HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING
March 27, 2018
155 Apsley Street - Administration Building
7:00 p.m.

AGENDA

I. Call the Meeting to Order

II. Minutes of the Following Meeting Presented for Approval:

Regular Meeting: March 20, 2017

III. Public Participation:

In order to efficiently conduct the business of the School Committee and provide for public input, please keep in mind the following:

- *Speakers should address their issues and concerns, and avoid personal attacks;*
- *Persons addressing the Committee should refrain from reading long statements. If such statements are considered necessary for background material, then these statements should be furnished to the Committee prior to the meeting; and*
- *Persons addressing the Committee should limit their statements to approximately two minutes.*

IV. Reports:

1. Report of the Superintendent
2. Subcommittee Reports (if needed)
3. Student Report (if any)

V. Matters for Discussion:

1. Deutsch Williams Update
2. First Reading of Proposed Adoptions and Revisions of School Committee Policies Section 'B'
3. First Reading of Proposed Adoption of School Committee Policy JFBB *School Choice*
4. First Reading of Proposed Revision to School Committee Policy JFBA *Intradistrict Choice* Policy
5. First Reading of Proposed Revision to School Committee Policy ECABC *Security of School Buildings* Policy
6. First Read of Proposed Adoption of School Committee Policy DD *Funding Proposals and Applications*

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VI. Matters For Action:

1. Approval of School Choice for the 2018-2019 School Year
2. Reclassifications of Funds (if needed)
3. Items of Interest to the School Committee

VII. Executive Session/Adjournment

1. To conduct contract negotiations with union personnel (Hudson Education Association, Hudson Paraeducators Association and Hudson Cafeteria Workers Association) because an open session may have a detrimental effect on the legal position of the Committee.

The Agenda reflects topics that the Chairperson reasonably anticipate
s will be discussed.

Not Approved

Hudson School Committee
Open Session Minutes

Meeting Date: March 20, 2018 **Location:** Administration Building
155 Apsley Street

Members present: Michele Tousignant Dufour, Allyson Hay, Glenn Maston, Elizabeth Hallsworth, Steven Smith and Adam Tracy

Members absent: George Luoto

Others present: Dr. Marco C. Rodrigues, Superintendent
Julia M. Pisegna, Recording Secretary
Ben Carme, Student Representative

I. Call the Meeting to Order – 7:02 p.m.

The meeting was called to order by Committee Chair, Michele Tousignant Dufour.

Approval of Minutes:

Regular Meeting: February 27, 2018

A motion to approve the minutes of February 6, 2018 was made by Mr. Tracy and seconded by Mr. Maston. On a vote of 6-0, the motion passed.

Public Participation:

None.

Reports:

Report of the Superintendent

Dr. Rodrigues held a Family Listening Session on School Safety on Monday, March 5th at the Quinn Middle School.

Dr. Rodrigues reported that over 100 parents/guardians attended the session, as well as School Committee members Liz Hallsworth, Michele Tousignant-Dufour and Steve Smith, Hudson Police Department members: Chief Michael Burkes, Detectives Chad Crogan, Seamus Veo and Capitan DiPersio, Administrators: Jason Webster, Matt Gaffney, Melissa Provost, Rachel Scanlon, Kelly Sardella, Dave Champigny, Kathy Provost, Denise Reid, Danica Johnson and Translators: Sandra Maiuri and Maria Garcia.

The Listening Session for Families was very productive with great questions and remarks from parents and guardians. The discussions evolved around Training and Education, Equipment, Protocols, as well as communication with parents regarding evolution of the EMS work, the work discussed during the listening session, and next steps.

Dr. Rodrigues reported that the Organized Student Walk-Out was held on March 14th at 10:00 a.m. for 17 minutes. The tragedy in Parkland, Florida a few weeks ago and other losses of life on school campuses across the nation over several years have driven increased interest in student-led civic engagement efforts and actions, including the idea of school walk-outs. The Hudson Public Schools embraces students' Constitutional rights to peaceful assembly and free expression. The goal of the District, in responding to walk-out plans and other forms of peaceful assembly, is to try and keep focus on teaching and learning while providing guidance and planning to support student and staff safety.

Based on social media messaging, there are at least three major student-led efforts being planned:

1. March 14: Women's March Action – call for school walkout for 17 minutes at 10 am
2. March 24: March for Our Lives for all to participate in Washington, DC
3. April 20: National School Walkout for students across nation in local districts

We respect and support the right of our students to advocate for causes that are important to them and welcome the opportunity to work with any student or student group to discuss appropriate and creative ways to do so while at school.

