN (REQUIRED) _____ - _____

*Father's Name: _____ *Mother's full Maiden Name: _____

Gender: _____ Race: _____ Height: _____ ft. _____ in. Eye Color: _____

Driver's License #: _____ State of Issue: _____

Current Address: _____

*Reason for CORI: __ Employee __ Student Intern/Practicum __ Volunteer/Chaperone __ Contractor __ Other

**TO BE FILLED OUT BY SCHOOL DISTRICT EMPLOYEE VERIFYING INFORMATION
(please make sure that ALL information is filled in (or checked off) before signing off)**

The above information was verified by the following form(s) of government issued identification _____
(ATTACH A COPY OF PHOTO ID)

Are fingerprints needed for this applicant? __ NO __ YES
If yes, was information given to the applicant? __ NO __ YES

Verified by: _____ Date: _____
(Employee Signature)

FOR CENTRAL OFFICE USE ONLY

SUPERINTENDENT'S OFFICE _____ DATE: _____
(SIGNATURE OF CORI AUTHORIZED REPORTER)

File: ADDA-R

DCJIS MODEL CORI POLICY

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

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

CONDUCTING CORI SCREENING

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

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

**EAST LONGMEADOW PUBLIC SCHOOLS
WELLNESS POLICY**

East Longmeadow Public Schools strongly believes that students and staff need access to healthy food choices and opportunities to be physically active in order to grow, learn and thrive. There is a growing concern about childhood obesity and related diseases. The New Massachusetts School Nutrition Regulations for Competitive Foods and Beverages, 105 CMR 225.000, became effective August 2012. This initiative aims at combating childhood obesity by offering students/staff, foods and beverage choices that will enhance learning, contribute to their healthy growth and development and cultivate life-long healthy eating behaviors.

In compliance with Section 204 of Public Law 108-265 of the Child and WIC Reauthorization Act, we believe community participation is essential to the development and implementation of a successful wellness policy. Improved health optimizes student performance potential and ensures that no child is left behind.

East Longmeadow Public Schools will strive to meet the following goals:

- I. Maintain the Health Advisory Council
 - A. Members
 - B. Roles of the council members
- II. Compliance with Nutritional Guidelines and Standards for Schools involving:
 - A. School Lunch
 - B. Meal times and scheduling
 - C. Food service staff qualifications
 - D. No food/beverage sharing
- III. Compliance with Nutritional Education for staff, students, parents/guardians and the community
 - A. Communication with parents/guardians
 - B. Food marketing in schools
- IV. Maintain Physical Education and Physical Activity opportunities
 - A. Physical education (PE K-12)
 - B. Integrating physical activity into the classroom, as appropriate
 - C. Daily recess in specific schools
 - D. Physical activity opportunities before and after school
- V. Promote a healthy lifestyle for staff, which promotes a healthy school climate
 - A. Staff wellness opportunities
- VI. Compliance with Policy Review and Monitoring
- VII. Compliance with Guidelines for Reimbursable School Meals
 - A. Free and Reduced meals

VIII. Compliance with Standards for competitive foods and beverages sold or provided during the school day. All competitive foods and beverages, sold or provided in public schools, shall comply with the nutritional standards of 105 CMR 225.000.

- A. Foods and beverages sold individually 30 minutes before school hours and 30 minutes after school hours (foods and beverages sold in school buildings, including classrooms and hallways; school stores; school snack bars; all school campus vending machines accessible to students; concession stands; booster sales; school sponsored related events; any other location on school property)
- B. Fundraising activities
- C. Snacks
- D. Rewards
- E. Celebrations

IX. Recommendations/Guidelines for competitive foods and beverages sold outside school.

- A. Concession stands or school sponsored events

References:

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108-265.

Healthy Students, Healthy Schools: Guidance for implementing the MA School Nutrition Standards for Competitive Foods and Beverages. Developed by: MA Department of Public Health, MA DESE, John Stalker Institute of Food and Nutrition, Harvard School of Public Health and Boston Public Health Commission

The Child Nutrition Act of 1996, 42 U.S.C. 1771-1789

www.fns.usda.gov/end/governance/legislation/implementation_timeline.pdf

www.mass.gov/eohhs/docs/dph/mass-inmotion/school-nutrition-guide.pdf

www.doe.mass.edu/cnp/nprograms/nslp.html

www.fns.usda.gov/cnd/governance/legislation/Pricing-Equity-Facts.pdf

<https://www.govinfo.gov/content/pkg/FR-2012-01-26/pdf/2012-1010.pdf>

<https://www.govinfo.gov/content/pkg/FR-2018-12-12/pdf/2018-26762.pdf>

<http://health.gov/dietaryguidelines/2015/guidelines/>

COMMITMENT TO ACCOMPLISHMENT

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

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

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

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

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

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

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

SECTION B

SCHOOL COMMITTEE POWERS AND DUTIES

The East Longmeadow School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policy making.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff **for the administration and continuing improvement of the educational programs provided by the School District.**

Personnel Matters

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

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

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

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

Revised: April, 2018

SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

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

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, gender identity, sexual orientation, or disability.

LEGAL REFS.: **M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); [268A:27-28](#);**

Revised: **April, 2018**

File: BDD

SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

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

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

Revised: April, 2018

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The East Longmeadow School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

- The subcommittee will be established through action of the committee
- The committee chairperson, subject to approval by the committee, will appoint the subcommittee chairperson and its members
- The subcommittee will be provided with a list of its functions and duties
- The subcommittee may make recommendations for committee action, but it may not act for the school committee.
- All subcommittees of the school committee are subject to the provisions of the Open Meeting Law

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

CROSS REF: BEC, Executive Session

Revised: April 2018

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the East Longmeadow School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

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

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

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

GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

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

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

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

USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among them via electronic messaging service including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting items, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee Chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district email addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REF: M.G.L. 4:7; 30A:18-25, 66:10

Revised: May 2018

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Ethics/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

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

LEGAL REF.: M.G.L. 71:36A
CROSS REF: BBBA/BBBB School Committee Member Qualification/Oath of Office

Revised: May 2018

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

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

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

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

CROSS REF: BID, School Committee Member Compensation & Expenses
DKC, Expense Reimbursement

Revised: May 2018

SECTION C

File: CB

SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with Mass. General Laws, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Town Manager in sufficient time for printing in the annual report.

LEGAL REFS: M.G.L. 71:59, 72:3

Revised: May 2018

File: CBD

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of Schools for a period not to exceed six (6) years.

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

Revised: June 2018

EVALUATION OF THE SUPERINTENDENT

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

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

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

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

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

LEGAL REF: M.G.L. 30A:18-25
 603 CMR 35, 00

Revised: June 2018

SECTION D

FISCAL MANAGEMENT GOALS

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

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

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

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

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

EXPENSE REIMBURSEMENTS FOR TRAVEL

It is the policy of the Town of East Longmeadow to reimburse municipal employees & officials who have been authorized by their Department Head and/or the Selectmen on behalf of the Town of East Longmeadow, for the reasonable expenses incurred during said travel.

All legitimate travel expenses shall be reimbursed in accordance with M.G.L. Chapter 41, Section 52 and, in accordance with M.G.L. Chapter 44, Section 58, "no city or town shall pay a bill incurred by any official thereof for wines, liquors, or cigars". The Town Accountant may disallow or refuse to approve for payment any claim found to be fraudulent, unlawful, or excessive. In the case of such action the Accountant shall file a written statement of the reason for such refusal with the Town Treasurer. A copy of said statement shall be sent to the Selectmen and the originating Department Head, in accordance with M.G.L. Chapter 41, Section 52. Resolution of all disputes shall reside with the Selectmen, Boards and/or Commissions.

It shall also be the policy of the Town of East Longmeadow that travel reimbursement be made based upon the most economical date of departure and mode of transportation available and that the point of departure for all mileage reimbursements shall be measured from the employee's residence or place of work, whichever distance is shorter, when travel requires departure from a location other than the workplace. Travel vouchers must be filed in a timely manner (28 days) from the return date of the conference, meeting, seminar etc.

This travel policy is established for all personnel (Town and School Employees) to insure uniformity in processing reimbursement requests. All bills payable schedules that do not have the proper documentation and or receipts will be sent back to the Department until necessary information is attached to the schedule.

REF.: DKC-R-1, Expense Reimbursement for Travel, East Longmeadow Procedure Manual
DKC-R-2, Reimbursement Process, East Longmeadow Procedure Manual

SECTION E

FILE: EBABA

ASBESTOS MANAGEMENT PLAN

Per Federal EPA Regulations (40 CFR Part 763; AHERA) we are hereby notifying you of the availability of our Asbestos Management Plan and associated records. Although some or all of the asbestos may have been abated in the past, we may still be required to perform annual notifications of the availability of records. For the remaining asbestos containing materials (ACM's) in our schools, we are responsible for performing internal six-month periodic surveillance checks, three-year re-inspections by a Licensed Asbestos Inspector, internal Operations and Maintenance training and procedures, and occasional abatement with follow-up air sampling for the remaining ACM's in our buildings. Often, these asbestos abatements &/or removals are performed not as a hazard response but as a requirement, prior to a building renovation. Any Asbestos removal projects we have done are always conducted by Licensed Abatement Professionals with follow-up air sampling. **Even if we have a newer school in our system (built after 1988), we are still obligated to perform limited communications regarding the availability of our Asbestos Management Plan.*

The following East Longmeadow schools have an Asbestos Management Plan and records available for your review:

East Longmeadow High School
Mapleshade School
Meadow Brook School
Mountainview School
Birchland Park School

If you have any questions with regard to past current or future asbestos inspections, response actions/abatements or air sampling performed, please feel free to contact the Superintendent's office.

File: EBB

FIRST AID

First Aid is defined as the immediate and temporary care given to an injured or ill person. The student/staff member may be sent back to class, may be dismissed home safely, referred to a Primary Care Physician for a medical evaluation or treatment, or may need to be transported to the ER, depending on the situation.

ELPS provides a safe environment for students. The school nurse is responsible for the care of sick or injured students at school. If an accident or sudden illness occurs and the school nurse is not available, school personnel will administer First Aid. If it is evident that further treatment is necessary, a referral for medical evaluation or treatment will be made. All school staff are responsible for the welfare of students. If conditions appear serious and/or life-threatening, call 9-911.

At each school, procedures are in place to manage an injury or illness of a student or staff member. The following requirements will be implemented by all school staff.

1. The school nurse or other trained staff will be responsible for administering First Aid. (refer to File: EBB Protocol of First Aid for current recommendations) *
2. When the nature of an illness or an injury appears serious, every effort will be made to inform parents/guardians.
3. No young student who is ill or injured will be sent home alone and a designated adult must be there to receive him/her. Any older student will not be sent home alone, unless the illness/injury appears minor...
4. In emergencies, the school nurse/Principal/school physician may make arrangements for immediate transport to an Emergency Room, and every effort will be made to notify parents and physician, beforehand, if possible.
5. An accident report should be filled out for every illness or injury that requires a referral for medical evaluation or treatment.
6. All student/staff accidents that require an accident report will be reported as soon as possible to the Principal; who will in turn notify the Superintendent/Director of Student Services / Nursing Director.

Revisions Adopted 8/17/09

REF.: EBB Protocol-First Aid, East Longmeadow Procedure Manual

CRISIS / 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 preparedness 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.

Building principals will meet all requirements for conducting fire 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.

Each staff member will receive and review their school's crisis emergency plans prior to the first day of student classes.

The Superintendent shall develop, in consultation with the 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:

- 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. (See building Crisis Plan)
- A determination of EMS response times to any location on the campus. (the times are logged on the Department of Public Health reporting form that each school nurse completes when EMS personnel are contacted).
- 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. (see building Crisis Plan and Policy EBD – Medical Emergency Plan).
- A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment. (see Policy EBD – Medical Emergency Plan).
- Safety precautions to prevent injuries in classrooms and on the school campus (see Policy EBD – Medical Emergency Plan)

A method of providing access to training CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71. (School nurses schedule and conduct two trainings each year)

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 at least every (3) years by September 1. Plans must be updated in the case of new construction or other physical changes to the school campus. (see Policy AED).

Building Principals will meet all requirements for conduction 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

REF: EBCC, Bomb Threat Procedure, East Longmeadow Crisis Manual

EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as maybe possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of the children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with the Collective Bargaining Agreements policy in reporting to work. The Superintendent may deploy staff to other buildings during a declared emergency.

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

**ACCEPTABLE INTERNET USE POLICY
STAFF ACCESS TO
NETWORKED INFORMATION RESOURCES PROCEDURES**

Use of the town network is a PRIVILEGE, which is provided to staff and students to conduct research and support educational endeavors. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. The network, electronic mail and telecommunications shall not be utilized by employees, to share confidential information about students or other employees. The publication of Web Pages on the East Longmeadow System Network must be approved by the network administrator or his/her designee, to meet the criteria and obtain the approval of the Web Authoring Committee. Network administrators, those responsible for managing the local area network, may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Staff should not expect files stored on district servers to be private.

The following behaviors are not permitted on district networks:

1. Sharing confidential information about students or employees.
2. Sending or displaying patently offensive messages or pictures; accessing, transmitting, displaying or using obscene language and material.
3. Participating in partisan politics.
4. Participating in any communications that facilitate gambling, the illegal sale or use of drugs and alcohol, criminal gang activity, or any other violation of the law. This includes threatening, intimidating or harassing any other person or engaging in "Spamming" ("Spamming" means sending annoying or unnecessary messages to large number of people".
5. Engaging in any form of discriminations, including sexual harassment.
6. Engaging in practices that threaten the integrity of the network (i.e. loading files that may introduce viruses).
7. Violating copyright laws.
8. Using others' passwords without express authorization.
9. Trespassing in others folders, documents, or files
10. Intentionally wasting limited resources.
11. Employing the network for commercial purposes for financial gain.
12. Violating regulations prescribed by the network provider.
13. Conducting union business unless permitted under collective bargaining.
14. Instant Messaging on the ELPS/Town network
15. Installation of unauthorized software.

The Network Administrator or his/her designee will report all inappropriate behavior to the employee's supervisor and/or administrator who will take appropriate disciplinary action. Any other reports of inappropriate behavior violations or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action consistent with the local, state and federal law. When applicable, law enforcement agencies may become involved. Each employee will be given copies of this Policy and Procedures and will sign an acceptable use agreement before establishing an account.

Procedures to be followed:

1. Staff will review the administrative procedures in the Acceptable Internet Use Policy and sign the Employee Account Agreement.
2. Staff will review and be familiar with the Student Individual Responsibility policy as outlined in the Acceptable Internet Use Policy.
3. Staff who plan to use the Internet will be required to attend Internet training provided by the East Longmeadow Public Schools before being allowed to use the Internet or email.
4. Staff will monitor use of the Internet by assigned students.
5. The publication of Web Pages and any student's work must be approved by the network administrator or his/her designee.

Revised: July 24, 2003

TOWN OF EAST LONGMEADOW POLICY: EDCB

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURE/DIRECTIVES REF: 155-001
SUBJECT: TECHNOLOGY SERVICES INITIAL EFF DATE: 11/1/2003
APPROVED: BOARD OF SELECTMEN (10/22/03) SCHOOL COMMITTEE (11/04/03
TITLE: E-MAIL AND INTERNET USE LAST REV DATE:

The Town provides electronic mail access to certain employees at taxpayer expense for these employees to use in performing their duties with maximal efficiency. It is not an individual entitlement, benefit or perquisite of employment. Electronic mail (e-mail), Internet access, and telecommunications access are resources made available to Town employees to efficiently communicate with each other, other governmental entities, companies and individuals for the benefit of the Town and to perform research beneficial to the missions and goals of the Town. Because telecommunications bandwidth is a scarce resource, the unauthorized use of these services for purposes unrelated to Town business is not only a productivity issue but also an impediment to the efficient use of the system for legitimate purposes. The Town of East Longmeadow (Town) has therefore established a directive with regard to proper use, access, and disclosure of electronic mail messages created, sent, or received by Town employees using the Town's electronic mail system and proper use of the Town's Internet connection.