In order to support and guide our students, building principals, teachers, and support personnel have met with student leaders to:

- Assess their needs and provide guidance.
- Remind students that Hudson supports their rights to peaceful assembly and free expression, but that school is about teaching and learning as priority, and that the Hudson Student Code of Conduct remains in place and will be enforced.
- Help ensure that any efforts to invite participation are open and that the events be inclusive of ALL students.
- Ask students to be respectful of students on campus who may not wish to participate, and/or students who may hold opposing views to those being shared during the event.
- Assess if there are teachable moments that could be relevant to class instruction or lessons.

Discussion ensued.

Student Report

Ben Carme, Student Representative, reported that Hudson High School participated in the National School Walkout and that the event was a success, with students respectful of the true reason behind the event.

Hudson High School also held its first Annual Mr. Hudson High School night, which was a huge success and raised funds for the National Honor Society and Community Council.

Mr. Carme also shared that spring sports have begun at the high school, and that the new water fountain is up and running, and to date, almost 2,000 bottles of water have been saved.

Subcommittee Reports

Mr. Smith shared that the Policy Subcommittee continues to work on Section B of the policies, and those policies will be brought before the full Committee on March 27th for the first reading.

Mr. Maston shared that the Strategic Planning Committee will be meeting in April to discuss the high-level School Committee goals.

Discussion ensued.

Matters for Discussion:

1. Food Service Update:

Executive Director of Finance and Operations, Patty Lange, updated the Committee that an RFP was issued on March 15, 2018.

The following six companies responded:

Café Services, Inc.
Chartwells
Whitsons
Genuine Foods
Papa Gino's and D'Angelos Grilled Sandwiches
Aramark

A mandatory site walk was scheduled for March 20, 2018 and the following three companies were in attendance:

Chartwells
Café Services, Inc.
Whitsons

Ms. Lange reported that the anticipated award date is scheduled for May 8, 2018.

Discussion ensued.

Ms. Lange will continue to update the Committee with any new developments.

2. Finance Committee Update

Committee Chair, Michele Tousignant Dufour, reported that on Thursday, March 8th, the Finance Committee approved the budget and noted that it was a great meeting with very emcouraging conversation.

Discussion ensued.

Matters for Action:

1. Approval of the 2018-2019 School Year Calendar

Dr. Rodrigues recommended approval of the 2018-2019 School Year calendar.

Discussion ensued.

A motion to approve the 2018-2019 School Year calendar was made by Ms. Tousignant Dufour and seconded by Mr. Smith. On a vote of 6-0, the motion passed.

Reclassifications:

A motion to approve the reclassifications of funds, as presented, was made by Mr. Maston and seconded by Ms. Tousignant Dufour. On a vote of 6-0, the motion passed.

Items of Interest to the School Committee:

None.

Executive Session/Adjournment

At 7:37 p.m., Committee Chair, Michele Tousignant Dufour, noted that Executive Session was needed for the following reason:

1. To conduct contract negotiations with union personnel (Hudson Education Association, Hudson Paraeducators Association and Hudson Cafeteria Workers Association) because an open session may have a detrimental effect on the legal position of the Committee.

A motion to enter into Executive Session was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth.

Vote by roll call:

Ms. Tousignant Dufour – yes
Ms. Hay – yes
Mr. Maston – yes
Ms. Hallsworth - yes
Mr. Smith – yes

Mr. Tracy - yes

Committee Chair, Michele Tousignant Dufour, announced that the Committee would enter Executive Session and not return to public session.

Respectfully submitted,

Elizabeth Hallsworth, Secretary
Hudson School Committee

MARCH 27, 2018

Hudson Public Schools

REPORT OF THE SUPERINTENDENT

MARCO C. RODRIGUES, ED.D.

SUPERINTENDENT EVALUATION RUBRIC
Standard II: Indicator A
Standard III: Indicators A, B, C, D
Standard IV: Indicators A, B, C

REPORT OF THE SUPERINTENDENT

I. DISTRICT NEWS AND UPDATE

In my Entry Findings Report, I identified communication as one of the areas for improvement in the District. I am continuously evaluating the ways in which we communicate, at all levels, to ensure that the flow of communication, timely delivery, and the accuracy of the content reaches all stakeholders.

Since July 2017, I instituted Listening Sessions with families and staff, published weekly *Creating Connections*, scheduled general assemblies with staff, established a Superintendent's Student Advisory Council, delivered Report of the Superintendent presentations to the School Committee, and held monthly Principals' meetings and District Leadership Teams. All of these deliberate actions were designed to improve communication and to reach all stakeholders.

On Friday, March 23th, I launched the "*District News & Updates*" publication, a newsletter designed to provide news and updates to all district employees. This publication will occur periodically and will provide information, to the entire Hudson school community, regarding current events, developing work, and accomplishments made by the district.

II. KINDERGARTEN OPEN HOUSE EVENT

The District will hold its first open house event on April 3, 2018 at the Quinn Middle School. This event has been designed to welcome incoming Kindergarten students (Class of 2031) and their families. The open house will be filled with fun activities for the incoming Kindergarten students while offering parents/guardians essential information to ensure a smooth transition into Hudson Public Schools.