GENERAL GUIDELINES:

- The Town maintains an Internet and electronic mail system that is provided and reserved to assist in conducting business at the Town of East Longmeadow. The use of the Internet and electronic mail for personal use is not allowed.
- However, employees may forward unsolicited-personal e-mail received at the Town to a personal email account.
- The electronic mail system is Town property. Additionally, all messages composed, sent, or received on the electronic mail system and any Internet downloads are and remain the property of the Town of East Longmeadow. Electronic mail messages and Internet downloads are not the private property of any employee.
- The Town reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system or Internet for any purpose, upon concurrence of the Town Board of Selectmen and the Town Attorney, or their respective designates. The contents of electronic mail and Internet download, properly obtained for legitimate business purposes, may be disclosed within the Town without the permission of the employee.
- The electronic mail system or Internet may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- The electronic mail system or Internet is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

TITLE: E-MAIL AND INTERNET USE

REF

#: 155-001

All electronic mail messages sent out by any Town employee will reference an individual user name or ID that can be traced back to the sender. Electronic messages may not be sent out anonymously or from an identified group. Individual Department Managers shall reserve the right to have their employee's supervisors give prior approval of messages that are being sent out to the entire organization.

The electronic mail system or Internet shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, legally privileged information, or similar materials without prior authorization of the Town Attorney or his or her designate.

Massachusetts's law requires that all employees protect the integrity of the Town's confidential information as well as the confidentiality of others. The confidentiality of any message should not be assumed. Even when a message is erased, it may still be possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Confidential information should never be transmitted or forwarded to other employees inside the Town who do not have a need to know the information. Electronic mail messages that contain confidential information should have a confidentiality legend in all capital letters at the bottom of the message in a form similar to the following: THIS EMAIL MESSAGE IS INTENDED ONLY FOR THE ADDRESSEE(S) AND CONTAINS INFORMATION THAT MAY BE PROPRIETARY, PRIVILEGED, CONFIDENTIAL AND/OR COPYRIGHTED. IF YOU ARE NOT THE INTENDED RECIPIENT OR AN AUTHORIZED AGENT, PLEASE NOTIFY THE SENDER BY REPLY E-MAIL AND IMMEDIATELY DELETE THIS E-MAIL. USE, DISCLOSURE OR REPRODUCTION OF THIS E-MAIL BY ANYONE OTHER THAN THE RECIPIENT(S) IS STRICTLY PROHIBITED. THE SENDER MAKES NO REPRESENTATION THAT THIS E-MAIL OR ANY ATTACHMENTS ARE FREE OF VIRUSES. However, the failure of a message to contain such a legend shall not be deemed a waiver of any such privileges that may otherwise exist.

Notwithstanding the Town's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this directive must receive prior approval by the employee's supervisor, or someone higher in the employee's chain of command. However, individual employees may authorize other individuals by proxy access to read their e-mail and set calendar events, with the understanding that such proxy access is limited to the legitimate and efficient conduct of Town business on behalf of the individual granting such proxy privileges, with due respect for the limited purposes of such access.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages or send messages using another employee's identity without the tatter's permission. Correlatively, any employee who gives permission to another employee to "ghost write" emails assumes responsibility for the content and character of any such "ghost written" message, and it is not an excuse or defense to this directive that the account holder identified in the e-mail message did not actually review a message "ghost written" with his or her permission. Any employee who discovers a violation of this directive shall notify his/her supervisor.

The use of electronic mail to violate any other Town policies or directives is prohibited. Any employee who violates this directive or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including termination. In addition, violations of this directive may be referred for criminal prosecution, where appropriate.

All employees who use email shall certify that they have read and fully understand the contents of this directive.

Recycling and Waste Reduction

The East Longmeadow Public School District supports and encourages every effort of staff and students to collect and dispose of all materials consumed and recyclable in an appropriate manner.

The East Longmeadow School Committee supports the purchase of products made from recycled and recyclable materials whenever possible.

To ensure success in the District's recycling efforts, the following areas will be adopted:

- All District personnel are expected to support recycling efforts throughout the schools.
- Teachers are encouraged to include educational lessons on recycling in the curriculum where it is appropriate.

Approved: March 26, 2018

EAST LONGMEADOW FOOD SERVICES MEAL CHARGING POLICY

The East Longmeadow Public School District allows students to charge meals on their school meal accounts because it is important that all students have access to a healthy meal during the school day. Recent studies have conclusively associated proper nourishment with a child's ability to learn. No student will go without a balanced lunch in ELPS. Parents/Guardians must be responsible for payment of school meals that are charged to an individual student's meal account. Each year ELPS Food Services will include school meal account information in a "Welcome Back" letter sent to all families at the start of each school year.

Each student has his/her own food service meal account. A unique identification PIN number is assigned to each child along with a school picture. Students use their school-issued IDs to purchase a lunch on a daily basis. The account assigned to each student utilizes a "debit" system using money each parent or guardian has deposited for their student. **Parents/Guardians are expected to keep their child's lunch account balance in the positive.** Families can set up an account on <https://www.payschoolscentral.com>. Through the "**Pay Schools Central**" account, one has the ability to track spending, monitor account balances, set up **low** balance e-mail alerts, and make online payments. Parents/Guardians do not have **to** pay for lunches online in order to set up an account on <https://www.payschoolscentral.com>. Parents/Guardians may use this site for monitoring only. Deposits may be made to students' meal accounts with a check. Instructions on how to set up an account are located on the District website under "School Lunch".

It is the parents/guardians responsibility to keep their student's lunch account positive. This can be accomplished by utilizing the <https://www.payschoolscentral.com> website. ELPS realizes that on occasion, due to unforeseen circumstances or in an emergency, a child may need to charge a meal. **This charging policy is not intended to be a form of invoicing.**

The following points outline the charging of school meals and how student meal accounts operate:

- Parents/Guardians are responsible for keeping positive balances in their child's account
- Parents/Guardians may contact the Food Service Office at any time to request student account activity, make arrangements for payments, or request help with any aspect of their child's account.
- Due to unforeseen circumstances or an emergency, a student may charge one school meal per day even if his/her account balance is in the negative
- Parents/Guardians are expected to repay that debt as soon as possible
- Notices of low balances will be sent home by each school office at regular intervals during the **school** year
- Students are alerted at the register when account balances are below ten dollars
- Once an account reaches **a negative balance of \$20.00** or more, a letter will be mailed from the Food Service Office requesting payment be made as soon as possible
- Parents/Guardians are responsible for any fees incurred due to returned checks
- Students will be prohibited from charging any a la carte items if their account is in the negative
- Parents/Guardians also may be contacted and asked to bring in a lunch from home for their student if ELPS Food Services receives no response to notices on negative account balances
- All positive account balances will carry over to the next school **year**
- All negative account balances must be settled before the last day of the given school year
- Graduating seniors must close out their lunch account before their final day of school
- If a student withdraws from ELPS, a written request will be needed to refund money remaining on an account
- Unclaimed funds will become the property of ELPS Food Services

In cases of economic hardship, parents/guardians are encouraged to submit an application to participate in the free/reduced meals program at any time during the school year. Applications are available on the East Longmeadow District Website (under "School Lunch"), at each school office, and from the ELPS Food Service Office.

SECTION G

PERSONNEL POLICIES GOALS

The East Longmeadow School District's specific personnel goals are:

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

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

File: GBA

EQUAL EMPLOYMENT OPPORTUNITY

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

SOURCE: MASC
LEGAL REF.: BESE Regulations 603 CMR 26:00
CROSS REF: AC Non-discrimination
Revised: April 2018

DIVERSITY IN THE WORKPLACE

East Longmeadow Public Schools is a district that values diversity of thought, leadership, and representation. We prioritize inclusivity, embrace diversity, and promote an equitable approach toward meeting the needs of every child in our district. It is our belief that to make education equitable, we must exhibit anti-racism within the classroom, across professional development opportunities, and to our families. As a result, every ELPS student will develop the knowledge and critical thinking skills that will ensure their success across post-secondary experiences, career trajectory, and to be prepared for adult-life as a responsible and active citizen.

ELPS Equity and Diversity Recruitment and Hiring Statement:

East Longmeadow Public School District is committed to cultivating an environment where diverse perspectives and backgrounds are embraced, acknowledging that a team reflecting diversity of race, ethnicity, national origin, religion, age, gender, sexual orientation, gender identity, disability status and veteran status allows us to serve our communities better. To that end, we welcome and encourage applicants to bring their authentic selves when considering employment opportunities within our school district.

East Longmeadow Public Schools will take proactive measures to recruit, employ, retain, and promote members of all historically marginalized groups.

Equal Opportunity and Non-Discrimination:

ELPS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law in recruitment, hiring, promotion, compensation, or any other employment-related decision. We embrace the diversity of our workforce and actively seek to recruit and retain individuals from diverse backgrounds, perspectives, and experiences.

CROSS REF: [AC](#) Nondiscrimination

ACCOMMODATING EMPLOYEES WITH DISABILITIES, PREGNANCY, AND PREGNANCY-RELATED CONDITIONS

EMPLOYMENT

The East Longmeadow Public Schools is committed to providing equal employment opportunity to all individuals, in accordance with Chapter 151B of the Massachusetts General Laws and with the Americans with Disabilities Act (ADA). This policy provides information about the district procedures to address accommodation requests for employees on the basis of disability, pregnancy, and pregnancy-related conditions.

EMPLOYEES WITH DISABILITIES

Any current or prospective employee who is an individual with a disability may request reasonable accommodation to assist in performing the essential functions of their assignment.

Chapter 151B and the ADA define a person with a disability as someone who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, and the operation of a major bodily function. Although not exhaustive, examples of the range and variety of disabilities included under these laws are provided below.

- Non-Ambulatory Disabilities – Physical impairments, regardless of cause, that require an individual to use a wheelchair, including individuals who are paraplegic, quadriplegic, hemiplegic, or have had a limb or limbs amputated.
- Semi-Ambulatory Disabilities – Physical impairments that cause a person to walk with difficulty, perhaps with the assistance of a cane, crutches, or walker.
- Coordination Disabilities – Impairments of muscle control of the limbs.
- Sight Disabilities – Impairments affecting vision totally or partially.
- Hearing Disabilities – Impairments affecting hearing totally or partially.
- Speech Impairments – Impairments affecting totally or partially the ability to communicate orally.
- Learning Disabilities – Impairments that impede learning processes.

- Mental, Neurological or Psychological Disorders – Impairments affecting individuals' neurological and/or psychological functioning, behavior, and/or mood.

The district's nondiscrimination policy prohibits bias-based conduct or discrimination on the basis of disability in any aspect of the employment relationship, including:

1. Recruitment, advertising, and the processing of applications;
2. Hiring, evaluation, upgrading, promotion, award of permanent teacher status, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
5. Leaves of absence, sick leave, or any other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by the East Longmeadow Public Schools; and
7. Selection and financial support for training, including professional development, conferences, and other related activities, and selection for leave of absence to pursue training.

PREGNANCY AND PREGNANCY-RELATED CONDITIONS

As of April 1, 2018, any current or prospective employee who is pregnant or has a pregnancy-related condition, such as lactation or the need to express breast milk, may request a reasonable accommodation to assist in performing the essential functions of their assignment.

If an employee requests an accommodation for: (1) more frequent restroom, food or water breaks; (2) seating; (3) limits on lifting no more than 20 pounds; and (4) private, non-bathroom space for expressing breast milk, no medical documentation accompanying such a written request is necessary. Other accommodation requests may require supporting medical documentation or information.

Employees who are pregnant or have pregnancy-related conditions may contact the Title IX Coordinator to begin the accommodations process.

A. Reasonable Accommodation Policy

It is the policy of the East Longmeadow Public Schools that no otherwise qualified individual with a disability shall, solely by reason of his/ her disability, be excluded from employment at East Longmeadow Public Schools. Employment review and hiring will be based on the employee/prospective employee's ability to perform what East Longmeadow Public Schools determines to be the essential functions of a job.

Further, it is the policy of the East Longmeadow Public Schools that reasonable accommodation will be made for an otherwise qualified applicant or employee with a disability, unless the East Longmeadow Public Schools can demonstrate that the accommodation imposes an undue

financial or administrative hardship on the operation of its programs. The decision shall be accompanied with a written statement of the reasons for reaching that conclusion.

A “reasonable accommodation” is any modification or adjustment to a job or work environment that allows an applicant or employee with a disability, pregnancy, and pregnancy-related conditions to participate in the job application process, perform the essential functions of a job, or enjoy benefits and privileges of employment equal to those enjoyed by employees. Upon receiving a request for reasonable accommodation, the East Longmeadow Public Schools will engage in an interactive dialogue process. The district will attempt to provide reasonable accommodations unless it would cause an undue hardship or fundamentally alter the district’s programs.

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

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

Unless it demonstrably would impose an "undue hardship" on the operation of the program, The East Longmeadow Public Schools is committed to:

- making facilities used by employees readily accessible to and usable by handicapped persons.
- making modifications or adjustments to the job applications process that enables a qualified applicant with a disability to be considered.
- making modifications or adjustments in the work environment, including acquisition or modification of equipment or devices, that enables a qualified individual with a disability to perform the essential functions of the position.
- making appropriate adjustments or modifications of training materials or policies.
- making adjustments to the work schedule and job restructuring to enable a qualified individual with a disability to perform the essential functions of the position.

The East Longmeadow Public Schools does not use employment tests or other selection criteria that tend to screen out persons with disabilities unless these criteria are demonstrably job-related and unless effective alternatives are not available.

The East Longmeadow Public Schools does not conduct a pre-employment medical examination or make pre-employment inquiries of an applicant as to whether the applicant is a handicapped person or as to the nature or severity of the handicap.

Requests for reasonable accommodations should be made verbally and in writing describing the nature and purpose of the requested accommodation. Assistance will be made available upon request to any individuals who need assistance in identifying or documenting the reasonable accommodations needed.

A decision regarding reasonable accommodation requests will be made within five business days of the submission of the request and any supporting documentation required by the East Longmeadow Public Schools. The effectiveness of the accommodation and the need for modifications or additional accommodations will be assessed during the first month.

Any applicant or employee seeking reasonable accommodations on the basis of a disability, pregnancy and pregnancy-related conditions, may contact the ADA Coordinator to begin the process. Information an employee chooses to submit during the accommodation process, such as relevant medical documentation, will be kept confidential to the extent practicable. Information collected in the reasonable accommodation process will be kept in a confidential file with the ADA Coordinator.

Requests for accommodation can be made at any time when they become necessary to the performance of essential job functions or the enjoyment of benefits of employment. A decision regarding the requested accommodation will be made within five working days of the submission of the request and any supporting documentation required.

The Superintendent of Schools will make the final decision concerning any requested accommodation, which may represent an undue financial or administrative hardship. Applicants or employees have the right to appeal the denial of any accommodation request using the ADA Grievance Procedure. In the case of a denial based on undue hardship by the Superintendent of Schools, the employee or applicant may appeal in writing to the East Longmeadow School Committee.

Legal Ref:

Americans with Disabilities Act

MCAD issued Guidance on the Pregnant Workers Fairness Act, effective April 1, 2018.

CROSS Reference: AC, ACE, ACE-R

File: GBEA

STAFF ETHICS / CONFLICT OF INTEREST

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

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

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

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

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

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

STAFF CONDUCT

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

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

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

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

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

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

CIVILITY POLICY

Civility/Conduct of Parents, Other Visitors, and District Employees

It is the intent of the East Longmeadow Public Schools to promote respect, civility, and orderly conduct among District employees, parents, and the public. It is not the District's intent to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The District encourages positive discussion and discourages volatile, hostile, or aggressive communications or actions.

1. Expected Level of Behavior:
 - District personnel will treat parents and other members of the public with courtesy and respect.
 - Parents and other visitors will treat teachers, administrators, and other District employees with courtesy and respect.

2. Unacceptable and Disruptive Behavior:
 - Using loud or offensive language, swearing, cursing, or displays of temper;
 - Threatening to do physical harm to a teacher, school administrator, school employee, or student;
 - Abusive, threatening, or obscene letters, e-mail, or voice mail messages;
 - Any other behavior that disrupts the orderly operation of a school, classroom, extracurricular school activity, and/or administrative function.

3. Parent Recourse:

Any parent who believes he or she has been subjected to unacceptable behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Superintendent of Schools.