The event will be held from 6 pm to 7:30 pm in the Quinn Middle School cafeteria with thematic stations assembled to engage parents and students in the areas of curriculum, nursing services, transportation, food services, and more.

A "save the date" note was sent to parents a few weeks ago and, the attached invitation was sent to approximately 175 families of registered Kindergarten students.

I encourage School Committee members to attend the open house event and I hope to see all 175 families participating in this informative, fun, filled with surprises, event!

III. SCHOOL SAFETY UPDATE

The Emergency Management System Committee continues to focus their work on evaluating our practices and ability to respond to emergency situations. Below are highlights of the work the committee has accomplished to date:

1. ALICE Training Video
    - HUD TV is producing an in-house training video with the assistance of three certified ALICE trainers: Resource Officers Crogan and Veo and Assistant Principal Johnston. The current plan is to have the video available for teacher access by the end of April.

2. High School Entrance
    - Two additional security cameras will be installed at the High School front entrance:
        - One at the entrance to improve face recognition of those seeking entrance during school hours.
        - One in the main corridor to track visitors as they enter the school once "buzzed" through the main entrance to ensure that they stop at the receptionist's station for visitor badges and sign-in.
    - Two TV monitors will be wall amounted inside the main office to allow the secretaries to clearly see who is at the main entrance seeking access before they buzz them through and ensure that they stop at the reception desk once inside.
        - One will be placed for improved viewing from the reception desk.
        - The other will be placed for improved viewing from the secretaries' area.
    - The live streaming from these cameras will be continuously recorded.
    - The installation is scheduled for the week of March 26th.
    - Students and Parents will be notified of the front entrance new security protocol.

3. Evacuation Routes and Sanctuary Locations – All Schools
    - The confirmed routes are as follows:
        - Hubert to First Steps Pre-School
        - Farley to United Methodist Church
        - Mulready to Forest Ave
        - Forest Ave to Mulready
        - QMS to Farley
        - Hudson High to ELKS Hall
    - We also have approval to utilize the Unitarian Universalist Church for any school whose destination location is inaccessible.

4. Warming Blankets
   - 400 Mylar Warming Blankets have been purchased (similar to those seen at the end of the Boston Marathon to wrap the runners) for use in the event students are evacuated during inclement weather.
   - 100 blankets were distributed to each elementary school and the middle school. We are awaiting a delivery for the high school.

5. CHAPS – Enhanced Security for Before and After School Programs
   - We have been working with the CHAPS team to identify how to best improve security and parent pick-up/drop-off at the schools they utilize for their programs.
   - We have identified the entrances requiring modifications; CHAPS will be purchasing cameras, which will be compatible with their new IOS software.
   - Facilities Department is working with the security company to integrate the CHAPS system capabilities into our current security operation to determine how to electronically identify the person requiring access and to allow a CHAPS employee to release the locking mechanism from their device to grant access.

Welcome to Kindergarten

OPEN HOUSE

Fun Activities

Meet the Principals

April 3, 2018

6:00 p.m.– 7:30 p.m.

Quinn Middle School

201 Manning Street

Hudson, MA 01749

Stations will be available with information

on

Curriculum

Health Services

Food Services

Transportation

Scavenger Hunt

See a School Bus

PLEASE JOIN US!!!!

Child Care will be available for siblings

DEUTSCH | WILLIAMS

One Design Center Place
Suite 600
Boston, MA 02210
(617) 951-2300
(617) 951-2323 fax

Elizabeth B. Valerio, Esq.
evalerio@dwboston.com

February 26, 2018

Hudson School Committee
ATTN: Michele Tousignant Dufour, School Committee Chair
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749

RE: Change of Representation

Dear Chair Dufour and Hudson School Committee Members:

After 34 years serving the legal needs of school committees, municipalities, businesses, individuals, and other local Massachusetts governmental bodies, Deutsch Williams will be ceasing operations on March 31, 2018. It has been our honor to represent you.

The attorneys in the Deutsch Williams School and Labor and Employment Law Departments, including Liz Valerio, Rob Hillman, Nick Dominello, John Foskett, Wendy Chu, Erica Crystal, Matt Buckley, Caroline Thibeault, and Jen King have formed a new law firm and will be available to continue representation as "**Valerio Dominello & Hillman, LLC**" effective April 1, 2018.

As the client, you have the right to choose your lawyer. If you choose to have the attorneys at Valerio Dominello & Hillman, LLC continue representation, please initial the box at the end of this letter that signifies your decision. We have enclosed a rate confirmation letter from Valerio Dominello & Hillman, LLC confirming that the rates for attorneys at Valerio Dominello & Hillman, LLC will be the same as the rates provided by Deutsch Williams. If you wish to transfer your files to other counsel, please let us know.