4. Authority of School Personnel:

Any individual who acts in the following may be directed to leave school premises or School Committee premises by a school principal or assistant principal, or their designee, any school administrator, including the Superintendent of Schools, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as they deem necessary:

 - Disrupts or threatens to disrupt school or school district operations;
 - Threatens or attempts to do or does physical harm to District personnel, students or others lawfully on school or School Committee premises;
 - Threatens the health or safety of students, District personnel, or others lawfully on school or School Committee premises;
 - Intentionally causes damage to District property or the property of others lawfully on school or School Committee premises;
 - Uses loud or offensive language; or

- Comes onto school premises without authorization.

Should an individual persist in violating the terms of this policy, the District may limit and restrict the methods of communication which may be used by said individual. Such restrictions shall not apply in the event of actual emergencies or regulatory functions such as TEAM meetings or disciplinary hearings.

In the event that there is a serious threat of harm to student(s) or school personnel, the District may obtain an Order of No Trespass prohibiting the individual making said threat from entering on District property.

5. Authority to Deal with Persons who are Verbally Abusive to School Personnel:

- If any member of the public uses obscenities or speaks in a loud, demanding, insulting, and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement personnel take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of personal gifts by school personnel from school suppliers, from parents and/or students can be subject to misinterpretation and a source of embarrassment to the school system and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the School Committee urges them to find modes of expression that do not involve personal gifts.

In keeping with this policy, no employee of the School Committee will accept a personal gift from a business concerned with supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific approval from the building principal. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the building principal has specifically approved.

File: GBEC

DRUG-FREE WORKPLACE POLICY

The East Longmeadow School District will provide a drug-free workplace and certifies that it will:

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

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

CROSS REFS:

IHAMB – Teaching About Alcohol, Tobacco and Drugs
JICH – Drug and Alcohol Use by Students

PERSONNEL RECORDS

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

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

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

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

CONTRACT REF.: All Agreements

STAFF COMPLAINTS AND GRIEVANCES

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

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

Channels established will provide for the following:

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

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

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

CONTRACT REFS.: All Contract Agreements

PROFESSIONAL STAFF CERTIFICATION AND SALARY SCHEDULES

Certification & Licensure

1. Professional staff must be certified in the subject area and level which they teach. Exceptions may be made by the Superintendent in accordance with MA Law. The School District will abide by MGL 71:38G which states "No person shall be eligible for employment as a teacher, guidance counselor, director, school psychologist, school adjustment counselor, school social worker, school nurse, library media specialist, school business administrator, Principal, supervisor, director, Assistant Superintendent of Schools, and Superintendent of Schools by a school district unless he/she has been granted by the commissioner a provisional, or standard certificate with respect to the type of position for which he seeks employment".
2. Professional staff must remain certified and have current MA licensure throughout their employment with East Longmeadow Public Schools.
3. Any professional staff member who becomes uncertified, or has a lapse in their certification and MA licensure will be immediately placed on substitute status with substitute teacher pay- in accordance with district policy for substitute teachers.
4. Any professional staff member who remains uncertified or without current MA licensure for more than thirty (30) days will no longer be employed by the East Longmeadow Public Schools District.

Teachers

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

Principals

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

Administrators

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

File: GCCAG

SICK DAY DONATION POLICY

Members of bargaining units may elect to donate one (1) sick day to another employee if they choose to do so. No pressure or coercion is established by this elective procedure. Donations of a sick day will be personal. No sign up lists or public request rosters in writing will be made on behalf of any individual by employees or administration. The presidents of the ELPS bargaining units must sign off on this agreement to allow their membership to take part in the sick day donation policy.

Donations will be possible only if the following steps are followed:

Donors:

- Donations of sick days will be allowed across the district (anyone can donate to anyone.)
- Members wanting to donate a day must be current employees and must have sick days credited to their individual account (days cannot be credited in advance- they must have already accrued).
- To donate a day, members must individually write the payroll clerk stating that they want a day deducted from their account and given as a "donated day" to "XXX" (a specific person).
- The maximum donation by any one employee is limited to one sick day donation per year.
- Donated days are non-refundable. Once a day is given to someone, it cannot be taken back. Donations are final.

Recipients:

- Employees must make an application to their unit's sick bank (if applicable) prior to participating in the Sick Day Donation Policy process.
- Employees must exhaust their own sick days and personal days acquired in their own accounts prior to using any "donated" days.
- Donated sick days may only be used for the employee themselves. Donated days may not be used for family members or persons other than the employee.
- An employee may not receive more than 180 donated sick days cumulative. This is a total maximum for the entire tenure of any employee.

Approved 6-5-2001

File: GCCC/GDCC

FAMILY AND MEDICAL LEAVE

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

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

PROFESSIONAL STAFF HIRING

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

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

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

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

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation, gender identity, genetic information, ancestry, pregnancy, or pregnancy related condition.
2. The quality of instruction is enhanced by staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (In the case of district-wide positions, for the position of Principals, it is the Superintendent; for building based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.
4. For search committees for the positions of Superintendent, School Principal, School Assistant Principal, and Director of Student Support Services, Unit A representatives in the search committee will be chosen by Unit A through their lottery process. The School Committee, Superintendent, Principal, or other administrator or group running the search will choose the rest of the Non-Unit A members for the screening committee.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B
Massachusetts Board of Education Requirements for Certification of Teachers,
Principals, Supervisors, Directors, Superintendents and Assistant
Superintendents in the Public Schools of the Commonwealth of Massachusetts,
revised 1994
603 CMR 7:00 and 44:00

REVISED: April 2018

File: GCG

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

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

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

SOURCE: MASC

File: GCGA

SUBSTITUTE TEACHERS

Working with the principals, the Superintendent will seek to develop a substitute list as soon as possible so that the instructional program can be effectively carried on in the event of the absences of regular classroom teachers.

The assignment of a substitute will be made on the basis of the substitute's ability to teach and supervise a specific age group.

No substitute shall be employed without the consent of the Superintendent.

Approved: 8/22/16

File: GCGA-R

Substitute Teacher Information

All substitute teachers will be paid according to the provisions of this section.

1. Payment-Rates established by East Longmeadow Public Schools effective **August 22, 2023** are as follows:

a) Substitute teachers **\$110/day**
\$125/day (Retired Teacher or Licensed Teacher)

b) After 30 consecutive (school in session) days in one position, the substitute will be placed on the East Longmeadow teachers' salary scale at the Bachelor Degree, Step 1 and paid at the daily rate of the annual earned salary divided by the number of required days by contract, starting on the 31st day.

c) Substitutes serving more than 30 (school in session) days in one position will be entitled to 1-1/2 days of sick leave per month commencing with the 31st day of service. They are not eligible for Town insurance or Teacher Retirement.

d) Substitutes are not paid for holidays or other days not worked except under the conditions outlined in paragraph "c" above.

e) Substitutes requested to work ½ day will be paid on a half-day basis.

2. Assignment of Substitutes – Substitutes are assigned by Building Principals.

3. Procedures after Assignment – Substitutes must check in with the Building Principal in advance of the beginning of the school day. The substitute will be expected to perform all duties assigned to the teacher being replaced. The substitute must check out with the building principal at the close of the day.

4. All substitute teachers must agree to a CORI and Fingerprint check.

5. Any substitute teacher who fails a CORI and Fingerprint check will not be employed.

Note: Full-year Temporary and Duration of Need teachers, as defined by one person

working in one position all contract days in a school year, will be paid at the Bachelor's Degree, Step 1 rate according to Unit A for all contract days.

Full-year Temporary and Duration of Need teachers are entitled to the same sick leave benefits as regular teachers; are eligible to participate in the Town insurance plan on the same basis as regular teachers; and are required to join the Teacher's Retirement System.

REVISED: **August 21, 2023**

File: GCIA

PHILOSOPHY OF STAFF DEVELOPMENT

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

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

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

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

File: GCO

EVALUATION OF PROFESSIONAL STAFF

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

The evaluation process will include:

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

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

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

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

CONTRACT REF.: Teachers' Agreement

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

File: GCQF

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The Superintendent will strive to assist personnel to perform their duties efficiently and effectively. However, the Superintendent may dismiss any employee in accordance with state law. Further, the Committee recognizes the constitutional rights of the district's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a Principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
 - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
 - b. State the reason for the suspension or dismissal.
 - c. Guarantee that all procedures will be in accord with due process of law.
 - d. Inform employees who have a right to request a hearing under appropriate laws that

they may be represented at such a hearing by counsel of their choice.

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

File: GCRD

PRIVATE TUTORING FOR PAY

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

Private tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored. Exceptions to this would be tutoring done during the summer months.

Private tutoring for pay is not to be done in the school building.

PART-TIME AND SUPPORT STAFF EMPLOYMENT

Part-Time Support Staff

Support Staff, not covered by collective bargaining agreements, may be employed on a part-time basis. Part-time support staff will be paid according to the hourly rate published by the school district.

Hourly Rates	2023 -2024	2024-2025	2025-2026
Part-Time Lunch & Recess Monitors	\$15.50	\$15.50	\$15.50

The school system will employ as substitute support staff, to the extent possible, persons who meet the requirements for support staff appointments and will assign support staff substitutes as needed. Substitute support staff will be provided with as much support as possible by building administrators and staff.

The School Committee will set the daily rate of pay for substitute employees as needed.

Hourly Rates	2023 - 2024	2024-2025	2025-2026
Sub Cafeteria	\$15.50	\$15.50	\$15.50
Sub Paraprofessional	\$16.25	\$16.25	\$16.25

Sub Custodian	\$19.00	\$19.00	\$19.00
Sub Secretarial	\$19.00	\$19.00	\$19.00
Sub Nurse	\$38.00	\$38.00	\$38.00
Sub CNA	\$19.00	\$19.00	\$19.00

Revised: August 21, 2023

East Longmeadow Public Schools

SECTION I

File: IGD

CURRICULUM ADOPTION

The East Longmeadow School Committee will rely on its Director of Curriculum, Instruction, and Assessment, Principals, along with other professional staff members to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The School Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach. The Superintendent will keep both the Chairperson and Vice Chairperson informed on curriculum revision or development taking place during each school year.

The School Committee will be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school Program of Studies, will constitute its adoption of the curriculum for official purpose.

LEGAL REF: M.G.L. 71:1; 69:1E
REVISED: January 11, 2016

File: IHAM

HEALTH EDUCATION

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The East Longmeadow School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education. Health education will be taught as a separate academic discipline in grades 6 through 8 and as a separate class required for graduation at East Longmeadow High School.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

LEGAL REF.: M.G.L. 71:1

REVISED: January 20, 2015

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on non-use by school-age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making.

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the District's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the District shall file a copy with DESE in accordance with the law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1
CROSS REFS.: GBEC – Drug-free Workplace
JICH – Drug and Alcohol use by Students

REV: August 22, 2016

GIFTED AND TALENTED EDUCATION

The East Longmeadow Public School District is committed to an educational program that recognizes individual student differences, abilities, interests, and needs. Our goal is to enrich the education of capable students through events and activities designed to expose them to a variety of challenging and higher-order critical and creative thinking experiences. Embodied in this commitment is a responsibility to academically gifted and artistically talented students to help them develop their high potential and allow them to thrive, flourish, and create.

Students who are academically gifted differ from others in learning profile, particularly in the areas of pacing, knowledge base, memory, and depth of thinking. Artistically talented students differ from others in their intensity, level of expression, divergent thinking, and creative productivity. The E.L.P.S. Gifted Education Program is designed to meet these needs. Providing students with enhanced, differentiated instruction enables us to nurture the diverse talents and abilities of our student body.

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Each year all instructional staff will be required to review educational materials used in the classroom for simplistic and demeaning generalizations, lacking in intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation. Appropriate activities, discussions, and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials.

Instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

SOURCE: MASC

UPDATED: February, 2014

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50
BESE regulations 603 CMR 26.00

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

IGD-E (Procedural Manuel)

TEXTBOOK SELECTION AND ADOPTION

Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal of each school and the Director of Curriculum, Assessment and Instruction. To be successful in adopting new textbooks, the process must be a collaborative enterprise involving staff and administrators utilizing their professional expertise. The Director of Curriculum, Instruction and Assessment and the Principals are encouraged through the School committee to establish such a committee. Students and parents will be encouraged to serve.

ELPS defines a textbook in the following way: Systematically organized material comprehensive enough to cover the primary objectives outlined in the standards and course of study for a grade level or course. Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.

Principals that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance to educational goals and objectives of the school system and particular objectives of the course program.
- To contribute toward continuity, integration, and articulation of the curriculum.
- To meet the State Frameworks and content-specific standards for the particular course of program.
- Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.
- Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:
 - a. The needs of all learners must be provided for
 - b. Attention should be given to gender roles depicted in the materials
 - c. The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences
 - d. If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view
 - e. Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

Final textbook recommendations will be presented to the full School Committee for final approval.

LEGAL REFS. 71:48; 30B:7; 71:50; 603 CMR 26:05
CROSS REF: IGD-E (Procedural Manual)

REVISED: January 11, 2016

SUPPLEMENTARY MATERIALS, MEDIA, SELECTION AND ADOPTION

The East Longmeadow School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

Materials:

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, CD's, and suitable technological applications which relate directly to the adopted curriculum.

Media:

In general, copyright guidelines permit in-classroom performance of a copyrighted media when it is used for instructional purposes in a teaching situation and is a lawfully made copy. Thus, *Grapes of Wrath* may be presented to a high school English class, but *Star Wars*, which if being shown for entertainment, would not be permitted unless copyright clearance has been obtained.

Guidelines for Choosing Media

- a. Media, including videotapes, compact disks (CD), software, laser discs, and audiotapes should be selected for their direct relevance to the instructional program.
- b. General selection criteria should include: quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation and significance of the writer, director, and/or performers.
- c. Each media selection must give a fair and objective presentation of sensitive subjects at the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.

G	Family audiences
PG	Parental guidance
PG-13	Special parental guidance for children under 13
R	Children admitted only with parents (high school only)
X	Never used in East Longmeadow Public Schools
NR	Not Rated: Permission slips needed at all levels

- d. Prior written lawful custodial permission shall be obtained if a video is shown in which these ratings do not fit the age group that will be the viewing audience. At the high school level this would apply to R movies; at the middle school level for PG-13 movies; and at the elementary level for PG movies.

The School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a

wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.

LEGAL REF.: 603 CMR 26:05

ADMINISTRATIVE REGULATION POLICY

All Video/Audio/Media

Purpose

This regulation establishes standard procedures governing the selection and classroom use of media/video materials (off-air recorded television, video programs, video tapes, and movies) in the East Longmeadow Public Schools.

Procedures

- A. Instructors may select and use media in the classroom within the limits set for the below.
- B. Instructors will thoroughly preview all media before using them in the classroom.
- C. Copyright laws and guidelines for printed materials, off-air recordings (both television and radio) and rental materials will be followed.
- D. Commercial Film Rating Guide Restrictions – Administration and staff will adhere to Policy IJK regarding ratings and permission slips.

Unrated materials will be approved by the building principal before presentation to students.

EAST LONGMEADOW PUBLIC SCHOOLS

180 Maple Street
East Longmeadow, MA. 01028-2788



Gordon Smith
Superintendent of Schools

Pamela Blair
Asst. Supt. of Business

ACCEPTABLE INTERNET USE POLICY

File: IJNDB

Purpose

The East Longmeadow Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high-quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the East Longmeadow Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the East Longmeadow Public Schools.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the East Longmeadow Public Schools as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The East Longmeadow Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The East Longmeadow Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks

ACCEPTABLE USE POLICY AUTHORIZATION FORM

This user agreement must be renewed each academic year.

Student Name:

School:

I have read the District's Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Student Signature: _____

Parent/Guardian Sponsor

I have read the District's Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the District's system/network, and in consideration for having access to the public networks, I hereby release the District, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the District's policy and administrative procedures.

_____ I give permission for my child to participate in the District's system/network.

_____ I do not give permission for my child to participate in the District's system/network.

Signature of parent/guardian: _____

ACCEPTABLE USE POLICY - TECHNOLOGY
Administrative Procedures for Implementation

1. Commercial use of the system/network is prohibited.
2. The District will provide training to users in the proper use of the system/network.
3. The District will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Copyrighted software or data shall not be placed on the District system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with permission of their supervisor. ELPS employees will be granted access to the district network.
6. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
7. Employee account names will be recorded and managed by the Town IT department.
8. Initial passwords provided by the network administrator should be set to expire on login.
9. The Town IT department will alert users to change passwords on regular intervals.
10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
11. Students completing required course work will have first priority for after-hours use of equipment.
12. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
13. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained at the building level.
14. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
15. Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
16. The Town IT department shall be responsible for establishing appropriate retention and backup schedules.
17. The Town IT department shall be responsible for establishing disk usage limitations, if needed.
18. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
19. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
20. System users shall not use another user's account.
21. System users should purge electronic information according to District retention guidelines.
22. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, District policy, and administrative procedures.
23. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
24. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
25. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.

26. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
27. Forgery or attempted forgery is prohibited.
28. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
29. Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
30. Pretending to be someone else when sending/receiving messages is prohibited.
31. Transmitting or viewing obscene material is prohibited.
32. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
33. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system/network.

A user who violates District policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

EAST LONGMEADOW PUBLIC SCHOOLS

180 Maple Street
East Longmeadow, MA. 01028-2788



Achievement *Accountability*

Gordon Smith
Superintendent of Schools

Pamela Blair
Asst. Supt. for Business

FILE: IJNDB-R1

APPROPRIATE USE OF MOBILE TECHNOLOGY BY ELPS STUDENTS

As an East Longmeadow Public School Student, I have read and understand the School District's Acceptable Internet Use Policy. Additionally, I understand that all mobile technology devices provided to me by the School District will be used for appropriate school work in accordance with the Acceptable Internet Use Policy, the District Code of Conduct, and all other applicable policies. I understand that it is my responsibility to take proper care, as outlined below, of any mobile technology device in my possession, and I agree to abide by the following:

- I acknowledge that I have received the mobile technology device listed below and that it is to be returned to the East Longmeadow Public Schools immediately upon completion of use or the end of the course where the device is utilized.
- I assume complete responsibility for the use and operation of this equipment and for all damages caused by misuse.
- I understand that the mobile technology device is the property of the East Longmeadow Public Schools and is subject to inspection at any time without notice.
- Further, I release the East Longmeadow Public School District and its employees from any and all liability or claims that may arise as a result of my use of this equipment and agree to hold the District and its employees harmless from any such liability or claims.
- I will use the mobile technology device for educational purposes only
- I will immediately report any problems/issues I encounter while using the mobile technology device to an ELPS teacher or an ELPS administrator and Information Technology Department
- Google Apps and Extensions will be managed by the East Longmeadow Information Technology Department. Request for specific apps and extensions with educational merit and will be considered for implementation. Educational app requests must be submitted by an ELPS teacher or Administrator.
- The mobile technology device **MUST** be available at all times during the school day.

- Proper care is to be given to the device at all times, including but not limited to the following:
 - Care must be given when transporting the device to safeguard against falls by utilizing a backpack or carrying case.
 - Proper attention must be given to maintain physical security of the device by keeping the device with them or in a secured location.
 - Keep food and drink away from the device.
 - Do not leave the device out in extreme heat or cold.
 - Do not attempt to repair, modify, upgrade or alter the device in any way.
 - Any damage, theft, or operational errors must be reported immediately to the Information Technology Department.
 - I will charge the device daily, using only the included charger and a standard wall outlet for your power source.

This user agreement must be renewed each academic year.

I have read the District's Acceptable Internet Use Policy and this agreement, and I agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and criminal prosecution.

Student Signature: _____

Parent/Guardian Sponsor

I have read the District's Acceptable Use Policy and this agreement. In consideration for the privilege of using the District's system/network, mobile technology devices, and in consideration for having access to the public networks, I hereby release the District, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the District's policy and administrative procedures. Parent/Guardian Sponsor understand that the student will be held financially responsible for physical damage repair or device replacement due to misuse or miscare of the mobile technology devices.

Signature of parent/guardian: _____

Student Name:	Device Type:
School:	Device SN:
Grade:	
Device Release Section	
Condition Notes:	
Student Signature:	Staff Signature:

Device Return Section

Device returned in acceptable condition: (Circle one) YES NO

Condition Notes:

Student Signature:

IT Signature:

APPROPRIATE USE OF MOBILE TECHNOLOGY DEVICES BY ELPS STAFF

As an East Longmeadow Public School staff member, I have read and understand the School District's Acceptable Internet Use Policy. Additionally, I understand that all mobile technology devices provided to me by the School District will be used for appropriate school work in accordance with the Acceptable Internet Use Policy, the Personnel Policy Handbook, and all other applicable Town and District policies. I understand that it is my responsibility to take proper care, as outlined below, of any mobile technology device in my possession, and I agree to abide by the following:

- I acknowledge that I have received the mobile technology device assigned to me and that it is to be returned to the East Longmeadow Public Schools immediately upon separation of employment to the IT Department.
 - I understand that failure to return assigned mobile technology devices will require that I reimburse the East Longmeadow Public Schools through payroll deductions, my final check, or any other legal means.
- I assume complete responsibility for the use and operation of this equipment and for all damages caused by misuse, unintentional damage or any other damage.
- I understand that the mobile technology device is the property of the East Longmeadow Public Schools and is subject to inspection at any time without notice.
- Further, I release the East Longmeadow Public School District and its employees from any and all liability or claims that may arise as a result of my use of this equipment and agree to hold the District and its employees harmless from any such liability or claims.
- I will immediately report any problems/issues I encounter while using the mobile technology device to the Information Technology Department or a Site Technician.
- I understand that I am responsible for backing up all of my files to Google Drive or another external backup resource. External USB flash media is not a reliable backup solution.
- Google Apps and Extensions will be managed by the East Longmeadow Information Technology Department. You are encouraged to ask an IT Staff member if you are unsure of particular software packages.
- Proper care is to be given to the device at all times, including but not limited to the following:
 - Care must be given when transporting the device to safeguard against falls
 - Proper attention must be given to maintain physical security of the device by keeping the device with you or in a secured location. Never leave the device unattended in an unlocked classroom or office, a car, or in an unsupervised area.

- Keep food and drink away from the device.
 - Do not leave the device out in extreme heat or cold.
 - Do not attempt to repair, modify, upgrade or alter the device in any way.
 - Any damage, theft, or operational errors must be reported immediately to the Information Technology Department.
 - I will charge the device daily, using only the included charger and a standard wall outlet for your power source.
-
- I will not store, transmit, install, and/or share illegally obtained copyrighted materials. If I am unsure if a specific material is copyrighted, I will ask the IT Department.
 - I understand that I will be subject to disciplinary action for viewing, accessing, downloading, storing, distributing and/or transmitting inappropriate media.
 - If I receive inappropriate information or an inappropriate e-mail with abusive, insulting, or profane language or content, I will report it to an ELPS administrator or the IT Director.
 - I will not use the mobile technology device to send spam, mass e-mails, or to gain access to secured information within or outside of the school.
 - I will not use the mobile technology device for financial, commercial gain, gambling, or illegal activity.
 - I understand the laptop may be taken home or to other locations after school hours. However, I understand that I am responsible, at all times, for the care and appropriate use of the mobile technology device.
 - The mobile technology device will need to be returned to the IT Department from time to time to receive regular maintenance and upgrades.
 - I understand that extended leaves of absence or extended temporary separation from the District all ELPS owned technology may need to be returned, determined on a case-by-case basis by the IT Director and Superintendent.

East Longmeadow Public Schools Chromebook Loan Agreement

East Longmeadow Public Schools is implementing a *1:1 Chromebook Take Home* program to include all students in Grades 6 through 12. All students will be issued a Chromebook laptop, charger, and in grades 6 - 8, a case. Each Chromebook will be issued and registered to an individual student. The student is responsible for their device at all times.

Participation in this program is subject to the following terms and conditions:

- The student must be actively enrolled at East Longmeadow High School or Birchland Park Middle School.
- The Chromebook and related peripherals are on loan and remain the property of The Town of East Longmeadow.
- Both the student and parent/guardian agree to adhere to the terms and conditions of the care and use guide.
- For all technology use, the student will adhere to the terms and conditions of the East Longmeadow Public Schools [Acceptable Use Policy](#).
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned to East Longmeadow School Department no later than the time of transfer, withdrawal or graduation from the East Longmeadow Public Schools.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Chromebook Care and Use Procedures and Guidelines*.
- East Longmeadow Public Schools may charge a late fee and/or take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged in cases where the equipment is not covered by insurance. Full replacement cost is \$250 for the Chromebook, \$30 for the charger, \$25 for the case.
- Optional accidental insurance coverage is available for \$30 per year, discounted for multi-year payments, through the East Longmeadow Public Schools and covers any broken, stolen, or damaged equipment. There will be a total loss deductible of \$50. Otherwise, replacement costs will be the responsibility of the student and parent/guardian.

- During PE, after-school activities, and athletics, students are responsible for securing their Chromebook in a locker or some other secure means.

ELPS Chromebook Loan Agreement

ALL students must bring this signed page to Homeroom on the first day of school, and if purchasing Accidental Insurance, a check/money order for the amount selected.

Parent Agreement/Waiver: Check appropriate boxes and initial

- I agree to these terms and authorize the distribution of a Chromebook to my child.
- I do not approve of my child participating in this Chromebook initiative. I understand my obligation to provide my child access to the technology needed for digital learning assignments outside the school day.

INSURANCE OPTIONS

- I will purchase the Accidental Coverage. A check or money order made payable to **East Longmeadow Public Schools**.
Please in the memo line write **“1:1 Insurance.”** Select the option below that makes the most sense for your situation
 - 1-year coverage, \$30
 - 2-year coverage, \$50

Check or Money Order # _____ **OR** Online Payment Confirmation #: _____

- I decline to purchase the accidental insurance and understand my obligation to pay for repair or replacement of the Chromebook.

Student Name (Print clearly): _____

Homeroom: _____ Date: _____

Parent/Guardian Name (Print clearly): _____

Parent/Guardian Signature: _____

Student Agreement: I have read and understand this loan agreement and the ELPS *Chromebook Care and Use Procedures and Guidelines* and agree to abide by the terms and conditions contained within both documents.

I also agree to the following specific expectations (please initial each line):

- I will use and transport my Chromebook in its case (If applicable).
- I will bring my Chromebook to school each day, fully charged.
- I will keep my Chromebook in good working condition, making every effort to avoid unnecessary damage.

- I will use my Chromebook responsibly and productively while in school.
- I agree to abide by the terms and conditions contained within the East Longmeadow Public Schools *Acceptable Use Policy*.

Student Signature: _____ Date: _____

-----*Office Use Only*-----

Payment Received _____	Check/MO #	Date
------------------------	------------	------

POLICY ON SOCIAL MEDIA AND ELECTRONIC COMMUNICATION WITH 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.

East Longmeadow is committed to ensuring that all district stakeholders who utilize digital or electronic technology for educational purposes, including staff and students, do so in a safe and responsible manner. The use of electronic communication, social media, and digital technology must support the academic and extra-curricular goals of our schools.

In recognition of the importance of maintaining proper, professional decorum and appropriate communication in the on-line, digital world as well as in person, staff members must conduct themselves in ways that do not disrupt or interfere with the educational process.

Given the potential for misuse, employees **may not engage** in the following:

- Improper fraternization or inappropriate contact with students using internet sites, social networks, cell phones, texting, or other electronic communication;
- Listing current students as “friends” on **personal** social media pages or networking sites;
- Barring an emergency, contacting students outside the District’s computer and telephone system, except by coaches as prescribed below;*
- Giving out their private cell or home phone numbers to students without the prior written approval of school administration, and/or prior written parental approval
- Posting items with sexual content or exhibiting/advocating the illegal use of drugs and/or alcohol; and
- Exposing students to inappropriate websites or material without the informed written consent of parents or legal guardians.

Staff members should maintain separate professional and personal web pages and social media accounts. They should also use privacy settings to control access to their personal social media sites. Again, all e-contacts with students should be through the District’s Google Platform.

Employees are responsible for what they post on their own sites and on the sites of others. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or district policies. Individuals may be held liable for commentary

deemed to be libelous, defamatory, obscene or similarly inappropriate or that compromises the information of students, families and staff. **Even with the most rigorous privacy settings, when posting online comments that are related to school, students, families, staff or the district, even in a personal capacity, staff should act as if all comments/postings are in the public domain. Employees should remember that all online communications are stored and can be monitored.** There is no such thing as a truly "private" social media site: search engines can turn up posts years after the publication date, comments can be forwarded or copied, and archival systems save information even if you delete a post

School administrators may periodically monitor social media and conduct internet searches to ensure that staff members are not improperly using computers and technology or inappropriately posting materials online.

Employees who violate this Policy may be subject to disciplinary action up to and including termination.

*All digital or electronic communication by coaches with team members and extra-curricular advisors with their student groups shall be sent to all team members, except for messages concerning private medical or academic matters, in which case the messages will be copied to the Athletic Director or School Principal.

FIELD TRIPS

The East Longmeadow School Committee recognizes that first hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as part of and directly related to the total school program and curriculum.

School Program Trips:

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and that all overnight trips have the prior approval of appropriate Administrative level.

Approved June 17, 2013

ACADEMIC ACHIEVEMENT

The philosophy of the East Longmeadow School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. A sharing of information among parent, teacher and student is essential.

SOURCE: East Longmeadow

Revised 2013

PARENT OBSERVATION OF CLASSROOMS

The East Longmeadow Public Schools believes parents are important partners in educating students. To that end, we open our classrooms to parents, or their designee, who want to observe their child in the classroom context. The following criteria below shall be followed when an observation is requested:

- a. All requests to observe a child in school shall be responded to in a timely manner;
- b. All observations must be scheduled through the building Principal;
- c. Observations during MCAS testing or the first or last several weeks of school are highly discouraged and will generally not be scheduled;
- d. The parent and/or parent representative will discuss the purpose (s) of the observation with the principal prior to the observation being scheduled;
- e. The observation will be scheduled at a mutually agreed-upon time and date after consultation with the classroom teacher(s);
- f. The Principal and parent/representative shall determine the parameters of the observation;
- g. The duration and extent of the observation shall be determined on an individual basis;
- h. The parent or parent representative must report to the school office (as do all visitors) as part of our safe schools program. Parents or parent representative will be directed to the classroom by the administration. The Principal or his/her designee may accompany the parent or parent representative during the observation;
- i. The parent or designee must sign the attached Observation Agreement so that both the School District and classroom parents have assurance that information concerning other students' education remains in the classroom and is not discussed in public;
- j. The parent or parent representative may only observe a classroom in which the parent's child is enrolled and in attendance that day or in a specific program proposed by the School District for the child;
- k. The parent or parent representative must be a silent observer at all times and not interrupt or disrupt the educational process in the classroom;
- l. The parent or parent representative must refrain from using the observation to critique or evaluate teacher performance;
- m. The parents or parent representative may schedule a time to meet with the teacher(s) or administrator(s). The Principal and his/her designee have a right to be present at all parent-teacher meetings;
- n. The Principal has the right to limit the number of parent observations in a school setting.

SOURCE: East Longmeadow

OBSERVATION AGREEMENT

Parent observers in classrooms, and their designees, are required by Massachusetts state law to maintain confidentiality regarding all information about students in the class. As an observer you will have the opportunity to see students in a variety of interactions. By signing this statement, you are acknowledging your understanding of this confidentiality requirement.

I have read the East Longmeadow Public Schools outline of procedures regarding "Parent Observations in Classrooms" and agree to fully abide by all terms therein.

I also agree to maintain strict confidentiality regarding information or observations about all students in the classroom where I am observing.

I further agree that the observation of the child is in no way an evaluation of teacher performance.

(Parent or Designee Signature)

(Date)

CERTIFICATE OF ATTAINMENT

In order for a student to receive a certificate of attainment, the student must comply with the following:

1. criteria
2. process
3. checklist (Principal's verification)

1. Criteria

East Longmeadow School System graduation requirements:

Pass 4 required English courses (16 cr.)

Pass 4 Math courses *(16 cr.)

Pass 3 Science courses (12 cr.) (including a Biology course)

Pass 3 Social Studies (12 cr.) (including a U.S. History 1 & U.S. History 2)

Pass 2 World Language courses (8 cr.)

Pass 1 required Health course (4 cr.)

Pass 3 courses in the following content areas:

- Fine Arts (art or music)
- Business and Instructional Technology
- Practical Arts (family life & consumer science or technology education)
(12 cr.)

Pass 3 Physical Education courses (12 cr.)