For your convenience, enclosed is a self-addressed stamped envelope for you to return this letter to us. We welcome any questions concerning representation, so please feel free to telephone me.

Very truly yours,

Elizabeth B. Valerio
Nicholas J. Dominello

EBV:lem
Enclosures: Valerio Dominello & Hillman, LLC Rate Confirmation Letter
Self-addressed Stamped Envelope

cc: Dr. Marco Rodrigues, Superintendent of Schools

- ☐ We choose to have the attorneys at **Valerio Dominello & Hillman, LLC** continue representing us on the matters that are presently at Deutsch Williams. Please forward our files to **Valerio Dominello & Hillman, LLC**.

- ☐ We want our files to be sent to new counsel, whose name and address is: _____.

_____
Client Name

_____
Signature of Client's Authorized Representative

Print Name: _____

Valerio
Dominello &
Hillman, LLC

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Elizabeth B. Valerio, Esq.
Elizabeth.Valerio@VDHBoston.com

February 26, 2018

Hudson School School Committee
ATTN: Michele Tousignant Dufour, School Committee Chair
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749

RE: Rate Confirmation

Dear Chair Dufour and Hudson School Committee Members:

Although Deutsch Williams Brooks DeRensis & Holland PC has decided to wind down at the end of March 2018, the Labor, Employment and School Law Department team that you have worked with for 8 years will continue. Attorneys Liz Valerio, Nick Dominello, Rob Hillman, John Foskett, Matt Buckley, Wendy Chu, Erica Crystal, Caroline Thibeault and Jen King will continue to work together as a new firm, "***Valerio Dominello & Hillman, LLC***".

Valerio Dominello & Hillman, LLC will continue our commitment to strong advocacy, practical advice, creative solutions, and responsiveness for our clients. We value our relationship with the Hudson School Committee and we are truly grateful for the trust you have placed in us over the years. We have worked to make the transition smooth. Our rates will remain the same, with attorneys billed at $225.00 per hour and law clerks and paralegals billed at $95.00 per hour. We will continue to bill in tenth of an hour increments and to include reasonable and necessary out-of-pocket expenses on our monthly bills such as court filing fees, postage and Federal Express charges, copies and mileage.

Our cell phone numbers remain unchanged. Our new office is located in greater Boston on Route 128. We will be setting up the new office during March so that it's ready for April 1st. Our new address, office phone number, email address and website will be effective on April 1st and are:

Valerio Dominello & Hillman, LLC
One University Avenue, Suite 300B
Westwood, MA 02090

Telephone: 617-862-2005
Fax: 617-862-2025

Email: Elizabeth.Valerio@VDHBoston.com

Website: VDHBoston.com

Please let me know if you have any questions regarding our representation, our team, or this exciting change. Please indicate that you want the attorneys at Valerio Dominello & Hillman, LLC to continue representation consistent with the fees above.

Very truly yours,

Elizabeth B. Valerio
Nicholas J. Dominello

EBV:lem

The above proposal for representation effective April 1, 2018 is accepted.

Hudson School Committee
Client Name

Date: _____, 2018

_____
Signature of Authorized Representative

Please print name: _____

HUDSON PUBLIC SCHOOLS

POLICY MANUAL REVIEW

2017-2018

The Sub-Committee on Policy is conducting a review of the existing Policy Manual. The Sub-Committee is using the Massachusetts Association of School Committee's (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the "Proposed Change or New Policy" column below with new language **underlined and bolded** and deleted language underlined and bolded and in **red**.

SECTION A – FOUNDATION AND BASIC COMMITMENTS

Section	Existing Policy	Proposed Change or New Policy
BA **School Committee Operational Goals** Adopt MASC Policy with revisions	No current policy	**The School Committee is responsible to the people for whose benefit the school system has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.** The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes. **The School Committee will periodically set performance objectives to evaluate their accomplishments.** **In accordance with these principles, the technique will involve:**

		1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment. **2. Setting objectives for performance for each position and function in the system.** **3. Allowing the people responsible for carrying out objectives to have a role in setting them.** **4. Establish practical and simple goals.** **5. Conducting a concrete and periodic review of performance against these goals.**

BAA **Evaluation of School Committee** Adopt MASC Policy	No existing policy	The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives. The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised: 1. Communication with the public 2. School Committee - Superintendent relationships 3. School Committee member development and performance 4. Policy development 5. Educational leadership 6. Fiscal management 7. School Committee meetings 8. Performance of subcommittees of the School Committee 9. Interagency and governmental relationships When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted. Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