40 Hours of Community Service

*Students must take a math course in their senior year. Students are expected to complete all 4 units of math, including their senior year math at ELHS.

Academic Support Services

Student has followed his/her Student Success Plan/TEP and participated satisfactorily in tutoring or other support services (MCAS Prep, Resources for Learning)

Grade 10 MCAS

Student has taken the MCAS in each subject area

MCAS Retest

Student takes the MCAS retest at least two times in the subject area he/she did not pass

* Attendance Requirement

Student must maintain at least 90% attendance level during senior year in high school.

* Course Requirement

Student must take course(s) in the subject area he/she did not achieve a passing score

2. Process

- Student must pass/complete all 6 criteria specified above
- Principal will meet with the Superintendent regarding each individual portfolio

- Principal will then petition, on an individual basis for each student, the East Longmeadow School Committee
- The East Longmeadow School Committee will vote on each individual petition
- With an affirmative vote of the East Longmeadow School Committee, a student will receive the Certificate of Attainment and may participate in the graduation ceremony

3. Checklist

- East Longmeadow School System graduation requirements
- Academic Support Services
- MCAS test
- MCAS retest
- * Attendance requirement
- * Course requirement
- East Longmeadow School Committee approval

Principal of East Longmeadow High School

Director of Student Services

Approved: January 2017

ANIMALS IN THE CLASSROOM

INTRODUCTION

Animals can be effective teaching aids and are appropriate where they do not pose a significant health risk and are useful where they support the student learning standards as outlined in our district's curriculum guides. The positive benefits of the human-animal bond are well established. Animals, however, may carry parasites, bacteria and other potentially infectious organisms that can be transmitted to people. Diseases that can be transmitted from animals to people are called zoonotic diseases. Recent recommendations of the Massachusetts Department of Public Health and State Laboratory Institute require certain safeguards for animals to be in the classroom. The following policy is intended to regulate the classroom use of all animal species.

GENERAL GUIDELINES

I. Animals that are prohibited:

Due to the high risk of salmonellosis and campylobacteriosis from baby domestic fowl such as chicks, ducks and geese, these animals are inappropriate in schools. Transmission of these diseases from domestic fowl to children is well documented, and therefore the use of these animals in the classroom is not permitted.

Rabies is a fatal, viral infection of certain wild and domestic animals. Wild mammals and stray domestic animals pose a risk for transmitting rabies and should never be brought into schools or handled by children.

Wild Animals and Domestic Stray Animals — Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals - (pet dogs,* cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats — Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles, and lizards are prohibited for safety reasons.

*** Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

II. Animals that are permitted, with special precautions

In order to prevent the transmission of disease-causing organisms, students should always receive very clear instructions on how to wash their hands thoroughly after handling animals, their cages, or surfaces animals have come in contact with, and always before eating.

Because of the risk of contracting salmonellosis from reptiles (including non-poisonous snakes, lizards, and iguanas) and amphibians, even when reared in captivity, special precautions are

necessary when handling them. Because salmonellosis can be more severe in young children and because their hygiene practices are less thorough, handling of reptiles and amphibians by children in grades PK-5 is not permitted.

Psittacosis is a bacterial disease that can cause fever, chills, rash, and pneumonia. This disease is primarily transmitted through inhaling dust from the contaminated droppings of infected birds. Because psittacine birds (parrots, parakeets, budgies, and cockatiels) can carry psittacosis without showing signs of illness, these birds should not be handled by students. If psittacine birds are brought to school, they must be kept caged, their cages kept clean and the bird's wastes frequently and safely removed and discarded by an adult.

Since rabies is rare among small rodents such as domesticated, rats, hamsters, gerbils, mice and domesticated rabbits that are caged inside, their use, subject to reasonable precautions, is permitted. Fish, reptiles (such as snakes, turtles and lizards), amphibians (such as frogs and salamanders) and insects cannot get or spread rabies. As a general rule, only domesticated mammals with current rabies vaccinations and for which USDA-approved vaccines exist should be permitted to have contact with students. Currently, USDA-approved vaccines exist for the following domesticated animals *only*: dogs, cats, ferrets, cattle, horses, and sheep. Students should be educated on safe and proper handling procedures before handling or touching these animals. Current rabies vaccination by a licensed veterinarian should be documented for all dogs, cats, and ferrets brought onto the school campus for instructional purposes. Dogs and cats under three months of age (too young to be vaccinated for rabies) or not vaccinated against rabies are prohibited in the classrooms or on school grounds. Because of the high incidence of rabies in bats, skunks, raccoons, groundhogs (woodchucks), and wild carnivores (e.g. coyotes and foxes), these animals (including recently dead animals) must not be permitted on school grounds unless they are under the control of a licensed professional responsible for preventing exposures to students and staff. It is against the law to keep or transport wild animals without authorization from the Massachusetts Department of Fisheries and Wildlife.

It is important that animals that are brought onto school campuses be clean and healthy so that the risk of transmitting diseases is minimal. Children are often more susceptible to exposure to zoonotic diseases and parasitic infections than adults because of their lack of hand washing and greater propensity for putting hands in their mouths. Therefore, animals, which are brought to school, should be clean and free of disease and external parasites such as fleas, ticks and mites, to decrease the likelihood of the animal transmitting these agents or vectors to the students.

Pursuant to the restriction stated above in the General Guidelines, the use of animals in the classroom is permitted, subject to the following procedures concerning safety, care and responsibility.

Service Animals (Guide or Assistance Dogs)

The East Longmeadow School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation. The School District may require documentation of the medical need for a service animal.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit

of the individual with the disability." Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- Assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs;"
- Alert individuals with hearing impairments to sound;
- Pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- Assist mobility-impaired individuals with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal *or has a known life-threatening allergy to the animal*, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom or school. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parent/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in District facilities and on school transportation vehicles.

ANIMALS IN THE CLASSROOM – PROCEDURES

Prior to introducing any animals into the classroom, teachers shall be certain that:

1. Approval is obtained in advance from the building Principal.
2. Live animals in the classroom must have relevance to the objectives of the instructional program.
3. Students and classroom personnel are not allergic to their presence.
4. Any food in the classroom for the service animal must not contain any food allergen to which students and/or classroom personnel are allergic.
5. The animals are free from any diseases or parasites. The animals will not present a physical danger to students.
6. Students will be instructed in the proper care and handling of the animal.
7. Students will be instructed in proper hand washing technique.
8. Adequate hand washing facilities are available for all staff and students.
9. Care of the animal(s) is the responsibility of the classroom teacher at all times.
10. The care of the animals on weekends and a holiday is the responsibility of the classroom teacher.
11. Animals are housed in suitable, sanitary, self-contained enclosures appropriate to the size of the animal.
12. Animals shall not be allowed to roam freely in the school.
13. All state and federal laws pertaining to the care and treatment of wild and domestic animals are observed.

SOURCE: MASC February 2011

See Attached: "Animals in Classroom – Recommendations for Schools"

DISSECTION AND DISSECTION ALTERNATIVES

In accordance with the 2005 Massachusetts Board of Education's Policy on Dissection and Dissection Alternatives, our School/School District has developed the following policy.

Participation in hands-on science is important to learning science and dissections are a valuable learning experience in which all students are encouraged to participate. When dissection is used in the classroom:

- Teachers will thoroughly explain the learning objectives of the lesson and use written and audio-visual materials as appropriate to maximize the educational benefits of the experience.
- All specimens will be treated with respect.
- All students will be informed, prior to the dissection, that they have the option of discussing individual concerns about dissection with the appropriate teacher.
- Upon completion of the dissection, the remains will be appropriately disposed of as recommended by the local board of public health.

The science classes that include dissection must also include dissection alternatives. Upon written request of a student's parent or guardian, our school will permit a student who objects to dissection activities to demonstrate competency through an alternative method.

The procedure for a student to participate in an alternative activity in place of dissection is as follows:

-

- The student will notify the science teacher of the student's choice to participate in an alternative activity in place of participating in a dissection.
- The student will submit a written request from his or her parent/legal guardian to the science teacher or to the school Principal.
- The student will be provided an alternative activity to be determined by the teacher who will specify in writing what is expected of the student. Alternative activities should allow students to gain the same content knowledge as a dissection activity and should allow for a comparable investment of time and effort by the student.
- The student will accept responsibility for completing the alternative activity within the assigned time and is expected to learn the same content knowledge as if the student were performing the dissection activity.
- The student will be subject to the same course standards and examinations as other students in the course.

This policy will be included in the student code of conduct book and will also be provided to all teachers of science classes that may include dissection activities.

SECTION J

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation, pregnancy or pregnancy related condition.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE regulations 603 CMR 26:00
BESE regulations 603 CMR 28.00

CROSS REF.: AC, Non-discrimination

Revised: April 2018

SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26.00

Revised: April 2018

POLICY ON HARASSMENT, BULLYING, DISCRIMINATION, AND HATE CRIMES

The East Longmeadow School Committee is committed to providing a safe, positive and productive educational environment where all can achieve to their highest potential. No student shall be subjected to harassment, intimidation, discrimination, hate crimes, bullying, or cyberbullying.

Disciplinary Policy Regarding Civil Rights Issues

The East Longmeadow Public Schools prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, age, disability, or gender identity.

The East Longmeadow Public Schools also prohibits bullying, as defined in Policy JICFB-R. The East Longmeadow Public Schools will also not tolerate retaliation against persons who take action consistent with this Policy.

The prohibition against harassment, discrimination, hate crimes, bullying, cyberbullying, and retaliation applies to all students on all sites and activities the East Longmeadow Public Schools supervise, control, or where it has jurisdiction under the law, including on school premises and at school-sponsored functions, events or activities, including field trips, athletic activities, and school-related events.

Revised November, 2022

POLICY ON HARASSMENT, BULLYING, DISCRIMINATION AND HATE CRIMES

Glossary of Terms

AGGRESSOR: An aggressor is a student or a staff member who engages in bullying, cyberbullying, or retaliation.

BULLYING: Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

CYBERBULLYING: Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

HOSTILE ENVIRONMENT: A hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

RETALIATION: 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.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposition discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

STAFF: Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

TARGET: A target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

DISCRIMINATION: Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or course of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students because of his/her membership in a protected class.

HARASSMENT: Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability, that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the District's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment. A single incident, depending on its severity, may create a hostile environment.

HATE CRIME: A hate crime is a crime motivated by hatred, bias, or prejudice, or where the target is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

Student Responsibilities

Each student is responsible for:

Complying with this Policy;

Ensuring that (s)he does not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability;

Ensuring that (s)he does not bully another person on school grounds or at a school-related function, event or activity;

Ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and

Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

Protection Against Retaliation

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposition discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

The East Longmeadow Public Schools will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, or expulsion.

Designated Officials for Reporting

The Principal or his/her designee is responsible for receiving reports and complaints of violations of this Policy.

Reporting Procedures

1. Any student who becomes aware or has a reasonable belief that harassment, bullying, discrimination, retaliation, or a hate crime has occurred or may have occurred on school property or in a school-related activity **should** promptly report the incident(s) to the Principal or his/her designee. In situations where a student or other person does not feel comfortable reporting the incident to a designated official, (s)he may report it to a trusted school employee, who must promptly transmit the report to the Principal or his/her designee.
2. All complaints or reports about a violation of this Policy must be documented on the School's "Reporting/Complaint Form" (see Appendix A). The form is available from designated school officials and on the school system's web page. If a complainant or reporter is either unwilling or unable to complete the District's Reporting/ Complaint Form, the school official who receives the oral complaint or report will promptly prepare a written report by filling out the District's Reporting/Complaint Form, using, to the extent practicable, the reporter's or complainant's own words to describe the potential violation.
3. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the Principal or his/her designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. The School official will promptly provide the Principal or his/her designee with the completed Reporting/Complaint Form.
4. Reports made by students, parents or guardians, or other individuals who are not school or district staff

members, **may be made anonymously.** The school or district will utilize a variety of reporting resources including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address. **No disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.**

5. Through the ELPS **Memorandum of Understanding** with the East Longmeadow Police Department, East Longmeadow may share any and all information with regard to student safety or possible illegal activity with the East Longmeadow School Resource Officer and/or other members of the ELPD.
6. If the Principal or his/her designee determines that bullying has occurred, (s)he shall take appropriate disciplinary action. If it is believed that criminal charges may be pursued against the perpetrator, the Principal will consult with the School Resource Officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the East Longmeadow Police Department will be notified.

Investigation Procedures:

The goal of the investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint.

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

Emergencies

The Principal or his/her designee will immediately call 911 in a case of a threat of imminent physical harm or actual physical harm to a school community member or where police, fire, medical, or other emergency assistance is needed.

Students on IEPs

As required by M.G.L. c. 71B, §3, when an IEP Team determines that a student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Formal Procedure

The principal or designee will take immediate steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

STEP ONE

The Principal or his/her designee will separately meet in a timely manner with the complainant and the subject of the complaint to tell them about the formal process, explain the prohibition against retaliation, and determine the remedy the complainant seeks.

STEP TWO

The Principal or his/her designee will conduct an investigation in accordance with the procedures described **under the Investigations heading of this policy**. Parents or guardians of both the complainant and alleged aggressor will be notified of the complaint and the process being followed.

STEP THREE

The Principal or his/her designee will determine whether the allegations have been substantiated, and whether this Policy and/or the **Code of Conduct** have been violated. If the complaint is substantiated, the designated official will decide based on the investigative findings, on the appropriate course of action. The Principal or his/her designee will prepare a written report that includes the investigative findings.

STEP FOUR

The designated official will promptly notify the complainant and the subject of the complaint to let them know whether the complaint has been substantiated. If the complaint is substantiated and the aggressor remains a student in the school, the designated official will meet with the aggressor to describe, consistent with the **Code of Conduct**, the disciplinary and/or corrective action recommended, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy.

If a complaint is substantiated, a report of the incident will be placed in the offender's student records.

File Retention: The Principal or his/her designee will maintain a separate confidential file containing the original completed Reporting/Complaint Form, investigatory interview notes and reports, findings made, the results of the investigation, including any decision for action, and other relevant investigatory materials. Any disciplinary or corrective action against a student must conform to the due process requirements of federal and state law.

STEP FIVE

The Principal or his/her designee will monitor the situation, and will follow up with the complainant at least weekly for two months to determine whether there are further incidents or concerns, and whether the corrective action and/or disciplinary action(s) imposed has/had been effective. The designated official will maintain a written record of the follow-up.

STEP SIX

Any right of appeal from discipline imposed is governed by the **Code of Conduct**.

Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Hate Crimes

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

- A written warning;
- Parent/guardian conferences;
- An apology to the target;
- Limiting or denying student access to a part or an area of the school;
- Adult supervision on school premises;
- Exclusion from participation in school-sponsored functions, after-school programs, and/or extracurricular activities;
- Classroom transfer;
- Awareness training (to help students understand the impact of their behavior);
- Participation in cultural diversity, anti-harassment, anti-bullying or intergroup relations program;
- Specific recommendations, (i.e. anger management, medical assessment, counseling)
- Short-term or long-term suspension;
- Exclusion, expulsion, or discharge from school; and
- Any other action consistent with the **Code of Conduct**.

Investigations for Formal Proceedings

Prompt and Thorough Investigations: When the Principal or his/her designee determines that a Formal Proceeding is appropriate, the school will promptly investigate all reports or complaints of an alleged violation of this Policy.

Investigative Procedure

The Principal or his/her designee investigating the incident will gather and preserve evidence and identify all involved parties and witnesses. If the incident involves physical injury, destruction of public property, or acts of a serious criminal nature, the designated official will confer with the local police department prior to gathering or preserving evidence.

Communication during Investigation

Throughout the investigatory and complaint resolution process, the Principal or his/her designee will make reasonable efforts to regularly inform the complainant and the subject of the complaint and their parent(s) or guardian(s) of the status of the complaint, the anticipated timing for concluding the investigation, and determination of discipline and/or corrective action(s). At a minimum, the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Time for Investigations

The Principal or his/her designee will complete his/her investigation as soon as practicable, but not to exceed 14 school days once the report has been received. The Principal or his/her designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

Ensuring Safety During Investigation

The Principal or his/her designee will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation.

Victim Assistance

The Principal or his/her designee will make appropriate referrals for victim assistance, including counseling and crisis intervention, if requested, or as needed.

Confidentiality

The District will respect the privacy of the complainant, the subject(s) of the complaint, and the witnesses to the extent possible consistent with its obligations under federal and state law and regulations and the Policy to investigate, report, and take appropriate disciplinary and corrective action, and consistent with applicable confidentiality laws and student record regulations.

Imposing disciplinary action or corrective action

If the Principal or his/her designee concludes that the subject of the complaint has violated this Policy, the District will impose disciplinary measures and/or corrective action reasonably calculated to end the conduct cited in the complaint, deter future conduct, and protect the complainant(s) and other similarly situated individuals.

Frivolous Complaints

When a complaint is unfounded, frivolous, or maliciously fabricated, the complainant shall be subject to a range of disciplinary and correction actions consistent with the **Code of Conduct or Massachusetts General Law**.

Reviewed August, 2025

APPENDIX A
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____
Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____ **Grade:** _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible: _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

Name: _____ • Student • Staff • Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

10: Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:

- Interviewed aggressor Name: _____ Date: _____
- Interviewed target Name: _____ Date: _____
- Interviewed witnesses Name: _____ Date: _____

3. Any prior documented incidents by the aggressor? Yes No

If yes, have incidents involved target or target group previously? Yes No
Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation: YES NO
 Bullying Incident documented as _____
 Retaliation Discipline referral only _____

2. Contacts:

- Target's parent/guardian Date: _____
- Aggressor's parent/guardian Date: _____
- District Equity Coordinator (DEC) Date: _____ Law Enforcement Date: _____

3. Action Taken:

- Loss of Privileges Detention STEP referral Suspension
- Community Service Education Other _____

4. Describe Safety Planning: _____

Follow-up with Target: scheduled for _____ Initial and date when completed: _____
Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date _____
(If Principal was not the investigator)

Signature and Title: _____ Date: _____

East Longmeadow Public Schools

SAFE SCHOOLS HOT-LINE
SAFE SCHOOLS REPORTING HOTLINE
413-486-9015
24-hours a day

Call this anonymous, recorded line if you know of unsafe school issues, bullying, incidents of bias, or violence. Report by phone, via email, or use the QR Code.

SafeSchools@eastlongmeadowma.gov



ALCOHOL, TOBACCO, PRODUCTS WITH NICOTINE, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; nicotine; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or any school sponsored event.

Additionally, any student, regardless of age, who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at, or participation in, a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The East Longmeadow Public School District shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by a written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of a medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Revised March, 2018
SC Approved: March 26, 2018

LEGAL REF.: M.G.L. 71:2A; 71:96; 272:40A

CROSS REF.: IHAMB, Teaching About Alcohol, Tobacco, and Drugs
GBEC, Drug Free Workplace Policy

E.L.P.S./E.L. POLICE MEMORANDUM OF UNDERSTANDING

School Resource Officer Memorandum of Understanding

Between
East Longmeadow Public School District
and
East Longmeadow Police Department

This agreement (the “Agreement”) is made by and between **East Longmeadow Public School District** (the “District”) and the **East Longmeadow Police Department** (the “Police Department”) (collectively, the “Parties”). The Chief of Police of the Police Department or the board or officer having control of the police department in a city or town (the “Chief”) and the Superintendent of the District [*or, in the case of charter schools: the head of the school*] (“the Superintendent”) are each a signatory to this Agreement. The provisions of this Agreement are specifically required by [section 37P of chapter 71 of the General Laws, as amended by Section 79 of chapter 253 of the Acts of 2020](#).

Purpose

The purpose of this Agreement is to formalize and clarify implementation of the partnership between the school and the School Resource Officer (“SRO”)/the District and a Police Department regarding the placement of a police officer at the East Longmeadow Public School(s) (the “Schools”) in order to promote school safety; help maintain a positive school climate for all students, families, and staff; enhance cultural understanding between students and law enforcement; promote school participation and completion by students; facilitate appropriate information-sharing (as outlined in Section VI below); and inform the Parties’ collaborative relationship to best serve the school community.

This memorandum does not, and may not be relied upon to, create any rights, substantive or procedural, enforceable by any person in any civil or criminal matter. Modifications of this Agreement are permissible when necessary to indicate local practice, so long as they are consistent with state and federal law.

I. Mission Statement, Goals, and Objectives

The mission is to facilitate relationship-building by the SRO such that students, faculty, staff, and community members see the SRO as contributing to a positive school climate. This will be realized by supporting and fostering the safe and healthy development of all students in the District through strategic and appropriate use of law enforcement resources and with the mutual understanding that school participation and completion are indispensable to achieving positive outcomes for youth and public safety.

The Parties are guided by the following goals and objectives (the “Goals and Objectives”):

- To foster a safe and supportive school environment that allows all students to learn and flourish regardless of race, religion, national origin, immigration status, gender, disability, sexual orientation, gender identity, gender expression, or socioeconomic status;
- To promote a strong partnership and communication between school and police personnel and clearly delineate their roles and responsibilities;
- To establish a framework for principled conversation and decision-making by school and police personnel regarding student conduct and students in need of services;

- To ensure that school personnel and SROs have clearly defined roles in responding to student conduct and that school administrators are responsible for code of conduct and routine disciplinary violations;
- To minimize the number of students unnecessarily out of the classroom, arrested at school, or court-involved;
- To provide requirements and guidance for training, including SRO training required by law and consistent with best practices and training for school personnel as to when it is appropriate to request SRO intervention;
- To outline processes for initiatives that involve the SRO and school personnel, such as violence prevention and intervention and emergency management planning, that can be provided upon request; and
- To offer presentations and programming to the school focusing on criminal and juvenile justice issues; community and relationship building; and prevention, health, and safety topics.

Nothing in this Agreement shall limit an officer's ability to exercise lawful authority consistent with all laws of the Commonwealth.

II. Roles and Responsibilities of the SRO and School Administrators and Staff in Student Conduct

A "school resource officer" is a duly sworn municipal police officer, or a special officer appointed by the chief of police, with all necessary training and up-to-date certificates, including special school resource officer certification as required by subsection (b) of section 3 of chapter 6E of the General Laws and is charged with: (i) providing law enforcement; (ii) promoting school safety and security services to elementary and secondary public schools; and (iii) maintaining a positive school climate for all students, families and staff.

The Parties agree that school officials and the SRO play important and distinct roles in responding to student conduct to ensure school safety and promote a positive and supportive learning environment for all students.

Under state law, the SRO shall not (i) serve as school disciplinarian, enforcer of school regulations, or in place of licensed school psychologists, psychiatrists, or counselors; or (ii) use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

The principal or principal's designee shall be responsible for student code of conduct violations and routine disciplinary violations. The SRO shall be responsible for investigating and responding to potential criminal or delinquent offenses as well as student conduct that requires immediate intervention to maintain safety, as described below. The Parties acknowledge that many acts of student conduct that may contain all the necessary elements of a criminal offense are best handled through the school's disciplinary process. The SRO shall read the student code of conduct for both the District and the school and seek clarification on any questions the SRO has.

The principal or principal's designee and the SRO shall use their reasoned professional judgment and discretion to determine whether SRO involvement is appropriate for addressing student conduct. In such instances the guiding principle is whether conduct rises to the level of criminal and delinquent conduct that (1) poses substantial harm to the physical well-being of another person or (2) is willful and malicious and causes substantial harm to the property of the school or (3) constitutes the taking of property of substantial value belonging to another with intent to permanently deprive the property owner of the property. The Parties acknowledge that it may be appropriate for school administrators rather than the

SRO deal with low-level offenses including but not limited to misdemeanor allegations of threats, assault and battery, larceny, receiving stolen property, and willful, malicious, or wanton destruction or injury to personal property. School staff shall not ask an SRO to serve as a school disciplinarian or enforcer of school regulations.

In instances of student conduct that do not require a law enforcement response, including any incident involving misconduct by a student under 12 years of age, the principal or principal's designee shall determine the appropriate disciplinary response, allowing the student to remain in school unless doing so would pose a serious safety or security risk. The principal or principal's designee should prioritize school or community-based accountability programs and services, including but not limited to, peer mediation, restorative justice, and mental health resources, whenever possible.

For student conduct that requires immediate intervention to maintain safety (whether or not the conduct involves criminal conduct), the SRO may act to de-escalate the immediate situation (where feasible) and to protect the physical safety of members of the school community. To this end, school personnel may request the presence of the SRO when they have a reasonable and articulable fear of an imminent threat to their safety or the safety of students or other personnel.

The SRO shall inform the principal or principal's designee, where practicable, to facilitate supportive intervention by school staff on behalf of the student in an emergency situation where a student may be in immediate need of emergency medical or psychological assistance. Such intervention is appropriate when a school nurse, psychologist, or social worker is not available, and the SRO believes that failure to intervene would create a substantial likelihood of serious harm to the student, other students, school personnel or result in destruction to school property by reason of mental illness or psychological trauma.

When the SRO or other Police Department employees have opened a criminal investigation, school personnel shall not interfere with such investigation or act as agents of law enforcement. To protect their roles as educators, school personnel shall assist in a criminal investigation only as witnesses or to otherwise share information consistent with Section VI, except in cases of emergency. Nothing in this paragraph shall preclude the principal or principal's designee from undertaking parallel disciplinary or administrative measures that do not interfere with a criminal investigation.

The SRO shall consult with the principal or principal's designee prior to an arrest whenever practicable, and the student's parent or guardian shall be notified as soon as practicable after an arrest. A summons is the preferred method for bringing all juveniles to court unless there is reason to believe the juvenile will not appear upon a summons. In the event of an investigation by the SRO that leads to custodial questioning of a juvenile student, the SRO shall notify the student's parent/guardian or interested adult in advance and offer them the opportunity to be present during the interview.

At least annually, it shall be the responsibility of the District to provide training and information to educators and other school staff on the distinct roles of school administration and SROs in addressing student conduct, consistent with this Section and this Agreement, as well as the Standard Operating Procedures accompanying this Agreement and described in Section X.

III. The Process for Selecting the SRO

The Parties acknowledge that the selection of the SRO is important to achieving the purpose, goals, and objectives of this MOU, and that it is important for the Parties and the school community to have a positive perception of and relationship with the SRO.

In accordance with state law, the Chief of Police shall assign an officer whom the Chief believes would foster an optimal learning environment and educational community and shall give preference to officers who demonstrate the requisite personality and character to work in a school environment with children and educators and who have received specialized training including, but not limited to the following: continuing professional development in child and adolescent development, conflict resolution and diversion strategies, de-escalation tactics, trauma-informed practices, diversity, equity, and inclusion, behavioral health and any other training required by the Municipal Police Training Committee established in [Section 116 of Chapter 6](#). The Chief of Police, or any employee of the state police assigning an officer, shall work collaboratively with the Superintendent in identifying officers who meet these criteria and in selecting the officer who is ultimately assigned as the SRO. [*Note: regional school districts should tailor this paragraph to specify how chiefs of different towns should work together, and with the Superintendent, to select the SRO.*]

Should the Superintendent request assignment of an SRO and the Chief, in consultation with the Superintendent, determines there are not sufficient resources to assign an SRO to serve the city, town, regional school district, or county agricultural school, the Chief shall consult with the Department of State Police regarding the option of an officer being assigned, subject to appropriation, and pursuant to all requirements under the MOU and governing state law (e.g., regarding SRO training).

The Chief shall consider the following additional factors in the selection of the SRO:

- Proven experience working effectively with youth;
- Demonstrated ability to work successfully with a population that has a similar racial and ethnic makeup and language background as those prevalent in the student body, as well as with persons with physical and mental disabilities, including persons with special educational needs, persons on the autism spectrum, and persons with behavioral health challenges;
- Demonstrated commitment to making students and school community members of all backgrounds feel welcomed and respected;
- Demonstrated commitment to de-escalation, diversion, and/or restorative justice, and an understanding of crime prevention, problem-solving, and community policing in a school setting;
- Knowledge of school-based legal issues (e.g., confidentiality, consent), and demonstrated commitment to protecting students' legal and civil rights;
- Knowledge of school safety planning and technology;
- Demonstrated commitment and ability to engage in outreach to the community;
- Knowledge of school and community resources;
- A record of good judgment and applied discretion, including an absence of validated complaints and lawsuits, documented in annual reviews conducted pursuant to Section VII.

In endeavoring to assign an SRO who is compatible with the school community, the Chief shall receive and consider input gathered by the Superintendent from the school principal(s) and representative groups of teachers, parents, and students, in addition to the Superintendent. In accordance with state law, the Chief shall not assign an SRO based solely on seniority.

The Chief shall consider actual or apparent conflicts of interest, including whether an officer is related to a current student at the school to which the officer may be assigned as an SRO. As part of the application process, officers who are candidates for an SRO position shall be required to notify the Chief about any relationships with current students or staff members or students or staff members who are expected to join the school community (e.g., children who are expected to attend the school in the coming years). Any SRO who has a familial or other relationship with a student or staff member that might constitute an actual or apparent conflict of interest shall be required to notify the SRO's appointing authority at the earliest opportunity. The appointing authority shall determine the appropriate course of action, including

whether to assign another officer to respond to a particular situation, and will advise the SRO and the District accordingly. Nothing in this paragraph is intended to limit the ability of the SRO to respond to emergency situations in District schools.

IV. Annual Review of the SRO

In accordance with state law, the Chief and the Superintendent shall annually review the performance of the SRO, including the success and effectiveness in meeting the goals and objectives of this MOU. The review shall be conducted at the end of each school year in a meeting among the SRO, the Chief, and the Superintendent. A copy of the review shall be supplied to each attendee.

The Chief and Superintendent shall jointly develop and agree in advance on the metrics for measuring the SRO's performance. The review shall include measures that reward the SRO's performance, subject to the terms of any applicable collective bargaining agreements, for compliance with the terms of this Agreement and the SRO's contributions to achieving the mission, purpose, goals, and objectives as set forth in Sections I and II. The review shall consider SRO efforts to prevent unnecessary student arrests, citations, court referrals, and other use of police authority. The review shall also assess the extent of the SRO's positive interactions with students, families, and staff and the SRO's participation in collaborative approaches to problem-solving, prevention, and de-escalation.

The Chief and Superintendent shall provide a mechanism for receiving feedback from the school community, including principal(s), teachers, students, and families of the school(s) to which the SRO is assigned. The Chief shall seriously consider any such feedback and shall make a good faith effort to address any concerns raised; however, the final selection and assignment of the SRO shall be within the sole discretion of the Chief. If the Superintendent recommends that the SRO not be assigned to a specific school, the Chief shall provide an explanation of any decision to maintain the SRO's assignment.

V. Mechanisms to Incorporate the SRO into the School Environment, including School Safety Meetings

The Parties acknowledge that proper integration of the SRO can help build trust, relationships, and strong communication among the SRO, students, and school personnel.

The District shall be responsible for ensuring that the SRO is formally introduced to the school community, including students, parents, and staff. The introduction shall include information about the SRO's background and experience, the SRO's role and responsibilities, what situations are appropriate for SRO involvement, and how the SRO and the school community can work together, including how and when the SRO is available for meetings and how and when the school community can submit questions, comments, and constructive feedback about the SRO's work. The introduction for parents shall include written information on procedures for communicating with the SRO in languages other than English. The SRO shall also initiate communications with students and teachers to learn their perceptions regarding the climate of their school.

The SRO shall regularly be invited to and attend staff meetings, assemblies, and other school convenings. The SRO shall also be invited to participate in educational and instructional activities, such as instruction on topics relevant to criminal justice and public safety issues. If the District has access to a student rights training through a community partner or the District Attorney's Office, the school shall consider offering such a training to students, where practicable, at the start of each school year. The SRO shall make reasonable efforts to attend such training. The SRO shall not be utilized for support staffing, such as hall monitor, substitute teacher, or cafeteria duty.

The Parties acknowledge that the SRO may benefit from knowledge of accommodations or approaches that are required for students with mental health, behavioral, or emotional concerns who have an individualized education program (“IEP”) under the Individuals with Disabilities Education Act or a plan under Section 504 of the Rehabilitation Act (“504 Plan”). School personnel shall notify parents or guardians of such students of the opportunity to offer the SRO access to the portions of the IEP document or 504 Plan that address these accommodations or approaches. It is within the sole discretion of the parents or guardians to decide whether to permit the SRO to review such documents. The consent of the parent or guardian must be informed and in writing. The consent must specifically designate the exact IEP or 504 Plan documents to be shared, describe the purpose for sharing the record, and specifically authorize access to the SRO. Whenever possible, the school shall make available a staff member who can assist the SRO in understanding such documents and, as appropriate, take other actions to help the student, the student’s family, and the SRO to develop a positive relationship.