BB **School Committee Legal Status** Adopt MASC Verbiage w- Town of Hudson General By-Laws reference	No existing policy	The School Committee is the governing board of the town's public school system. Although it functions as a duly elected Committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process. **(School Committee (a) Term of Office. There shall be a school committee consisting of seven (7) members elected by vote of the registered voters of the Town for three (3) year overlapping terms such that the terms of at least two members expire each year. (b) Powers and Duties. The School Committee shall have all the powers and duties school committees) – Town of Hudson General By-Laws Section 5.3**

BBA **School Committee Powers and Duties** Adapt MASC policy with slight revision due to clarity	No existing policy	The 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. <u>Legislative or policymaking</u>**. 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. <u>Appraisal</u>**. The Committee is responsible for evaluating the effectiveness of its policies and their implementation. **3. <u>Provision of financial resources</u>**. The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies. **4. <u>Public relations</u>**. 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. <u>Educational planning and evaluation</u>**. 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. **<u>Personnel Matters</u>** 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 there to, 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, School Nurses, and Supervisor of Attendance. ~~**Such positions shall not report directly to the School Committee.**~~ **Such positions shall report to the Superintendent and not to the School Committee.**

BBBA/BBBB **School Committee Member Qualifications** Adopt MASC policy	No current policy	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 or sexual orientation.

BBBC **School Committee Member Resignation** Adopt existing MASC policy	No existing policy	A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation. Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office. Established by law

BBBE **Unexpired Term Fulfillment** Adopt MASC policy	No existing policy	When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it. As provided in the law, the School Committee will notify the Selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote. For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

BCA **School Committee Member Ethics** Adopt MASC policy	No existing policy	**Massachusetts Association of School Committees Code of Ethics)** **<u>Preamble</u>** The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state. This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above: 1. Community responsibility 2. Responsibility to school administration 3. Relationships to fellow Committee members A School Committee member in his/her relations with his/her community should: 1. Realize that his/her primary responsibility is to the children. 2. Recognize that his/her basic function is to be policy making and not administrative. 3. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made. 4. Be well informed concerning the duties of a Committee member on both a local and state level. 5. Remember that he/she represents the entire community at all times.

		6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her Committee activities. A School Committee member in his/her relations with his/her school administration should: 1. Endeavor to establish sound, clearly defined policies which will direct and support the administration. 2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration. 3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results. 4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail. A School Committee in his/her relations with his/her fellow Committee members should: 1. Recognize that action at official meetings is binding and that he/she alone cannot bind the Committee outside of such meetings. 2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the Committee. 3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions. 4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own

		Committee or from members of other Committees who may be seeking help or information on school problems 5. Make decisions only after all facts on a question have been presented and discussed.

BDA **School Committee Organizational Meeting** Adopt MASC policy with revisions for position	No current policy .	For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice-Chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected. In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem. A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows: 1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened. 2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and ~~clerk~~, **Secretary** in order. The procedure used for their election will be the same as that for electing the Chair. Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

BDB **School Committee Officers** Adopt MASC policy with revisions.	No existing Policy	**<u>Duties of the Chair</u>** The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will: 1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee. 2. Consult with the Superintendent in the planning of the Committee's agendas. 3. Confer with the Superintendent on crucial matters that may occur between Committee meetings. 4. Appoint subcommittees, subject to Committee approval. 5. Call special meetings of the Committee as found necessary. 6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others. 7. Be responsible for the orderly conduct of all Committee meetings. As presiding officer at all meetings of the Committee, the Chair will: 1. Call the meeting to order at the appointed time. 2. Announce the business to come before the Committee in its proper order. 3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.

		4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference. 5. Explain what the effect of a motion would be if this is not clear to members. 6. Restrict discussion to the question when a motion is before the Committee. 7. Answer all parliamentary inquiries. 8. Put motions to a vote, stating definitely and clearly the vote and result thereof. **Duties of the Vice-Chair** The Vice-Chair of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her. ~~**Clerk**~~ **Secretary** The ~~**clerk**~~ **Secretary in conjunction with the Assistant to the Superintendent** will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town. **School Committee officers will be posted on the HPS website.**

BDD **School Committee-Superintendent Relationship** Adopt MASC Policy	No current Policy	The 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.

BDE **Subcommittees of the School Committee** Adopt current MASC policy with revision	No current policy. Subcommittees addressed in Hudson policy BBAB which is out of date.	The 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. 1. The subcommittee will be established through action of the Committee. 2. The Committee chairperson, subject to approval by the Committee, will appoint the subcommittee chairperson and its members. 3. The subcommittee will be provided with a list of its functions and duties. 4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee. 5. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law. 6. **Subcommittees and members will be posted on HPS website.**

BDFA **School Councils** Adapt MASC policy with edits	No current policy.	**The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.** The Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school District. As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee. The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in: 1. Adoption of educational goals for the school that are consistent with state and local policies and standards. 2. Identification of the educational needs of the students attending the school. 3. Review of the school building budget. 4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