The SRO shall participate in any District and school-based emergency management planning. The SRO shall also participate in the work of any school threat assessment team to the extent any information sharing is consistent with obligations imposed by the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g) (see further information in Section VI).

VI. Information Sharing Between SROs, School Staff, and Other Partners

The Parties acknowledge the benefit of appropriate information sharing for improving the health and safety of students and also the importance of limits on the sharing of certain types of student information by school personnel. The Parties also acknowledge there are distinctions between personally identifiable information about students contained in education records and information about students not contained in such records as well as student information shared for law enforcement purposes and student information shared to support students and connect them with necessary mental health, community-based, and related services.

A. Points of Contact for Sharing Student Information

In order to facilitate prompt and clear communications, the Parties acknowledge that the principal (or principal’s designee) and the SRO are the primary points of contact for sharing all types of student information in accordance with this Agreement. The Parties also acknowledge that, in some instances, other school officials or Police Department employees may serve as key points of contact for sharing information. Such school officials and Police Department employees are identified below:

Superintendent of Schools
Assistant Superintendent for Business
Director of Student Support Services
Assistant Principals (where applicable)

B. Compliance with FERPA and the Massachusetts Student Record Regulations

At all times, school officials must comply with the Family Educational Rights and Privacy Act ([20 U.S.C. § 1232g; 34 CFR Part 99](#)) (FERPA), and the Massachusetts Student Records Regulations, [603 CMR 23.00](#). These rules permit disclosures of personally identifiable information about students (“Student PII”) contained in educational records, without consent, under specific circumstances.

When the District “has outsourced institutional services or functions” to the SRO consistent with 34 C.F.R. § 99.31(a)(1)(i)(B) of FERPA and 603 CMR 23.07(3) of the Massachusetts Student Records Regulations, the SRO can qualify as a “school official” who can access, without consent, Student PII contained in education records about which the SRO has a “legitimate educational interest.” To demonstrate compliance with 34 C.F.R. § 99.31(a)(1)(i)(B), the Parties affirm and agree to the following:

1. School safety is an institutional service for which the District would otherwise use its employees.
2. The District will only disclose to SROs Student PII in education records for the purposes consistent with Sections I and II of this agreement.
3. The SRO is subject to use and re-disclosure requirements in FERPA and the Massachusetts Student Records Regulations, 34 C.F.R. §99.33(a), 603 CMR 23.07(4). The SRO will use Student PII contained in education records only for the purposes described in paragraph 2 (directly above) of this section and will not re-disclose Student PII contained in education records to outside parties, who are not “school officials,” without consent or unless the disclosure satisfies an exception to FERPA or the Massachusetts Student Records Regulations.
4. The District will update its annual notification, required under 34 C.F.R. § 99.37(a) and 603 CMR 23.10, to include SROs as “school officials” and to describe purposes from paragraph 2 (directly above) of this section among “legitimate educational interests” for accessing education records. If the District does not update the annual notification accordingly, the SRO’s access will be limited to education records not containing Student PII, non-education records containing Student PII, and education records containing Student PII disclosed for health and safety emergencies, as described in 34 C.F.R. §§99.31(10), 99.36.

Consistent with 34 C.F.R. §§ 99.31(10) and 99.36 of FERPA, the SRO (or other Police Department employee identified in Section V.A.) may gain access, without consent, to Student PII contained in education records “in connection with an emergency if knowledge of the [Student PII] is necessary to protect the health or safety of the student or other individuals.”

FERPA and the Massachusetts Student Records Regulations apply only to Student PII contained in education records. These rules do not apply to Student PII contained in records of a Law Enforcement Unit or to communications or conversations about what school staff have observed or derived from sources other than education records.

In addition to FERPA and the Massachusetts Student Records Regulations, the Parties agree to comply with all other state and federal laws and regulations regarding confidentiality, including, as applicable, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other rules that protect data privacy. The Parties agree to collect only that student information necessary and relevant to fulfilling their respective roles, to share such information with each other only where required or allowed under this Agreement, and not to disclose such information beyond what is contemplated in this Agreement unless required by state or federal law. The Parties shall not collect or disclose information on a student’s immigration status except as required by law.

C. Disclosure to a Law Enforcement Officer or Agency

As required by [section 37L of chapter 71 of the General Laws](#), school department personnel and SROs shall not disclose to a law enforcement officer or agency, including local, municipal, regional, county, state and federal law enforcement, through an official report or unofficial channels, including, but not limited to, text, phone, email, database and in-person communication, or submit to the department of state police’s Commonwealth Fusion Center, the

Boston Regional Intelligence Center or any other database or system designed to track gang affiliation or involvement, any information relating to a student or a student's family member from its databases and other recordkeeping systems including: (i) immigration status; (ii) citizenship; (iii) neighborhood of residence; (iv) religion; (v) national origin; (vi) ethnicity; or (vii) suspected, alleged, or confirmed gang affiliation, unless it is germane to a specific unlawful incident or to a specific prospect of unlawful activity the school is otherwise required to report. Nothing in this paragraph shall prohibit the sharing of information: (i) for the purposes of completing a report pursuant to section 51A of chapter 119; (ii) upon the specific, informed written consent of the eligible student, parent or guardian; (iii) to comply with a court order or lawfully issued subpoena; (iv) in connection with a health or safety emergency pursuant to the provisions of 603 C.M.R. 23.07(4)(e); or (v) for the purposes of filing a weapon report with the local chief of police pursuant to this section.

D. Information Sharing by School Personnel

1. For Law Enforcement Purposes

Where the principal or principal's designee learns of conduct by a student for which a law enforcement response may be appropriate (as described in Section II), the principal should inform the SRO. If a teacher has information related to such conduct, the teacher should communicate such information to the principal or the principal's designee. The Parties agree that the sharing of such information does not necessarily require a law enforcement response on the part of the SRO but shall instead prompt a careful consideration of whether the conduct is best addressed by law enforcement action, by a school disciplinary response, or by other alternative school-based methods that may include but are not limited to: restorative practices, positive behavior interventions and supports, mediation, conflict resolution and other evidence-based strategies.

Notwithstanding the foregoing, if student information is obtained solely during a communication with school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed with proper consent or if the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others). Additionally, if such student information is gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders," such information shall only be disclosed pursuant to the requirements of [G.L. c. 71, § 97](#).

The Parties acknowledge that there may be circumstances in which parents or guardians consent to the disclosure of student information for law enforcement purposes (e.g., as part of a diversion program agreement) and that the sharing of information under such circumstances does not violate this Agreement.

The Parties also acknowledge that, from time to time, an emergency situation may arise that poses a real, substantial, and immediate threat to human safety or to property with the risk of substantial damage. School personnel having knowledge of any such emergency situation should immediately notify or cause to be notified both the Police Department (or the SRO if appropriate to facilitate a response) and the principal or principal's designee. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Nothing in this section or this Agreement shall prevent the principal or principal's designee from reporting possible criminal conduct by a person who is not a student. Nothing in this section or this Agreement shall prevent school personnel from complying with reporting requirements in state law, including those found in [G.L. c. 71, § 37L](#), [G.L. c. 269, § 18](#), and [G.L. c. 71 § 37O](#).

2. For Non-Law Enforcement Purposes

Based on their integration as part of the school community, SROs may periodically require access to student information for purposes that fall outside of the SRO's law enforcement role outlined in Section II.

Student information received by the SRO (or other Police Department employee identified in Section VI.A.) that is not related to criminal conduct risking or causing substantial harm shall not be used to take law enforcement action against a student but may be used to connect a student or family with services or other supports. Prior to such a disclosure, whenever possible, the principal or principal's designee shall notify the student's parent/guardian, the student, or both, when such information will be shared with the SRO.

E. Information Sharing by the SRO with the Principal or Principal's Designee

Subject to applicable statutes and regulations governing confidentiality, the SRO shall inform the principal or principal's designee of any arrest of a student, the issuance of a criminal or delinquency complaint application against a student, the SRO's perception that a student may be in immediate need of emergency medical or psychological assistance, or a student's voluntary participation in any diversion or restorative justice program if:

- The activity involves criminal or delinquent conduct that poses a (present or future) threat of harm to the physical well-being of the student, other students or school personnel, or school property;
- The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., because the SRO may be aware of a situation outside of school suggesting the student may benefit from supportive services in school).

When the SRO observes or learns of student conduct in school for which a law enforcement response is appropriate (as described in Section II), the SRO shall convey to the principal or principal's designee as soon as reasonably possible the fact of that conduct and where practicable the nature of the intended law enforcement response.

VII. Organizational Structure, including Supervision of SROs, Lines of Communication between the School District and Police Department, and Complaint Resolution

The SRO shall be a member of the Police Department and report directly to Sgt. Dan Bruno. To ensure clear and consistent lines of communication, the SRO shall meet at least monthly with the principal or principal's designee and any other school officials identified in Section VI.A. The SRO shall ensure that the principal remains aware of material interactions and information involving the SRO's work, including, but not limited to, arrests and searches of students' persons and property, consistent with Section VI.D.

The salary and benefits of the SRO shall be covered by the East Longmeadow Police Department. The costs of the training required by this Agreement and any other training or professional development shall be paid by the East Longmeadow Police Department.

The East Longmeadow Public Schools will provide the SRO with an office at East Longmeadow High School. The office will be furnished with a desk, office chair, computer, and monitors to access to all of the surveillance cameras in the School District. Although the office of the SRO will be located at East Longmeadow High School, the SRO will visit and be active in all five schools, working with each building principal to ensure that the safety plans are effectively in place and students and staff in all five buildings have a chance to get to know the SRO.

The Parties shall develop and implement a simple and objective complaint resolution system for all members of the school community to register concerns that may arise with respect to the SRO. The system shall comply with Police Department policies and shall provide for timely communication of the resolution of the complaint to the complainant. The system shall also allow parents and guardians to submit complaints in their preferred language and in a confidential manner that protects the identity of the complainant from the SRO consistent with the SRO's due process rights and any applicable employment protections.

All students, parents, guardians, teachers, and administrators shall be informed of the complaint resolution system and procedures at the beginning of each school year. Upon execution, the complaint resolution system should be placed on file at the office of the Chief of Police, the Superintendent, and the Department of Elementary and Secondary Education.

The Parties shall develop and implement a system that allows for the SRO and other Police Department officers to register concerns, including concerns about misconduct by teachers or administrators, that may arise.

VIII. Training for SROs

In accordance with section [23 of chapter 253 of the Acts of 2020, the Municipal Police Training Committee shall provide](#) training for SROs including but not limited to:

- (i) the ways in which legal standards regarding police interaction and arrest procedures differ for juveniles compared to adults;
- (ii) child and adolescent cognitive development, which shall include instruction on common child and adolescent behaviors, actions and reactions as well as the impact of trauma, mental illness, behavioral addictions such as gaming and gambling disorder, and developmental disabilities on child and adolescent development and behavior;
- (iii) engagement and de-escalation tactics that are specifically effective with youth; and
- (iv) strategies for resolving conflict and diverting youth in lieu of making an arrest.

Such program shall also include training related to:

- (i) hate crime identification and prevention training curriculum including acquisition of practical skills to prevent, respond to and investigate hate crimes and hate incidents and their impact on victim communities;
- (ii) anti-bias, anti-racism and anti-harassment strategies;
- (iii) identification of youth at risk of or who are being commercially sexually exploited;
- (iv) bullying and cyberbullying; and

- (v) helping school resource officers interact effectively with school personnel and victim communities and building public confidence with cooperation with law enforcement agencies.

Additional areas for continuing professional development may include:

- Restorative justice practices
- Cultural competency in religious practices, clothing preferences, identity, and other areas
- Positive behavior interventions and supports
- Training in proper policies, procedures, and techniques for the use of restraint
- Teen dating violence and healthy teen relationships
- Relationship building and positive youth development
- Understanding and protecting civil rights in schools
- Special education law
- Student privacy protections and laws governing the release of student information
- School-specific approaches to topics like cyber safety, emergency management and crisis response, threat assessment, and social-emotional learning

The SRO shall attend a minimum of 16 hours of training per year.

Where practicable, the District shall also encourage school administrators working with SROs to undergo training alongside SROs to enhance their understanding of the SRO's role and the issues encountered by the SRO.

IX. Data Collection and Reporting

In accordance with [section 37P\(d\) of chapter 71](#) of the General Laws, “[a]nnually, not later than August 1, the superintendent shall report to the department of elementary and secondary education and publicly present to the relevant school committee: (i) the cost to the school district of assigning a school resource officer; (ii) a description of the proposed budget for mental, social or emotional health support personnel for the school; and (iii) the number of school-based arrests, citations and court referrals made in the previous year disaggregated as required by the department of elementary and secondary education.”

To accomplish this, the Parties agree that:

- The Superintendent shall submit such reports and data to the Department annually, not later than August 1, according to the guidance and rules contained in relevant Data Handbooks issued by the Department. With respect to item (iii) above, the Department must receive individual student-level data from the District on school-based arrests, citations, and court referrals made in the previous academic year.
- The Chief agrees to provide the District with regular access to data in their possession, on an individual level, as needed to fulfill the District's data reporting responsibilities.

X. Accompanying Standard Operating Procedures

The Chief, in consultation with the Superintendent, shall establish operating procedures to provide guidance to SROs about daily operations, policies, and procedures. At a minimum, the operating procedures as established by the Chief shall describe the following for the SRO and shall be consistent with this Agreement:

1. the school resource officer uniform;
2. use of police force, arrest, citation, and court referral on school property;
3. a statement and description of students' legal rights, including the process for searching and questioning students and circumstances requiring notification to and presence of parents and administrators;

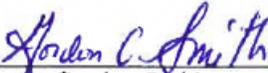
4. chain of command, including delineating to whom the SRO reports and how school administrators and the SRO work together;
5. performance evaluation standards, which shall incorporate monitoring compliance with this Agreement and use of arrest, citation, and police force in school;
6. protocols for diverting and referring at-risk students to school and community-based supports and providers; and
7. information sharing between the SRO, school staff, and parents or guardians.

XI. Effective Date, Duration, Applicability, and Modification of Agreement

This Agreement shall be effective as of the date of signing.

This Agreement shall be reviewed annually prior to the start of the school year. This Agreement remains in full force and effect until amended or until such time as either of the Parties withdraws from this Agreement by delivering written notification to the other Party.

Upon execution of this Agreement by the Parties, a copy of the Agreement shall be placed on file in the offices of the Chief and the Superintendent. The District or school shall annually file the Agreement with the Department of Elementary and Secondary Education. The Parties shall also provide this Agreement to the SRO, the principals of any schools where the SRO will work, and any other individuals whom they deem relevant or who request it.


Name: Gordon Smith
Superintendent of Schools
Date: June 24, 2024


Name: Mark A. Williams
Chief of Police
Date: June 24th, 2024

CELL PHONE AND PORTABLE COMMUNICATION DEVICES

The use and possession of cell phones and electronic devices at school or on school property is a privilege, not a right. Therefore, students who choose to bring cell phones and/or electronic devices to school or onto school property, including buses, agree to the following policy. ELPS is not responsible for any lost, stolen, or damaged devices.

- The use of cell phones and electronic devices is not permissible in the classroom setting unless teacher approval has been granted and the devices are used for educational purposes that are closely aligned with the course content. Video gaming applications and social networking sites that are not connected to the course content are not permitted.
- Cell phones must remain off or in silent mode when in the building.
- For safety reasons, students are not to use headphones during school hours unless they have explicit permission from a classroom teacher or school administrator. Headphones are not allowed during passing times.
- Students who are found to be in violation of permitted cell phone and electronic device usage will be required to turn their device into the main office immediately.
- Pursuant to East Longmeadow Public School's CODE OF CONDUCT, all cell phones and electronic devices that are confiscated for unauthorized use will need to be picked up at the end of the academic day. The student may be subject to additional disciplinary action as well. On the second offense and all subsequent offenses, the device will need to be picked up at the school office during regular school hours by a parent or guardian. The student again may be subject to additional disciplinary action. The East Longmeadow Public Schools will not be liable for any property not picked up by parents within 48 hours. Multiple violations of the policy may result in further disciplinary action consistent with the CODE OF CONDUCT, including the loss of the privilege to possess cell phones and electronic devices at school.
- Students who display acts of defiance or disrespect toward staff who are implementing the Cell Phone and Electronic Device Policy will be subject to further disciplinary action.
- In grades 9-12, the use of cell phones and electronic devices will be permitted during lunch times and hallway passing times, so long as it does not violate existing school policies, including, but not limited to:
 - a) Bullying, intimidating, and harassing behavior via texting and social networking sites;
 - b) Academic integrity-sharing of assessment of assignment information;
 - c) Safety protocols (i.e. fire drill procedures);
 - d) Any act that may interfere with the learning opportunities of other students within the operation of the school; and
 - e) Unauthorized audio/videotaping or photographing of any individual without the express consent of the school administration

Staff members have the obligation to report to the main office students who are violating existing school policies at any time in school, on school property at school sponsored events, or on the school bus. Staff members must also report violations pursuant to the Bullying Policy herein. See Cyberbullying.

Cell phone/electronic device searches:

The search of cell phones or electronic devices for pictures, text messages, video, audio, uploaded and downloaded online materials, pertinent to a specific investigation regarding a violation of the East Longmeadow Public School's CODE OF CONDUCT is permissible if the search is reasonable in its inception and justified in its scope. Acceptable searches may include, but are not limited to:

- Video and pictures of assaults and fighting
- Evidence of harassment/intimidation/bullying
- Graffiti/destruction of property
- Possession, use, or distribution of controlled substances, illegal drugs, or alcohol

If a search of an electronic device is found to contain evidence pertinent to an investigation, the school administration has the sole discretion to hold on to the device, contact the police, or give the device to law enforcement officials.

Approved: June 18, 2012

Beginning in the 2023 - 2024 school year, ELPS will provide all classrooms at Birchland Park Middle School and East Longmeadow High School with cell phone holders that have numbered pouches and can hang on a door or on the wall. The cell phone holders will provide further support for Policy JICJ in ensuring that cell phones are not disruptive to instructional time.

BPMS and ELHS teachers will assign each student in their classes a numbered slot in which the student will place the cell phone at the beginning of class. Teachers should begin using the cell phone holders with their classes on the first day of school in order to immediately establish the daily routine. One recommended possible way of establishing this daily routine is to take class attendance using the cell phone holder.

The goal of Policy JICJ is to reduce disruption to instructional time. Students will continue to be able to use cell phones in the buildings according to building procedures during passing times, lunch, and before and after school. During class time, students who fail to place their cell phone in the holder will receive a warning from their teacher with the possible follow-up by the teacher with the student's parents/guardians. Class time will not be used to debate or argue about the policy. Further disruption to class will result in a referral to the school administration and the student will be subject to further disciplinary action.

This procedure will be reviewed throughout the year for possible needed revisions.

Fund Raising

This policy governs fund raising activities coordinated by East Longmeadow Public School staff members and students. It is the desire of the East Longmeadow School Committee that fund raising activities are conducted only for specific purposes that may enrich and/or help defray the cost of educational programs or activities, which are above and beyond normal budget support. At no time shall fund-raising activities usurp the responsibility of the School District in providing the necessary financial resources for educational programs.

Fund-Raising Activities:

The Building Principal will approve all fund-raising activities in his/her school in order to minimize time spent on these activities. Furthermore, this will also result in the limitation of the number of requests for funds made to families. No fund-raising activity may begin without approval from the Building Principal. While it is understood that certain activities or clubs may be involved in fund-raising activities more than others, fund raising by a student will not be used as a prerequisite for participating in a club or activity. School employees acting as the fund-raising coordinators will be responsible for instructing students on acceptable behavior while participating in fund-raising activities.

For the purposes of collecting advertisements for special projects (i.e. yearbook, school newspaper, drama playbills, concert programs, etc.), students may be permitted to solicit ads from individual businesses.

Communication:

It is the responsibility of each Principal to inform the Superintendent and the Assistant Superintendent for Business of any approved fund-raising event no later than one week in advance of the start of the fund-raising activity. Once the Building Principal signs the ELPS Fund Raiser Approval Form, a copy should be sent to the Superintendent and the Assistant Superintendent for Business

Approved: April 10, 2017

STUDENT ACTIVITY AGENCY ACCOUNTS

The East Longmeadow School Committee recognizes that a program of activities developed within the school system which provides for co-curricular and extra-curricular experiences is important to the enhancement of the total educational program. Recognizing that these funds do not belong to the town of East Longmeadow or the School District but to the students, guidelines are required to insure that these funds are raised and expended solely for the benefit of students and managed in accordance with sound business practices, which includes acceptable budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47 the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town’s annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established by the School Committee in the following amount:

Elementary Schools	\$ 7,000
Middle School	\$15,000
High School	\$35,000

Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the student Activity Checking Account. Reimbursement to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Account shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

Graduating Class Funds:

Funds held on behalf of graduating classes are to be held within the Student activity Checking Account for the High School. Such funds shall be designated by the class “Year of Graduation” such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy

SOURCE: MASC March 2016

LEGAL REF: M.G.L 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the school through the audit process.

APPROVED: 8/22/16

STUDENT TRAVEL

All student trips that include travel to foreign countries or extended travel in the United States must have prior approval of the School Committee. Initial approval by the School Committee is also required before engaging students in fundraising activities. The School Committee will consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips shall offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips shall be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 90 days prior to the scheduled trip dates.

The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

CROSS REFS.: IJOA, Field Trips

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N

REVISED: April 6, 2015

EAST LONGMEADOW PUBLIC SCHOOLS

POLICY FOR THE MANAGEMENT OF SPORTS-RELATED CONCUSSION

Medical management of sports-related concussion is essential. Research shows that young athletes, who return to play before the brain has healed, are highly vulnerable to more prolonged post-concussion syndrome. East Longmeadow Public Schools (ELPS) has established this policy to provide education about concussion for athletic department staff, other school personnel, the School Nurse, parents/guardians and athletes. The protocol and guidelines outline procedures that must be followed in the management of head injuries and what steps must be completed before the student/athlete may return to activity/play after concussion.

East Longmeadow Public Schools strives to provide a safe return to activity for all athletes after injury, particularly after concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, removed from activity, treated and referred appropriately, receive appropriate follow-up care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

The East Longmeadow Public Schools Athletic Training Staff, Athletic Director, Nursing Supervisor and School Nurse will review the protocol on a yearly basis. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing. All athletic department staff will attend an annual mandatory in-service in which procedures for managing sports-related concussion are discussed. The protocol developed for managing a sports-related head injury or concussion addresses the following key components.

- I. Recognition of Concussion and Referral for Treatment
- II. Requirement of Annual Training
- III. Requirement for Neuropsychological Testing
- IV. Requirements of the Athletic Director (AD)
- V. Requirements of the Athletic Trainer (AT)
- VI. Requirements of the School Nurse
- VII. Requirements of Coaches
- VIII. Requirements of Parents/Guardians
- IX. Requirements of Athletes
- X. Requirements of Guidance Counselors/Teachers
- XI. East Longmeadow Public Schools (ELPS) Return to Play Protocol (RTP)
- XII. Second Impact Syndrome Definition
- XIII. Required Documentation of Head Injury and Concussion
- XIV. Required Forms, Educational Materials, Management of Concussions (Appendix I-XIV)

REFS: www.cdc.gov/concussion/headsup/high_school.html

Department of Public Health 105 CMR 201.000: Head injuries & Concussions
in Extracurricular Athlete Activities

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the East Longmeadow Public School District. Further, students of the District are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations as a last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, then a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR [46.02](#).

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR [46.03](#), shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide, including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR [46.03](#)(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR [46.00](#);
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff

directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

Grievance Procedures

A. Any and all complaints regarding the District's restraint practices or use of physical restraints within the District should be presented to the building Principal in writing, specifying in as much detail as possible the nature of the complaint.

B. The Principal or his or her designee will investigate the complaint and will issue a written reply upon completion of the investigation.

Definitions: The following definitions appear at 603 CMR 46.02:

Extended Restraint: A physical restraint the duration of which is more than twenty (20) minutes.

Consent: shall mean agreement by a parent who has been fully informed of all information relevant to the activity for which agreement is sought, in his or her native language or other mode of communication, that the parent understands and agrees in writing to carrying out of the activity, and understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom. In seeking parental consent, a public education program shall not condition admission or continued enrollment upon agreement to the proposed use of any restraint.

Department: shall mean the Department of Elementary and Secondary Education.

Mechanical restraint: shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

Medication restraint: shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Parent: shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

Physical escort: shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical restraint: shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Principal: shall mean the instructional leader or his or her designee.

Prone restraint: shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face down position.

School Working Day: shall mean a day or partial day that students are in attendance at the public education program for instructional purposes.

Seclusion: shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time out as defined in 603 CMR [46.02](#).

Timeout: shall mean a behavioural support strategy developed pursuant to 603 CMR [46.04](#)(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for timeout must be clean, safe, sanitary, and appropriate for the purpose of calming. Time out shall cease as soon as the student has calmed.

SOURCE: MASC

ADOPTED: December 21, 2015

LEGAL REF.: M.G.L. [71:37G](#); 603 CMR [46.00](#)

[EAST LONGMEADOW PUBLIC SCHOOLS](#)

EAST LONGMEADOW PUBLIC SCHOOLS

Life-threatening Allergy Policy

It is the policy of the East Longmeadow Public School Committee to set age-appropriate guidelines for students and schools within the East Longmeadow system that minimize the risk for children with life-threatening allergies (LTA). The risk of accidental exposure to foods/allergens may be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for students with life-threatening allergies.

Such guidelines shall include: building-based general medical emergency plans, life-threatening allergy emergency plans, individual health care plans for all students diagnosed with LTA, appropriate training of staff, availability of on-site medical equipment for quick response to life-threatening allergic reactions, and such other guidelines that will ensure that students with LTA's can participate in school activities without undue fear or harm from exposure to life-threatening food/allergens.

It is the School Committee's expectation that specific building based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open, informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with LTAs to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school.

Although not every circumstance that may develop can be anticipated, in an emergency situation, the interventions/in place are based on medically accurate information and evidence-based practices and experience.

References:

- **Managing Life-threatening Allergies in Schools**
- **Massachusetts Dept. of Education & MA Dept. of Public Health, 2002**
- **Food Allergy & Anaphylaxis Network: <http://www.foodallergy.org>**

CHILD ABUSE & PROTECTION OF CHILDREN

It shall be the policy of the East Longmeadow School District to report all cases of suspected child abuse. All employees are to report any suspected child abuse to their building principal or immediate administrator. All administrators must file any suspected child abuse with the State Department of Social Services: 413 -452-3200, and inform the Superintendent of Schools.

The following is selected from the Massachusetts General Laws of Chapter 119: Section 51A:

“Any physician... public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth... school attendance officer... clinical social worker... to supervise, educate, coach, train or counsel a child on a regular basis,...

...who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section.

Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not

perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney, may have perpetrated or inflicted said abuse or caused said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.”

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00. The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

Revised: September 9, 2003

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382,1994
 M.G.L. 66:10 71:34A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/77,
 June 1995 as amended June 2002
 603 CMR: Dept Of Education 23.00 through 23:12

CROSS REF: KDB, Public's Right to Know

SECTION K

File: KA

SCHOOL/COMMUNITY RELATIONS GOALS

The East Longmeadow School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.
- Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- Community service efforts, which enable the District's staff and students to express their commitment to the community.

File: KBA

SCHOOL/PARENT/GUARDIAN RELATIONS GOALS

It is the general goal of the District to foster relationships with Parent/Guardians which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While Parent/Guardians are individually responsible for their children, the District provides direct services of education and indirect services of child care for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with Parent/Guardians regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, Parent/Guardian involvement in the schools is encouraged through regular communication with the school principal and staff, the Parent/Guardian/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

File: KBBA

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REFS.: 603 CMR 26:09 and 26.10

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his/her complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a Committee member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REF.: BEC, Executive Sessions

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district, which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the building Principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the Principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his/her complaint in writing and offer to send him/her the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his/her immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the Principal or other supervisor will schedule a conference with himself/herself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute to the resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Committee meeting. The decision of the Committee will be communicated in writing to all interested persons.

LEGAL REF.: 603 CMR 26.09 and 26.1

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM
OR INSTRUCTIONAL MATERIALS**

The East Longmeadow School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to have free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a Parent/Guardian requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials that the Committee has adopted.
2. The Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his/her criticism please refer to KEC-E.
 - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question. He/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
 - c. The Superintendent will review the complaint and the Committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the Committee.

In summary, the Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

LEGAL REF.: M.G.L. 76:5

CROSS REFS.: IJ, Instructional Materials
IJL, Library Materials Selection and Adoption

COMMUNITY USE OF SCHOOL FACILITIES

The use of the East Longmeadow Public School facilities will be conducted under the following rules and regulations. These rules, under the provisions of Massachusetts General Laws, Chapter 71, Section 71, will be operative until further changes are deemed necessary and advisable.

The policy of the East Longmeadow Public Schools is to encourage the use of the schools as community centers within the limits of good management, practical considerations and fiscal responsibility. When renting facilities, it will be the practice of the East Longmeadow Public Schools to work with community groups and organizations who support the vision and mission of the East Longmeadow Public Schools promoting continued learning and growth of students. It is incumbent upon all users to manage their activities as effectively as possible, first, because of the investment involved, and secondly, because of civic pride.

No such use of school facilities, however, shall at any time be allowed to interfere with or limit the regular work or extra-curricular activities of the school program or of classes or activities under the direction of the East Longmeadow School Committee. Building/facility rentals must bear all associated costs so that the school district operational budget remains focused on its primary mission to educate students within the school day and calendar.

PUBLIC SOLICITATIONS IN THE SCHOOLS

The East Longmeadow School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, Parent/Guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

LEGAL REF.: M.G.L. 44:53A

**POLICY REGULATION FOR ALL BUSINESS/PARTNER FLYERS, BROCHURES,
HANDOUTS, PACKETS AND SUCH**

In accordance with Policy KHA, the Superintendent acting as an agent for the School Committee, will assess, examine and otherwise make a determination on whether to disseminate materials from all groups/partners/entities outside of the School Department.

The following criteria will be used in approving and disseminating materials through individual schools:

1. The Superintendent of Schools must sign off on all materials approved for dissemination to students and or staff;
2. Groups/partners are responsible for the creation of all photocopies and/or materials they wish disseminated. The School Department will bare no costs in the creation and dissemination of materials;
3. Groups/partners must paperclip all materials in groups of 30 for students, and individually group materials together for staff;
4. A maximum of one (1) dissemination per month will be allowed from any one group/partner organization;
5. School administration will determine the best day and time for dissemination of materials, as long as it is done so within five (5) school days of receipt from group/partner;
6. Businesses/Agencies/Groups from outside of East Longmeadow are discouraged from requesting the dissemination of materials to students.

Revised: September 24, 2007

VISITORS TO THE SCHOOLS

The East Longmeadow School Committee encourages Parents/Guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by Parent/Guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the school district's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parent/Guardians requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: IHBA, Observations of Special Education Programs

SECTION L

STUDENT TEACHING AND INTERNSHIPS

The East Longmeadow School Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. The School Committee recognizes that relationships and arrangements have been developed with area teacher preparatory programs. The assignment of individual student teachers at a specific building will be overseen by the building Principal or the Principal's designee.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will devise procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.

LEGAL REF.: M.G.L. 71:55B

THE EAST LONGMEADOW PUBLIC SCHOOLS RESERVES THE RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE, OR CHANGE ANY OR ALL SUCH PLANS, POLICIES OR PROCEDURES CONTAINED IN THIS HANDBOOK, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE. WHILE THE DISTRICT EXPECTS THAT ITS EMPLOYEES WILL COMPLY WITH THE REGULATIONS AND PROCEDURES WHICH FOLLOW, THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CREATE, NOR IS IT TO BE CONSTRUED, TO CONSTITUTE A CONTRACT OF EMPLOYMENT BETWEEN THE EAST LONGMEADOW PUBLIC SCHOOLS AND ANY ONE OR ALL OF ITS EMPLOYEES.