BFA-E-1 **School Improvement Plans** Adopt MASC policy	No current policy	The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent and review of the School Committee. The plan should be drafted with the following in mind: 1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education and by the School Committee. 2. An assessment of the needs of the school in light of the proposed educational goals. 3. The means to address student performance. 4. Professional development for the school's professional staff. 5. The enhancement of parental involvement in the life of the school, safety, and discipline. 6. The development of means for meeting the diverse learning needs of every child. 7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that: a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy. SOURCE: MASC

BDFA-E-2 **Submission and Approval of the School Improvement Plan** Adopt MASC policy	No current policy	The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review no later than July 1 of the year in which the plan is to be implemented. Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should: 1. Focus on improvement of student learning. 2. Specify expected student outcomes and measurable/observable results. 3. Align with the mission of the School District and any goals and policies of the School District. 4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements. 5. Clearly identify actions to be taken on how changes will be implemented. 6. Include a plan on how to solicit community support for the changes being developed. 7. Indicate anticipated costs and available funding sources. 8. Delineate the method of evaluating and reporting progress and results. If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the Superintendent does not review the school improvement plan within 30 days of its receipt, the plan shall be deemed to have been approved.

		SOURCE: MASC

BDFA-E-3 **Conduct of School Council Business**	No current policy	The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings. The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings. School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure. All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Section 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session. The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

BDG **School Attorney** Adopt MASC policy with discussion	No current policy	It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice. A decision to seek legal advice or assistance on behalf of the school system will be made by the Committee. The Superintendent may also take such action at the direction of the Committee. Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, he/she will advise the Committee and seek either initial or continuing authorization for such service. The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek his/her services to counsel and represent the school system at various times.

BE **Meetings** Replace with MASC policy	**MEETINGS** All meetings of the Hudson School Committee and its subcommittees, shall be conducted in accordance with the policies established by the School Committee and in accordance with Chapter 39, Sections 23A, 23B, 23C of the Massachusetts General Laws. In order to facilitate an orderly meeting, rules of parliamentary procedure will be followed as defined in Parliamentary Procedure at a Glance by O. Garfield Jones, copyright 1971. In accordance with MGL Ch39 S.23A, a quorum of the School Committee or subcommittee of the School Committee shall be a simple majority of its membership.	The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows: 1. **Regular meeting**: the usual official legal action meeting, held regularly 2. **Special meeting**: an official legal action meeting called between scheduled regular meetings to consider specific topics. Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

BEC **EXECUTIVE SESSION** Discontinue current Hudson policy and adopt MASC policy. Regular meetings now covered under BE BEC is now classified as Executive Session.	**REGULAR MEETINGS** Regular meetings of the Hudson School Committee are held at the School Administration Office, 155 Apsley Street, Hudson, on the second and fourth Tuesdays of every month. Any notice of a regular meeting which may be given to members by the Superintendent is a courtesy only. The validity of any action taken at a regular meeting is not subject to prior notification of the business to be transacted, except as required by School Committee policy or Massachusetts General Laws. The regular meeting schedule will be sent to the Town Clerk by the Superintendent for posting pursuant to MGL Ch39 S.23B. The time and location of the regular meeting may be changed by majority vote of the members present at any meeting of the School Committee. The time may also be changed by the Chairperson when necessitated by circumstances in order to efficiently accomplish the business of the Committee. Any changes to the time and location of the regular meetings must be posted with the Town Clerk by the Superintendent, pursuant to MGL Ch39 S.23B.	All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law: 1. The Committee will first convene in an open session for which due notice has been given. 2. The Chair (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called. 3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes. 4. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session. The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate: 1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request. 2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.

		3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted. 4. The deployment of security personnel or devices. 5. Allegations of criminal misconduct or to discuss the filing of criminal complaints. 6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party. 7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements. 8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening. 9. To meet or confer with a mediator with respect to any litigation or public business. 10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier. (In the first case, an open meeting will be held if the individual involved so requests.) Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

		The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes. When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first. All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

HUDSON PUBLIC SCHOOLS

POLICY MANUAL REVIEW

2017-2018

The Sub-Committee on Policy is conducting a review of the existing Policy Manual. The Sub-Committee is using the Massachusetts Association of School Committee's (MASC) Policy Manual recommendations as the baseline for the review. The proposed changes or new policy adoptions are indicated under the "Proposed Change or New Policy" column below with new MASC language **bolded**, edits to MASC language **bolded and underlined,** and deleted language in red.

SECTION B – SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS

BEDA, BEDB, BEDB-E, BEDD, BEDF, BEDG, BEDH, BEDH-E, BEE, BG, BGB, BGC, BGD, BGE, BGF, BHC, BHE, BIA, BIBA, BID, BJ

Section	Existing Policy	Proposed Change or New Policy
BED Procedures During Meetings	The conduct of business should proceed with order and efficiency. The usual order of business is defined in policy BEDB. In accordance with open meeting law (MGL Ch39 S.23B), the public is entitled to attend and observe all open meetings of the School Committee. The law does not provide the public with the right to speak at any meeting, except with the permission of the Chairperson (MGL Ch39 S.23C). The School Committee welcomes public input at appropriate times, as determined by the Chairperson. In order to efficiently conduct the business of the School Committee and provide for public input, the following procedures must be followed by all wishing to address the Committee: 1. Persons wishing to be placed on the agenda must use the process defined in Policy BEDH. 2. Speakers should address their issues and concerns, and avoid personal attacks. 3. Persons addressing the Committee should refrain from reading long statements. If such statements are considered necessary for background material, then	None

4. these statements should be furnished to the Committee prior to the meeting.
5. Persons addressing the Committee should limit their statements to approximately two minutes.
6. All remarks are to be directed through the Chairperson, prefaced by identification of name and address if requested by the Chairperson.
7. Once recognized by the Chairperson and given permission to address the Committee, the speaker should confine his/her remarks to the subject announced or under discussion, and refrain from bringing up an entirely new subjects.
8. It is the prerogative of the Chairperson to determine when full and complete information has been given.
9. It is the prerogative of the Chairperson to recess or adjourn the meeting, if in his/her opinion the conduct of orderly business is no longer possible.
10. Any member of the public must remain quiet and orderly while attending a meeting. Pursuant to MGL Ch39 S.23C, if ordered by the Chairperson, any member of the public must be silent; and may be ordered to leave the meeting by the Chairperson if he/she persists in disorderly behavior.

Adopted by the Hudson School Committee: May 28, 1996

BEDA NOTIFICATION OF SCHOOL COMMITTEE MEETINGS	None	**As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."** **Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.** **SOURCE: MASC July 2016** **LEGAL REFS.: M.G.L. 30A:18-25** **CROSS REF.: BE, School Committee Meetings**

BEDB ORDER OF BUSINESS	The usual order of business for meetings of the School Committee: Call the meeting to order. Approval of minutes of previous meetings. Superintendent's report. Student Presentations Community Comments, time limit of such to be 10 minutes. Special reports and presentations. Old business, including applicable subcommittee reports. New business, including applicable subcommittee reports. Communications. Executive session (if necessary). Adjournment. The order of business may be altered by the chairperson when he/she feels it is necessary for the efficient and courteous conduct of business. Adopted by Hudson School Committee: May 14, 1996 Amended by Hudson School Committee: October 28, 2003	**BEDB - AGENDA FORMAT** **The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.** **The Committee will follow the order of business established by the agenda except as ~~it votes to rearrange the order~~ the Chairperson sees fit for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business. If rearranging the agenda is opposed by any School Committee member, the member can ask for a vote of the full School Committee to approve the change.** **Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.** **The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.** **The agenda, together with supporting materials, will be distributed to School Committee members no less than ~~three~~ two business days prior to the meeting to permit adequate time to prepare for the meeting.** **~~Agendas will be posted and made available to the press.~~ The agenda will be sent to the Town Clerk by the Superintendent.** **SOURCE: MASC July 2016** **CROSS REFS: BEDH, Public Comment at School**

		Committee Meetings

BEDB-E AGENDA FORMAT	None	**At regular meetings, the following will be the customary order of business:** **1. Call to order** **~~2. Roll call of Committee members~~** **~~3.~~2.Approval of minutes** **~~4. Payment of bills, financial report~~** **3. ~~Delegations, visitors, etc.~~Superintendent's report** **4. Student presentations** **5. Community Comments, time limit of such to be 10 minutes** **6. Special reports and presentations** **7. Old business, including applicable subcommittee reports** **~~5.~~8.New business, including applicable subcommittee reports** **~~6.~~9.Communications** **~~7. Reports and recommendations of the Superintendent~~** **~~8. Unfinished business~~** **~~9. New business~~** **~~10. Reports of special committees~~** **~~11.~~10. ~~Recommendations or questions from individual Committee members~~Executive session (if necessary)** **~~12.~~11. Adjournment**

BEDD SCHOOL COMMITTEE RULES OF ORDER	None	**Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.** **In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.** **SOURCE: MASC**

BEDF VOTING METHOD	None	**Open meeting** **Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.** **All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.** **A two-thirds vote will be required to suspend parliamentary rules of order.** **Executive Session** **A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.** **All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.** **SOURCE: MASC** **Updated July 2012** **LEGAL REFS.: M.G.L. 3 30A:18-25; 71:42; 71:50**

BEDG MINUTES	None	**The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.** **Minutes will include:** **1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.** **2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.** **3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.** **4. Notation of formal adjournment.** **Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.** **The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.** **SOURCE: MASC**

		LEGAL REFS.: M.G.L. 30A:22; 66:10 **CROSS REF.: KDB, Public's Right to Know**

BEDH PUBLIC REQUEST TO BE ON AGENDA	Any resident of Hudson, or others having business before the Committee, may leave with the Superintendent a written request to be placed on the agenda of the Committee on a special matter, no later than the Thursday before the next meeting. The request should specify the reason(s) for appearing before the committee, the action(s) desired, contain any pertinent information necessary for the Committee to make an informed decision, and specify all persons desiring to speak on the matter. The Superintendent, in consultation with the Chairperson, may waive the requirement for a written request. At this time, he/she shall be given a time limit for discussion. Items not specified in the package delivered to the School Committee prior to the meeting, can only be brought before the Committee for action at the pleasure of the Committee. Adopted by Hudson School Committee: April 9, 1996 Amended by Hudson School Committee September 9, 2003	**Public Comment at School Committee Meetings** **All regular and special meetings of the 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 participation 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.** **SOURCE: MASC July 2016**

BEDH-E GUIDELINES FOR PUBLIC COMMENT	None	**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 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 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~~ 10 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. **SOURCE: MASC**

BEE SPECIAL PROCEDURES FOR CONDUCTING HEARINGS	None	**In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:** **1. Give due and public notice in line with statutory requirements and seek to publicize the meeting ~~in all local media~~.** **2. Make available printed information on the topic of the hearing.** **3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.** **The Chair of the Committee will preside at the hearing.** **If the public requests to comment, it ~~The public~~ will be informed of ~~at the beginning of the hearing~~ the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.** **In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.** **SOURCE: MASC**

BG SCHOOL COMMITTEE POLICY DEVELOPMENT	None	**The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.** **The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.** **The School Committee accepts the definition of policy set forth by the National School Boards Association:** **Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.** **The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.** **SOURCE: MASC**

BGB ADOPTION OF POLICIES	Adoption of new or revised policies will require two public readings. Notice of a first or second reading must be stated in the call for the School Committee meeting. Action to adopt must be taken after the second reading. Policies are adopted by a majority vote of the members present. At a first reading, motions to amend the proposed new or revised policy will be accepted. The first reading will be considered satisfied with or without amendments. At a second reading, motions to amend the proposed new or revised policy will be accepted. The second reading will be considered satisfied only if no amendments are made. A second reading must occur no later than the second regularly scheduled meeting after the first reading of the proposed policy. Adopted by the Hudson School Committee: May 10, 1994	**POLICY ADOPTION** **Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.** **To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:** **1. Information item - distribution with agenda** **2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting** **3. Action item - discussion, adoption or rejection.** **Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.** **The School Committee may dispense with the above sequence to meet emergency conditions.** **Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.**

		Minor modifications to approved policy that do not impact the meaning of the original content are only required to go through step 3 of the above process. Those changes include: **1. Grammar corrections** **2. Spelling and punctuation** **3. Typos if they do not ipact the meaning of the original content** **4. Correction or updates to individual names and contact information** **5. Formatting corrections** **SOURCE: MASC**

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BGC AMENDMENT OF POLICIES	The policies of the Hudson School Committee shall be subject to amendment upon a majority vote of the whole Committee at any official School Committee meeting, provided the proposed amendment has been described in writing in the call for the meeting. Adopted by Hudson School Committee: February 27, 1979	**POLICY REVISION AND REVIEW** **In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.** **The Committee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.** **The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.** **The School Committee directs the Superintendent to periodically recall all policy and regulations manuals for administrative updating and Committee review.** **SOURCE: MASC**

BGD SCHOOL COMMITTEE REVIEW OF PROCEDURES	None	**It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.** **The Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.** **The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.** **Rules Pertaining to Staff and Student Conduct:** **Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.** **SOURCE: MASC** **LEGAL REF.: M.G.L. 71:37H**

BGE POLICY DISSEMINATION	None	**The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.** **Accessibility is to extend at least to all employees of the school system, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.** **All policy manuals distributed to anyone will remain the property of the Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.** **The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office an on the District website.** **SOURCE: MASC**

BGF SUSPENSION OF POLICIES	None	**The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at ~~the next~~ a scheduled meeting and will be so noted on the agenda for that meeting.** **SOURCE: MASC**

BHC SCHOOL COMMITTEE-STAFF COMMUNICATIONS	None	**The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.** **Staff Communications to the School Committee:** **All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. ~~Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.~~** **School Committee Communications to Staff:** **All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.** **Visits to Schools:** **Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal**

		expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization. **SOURCE: MASC**

BHE USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS	None	**As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), 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 times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.** **Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, ~~the School Committee Chair, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or~~ the district shall provide district e-mail 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.**

		SOURCE: MASC July 2016 **LEGAL REF.: M.G.L.4:7; 30A:18-25, 23B; 66:10**

BIA ORIENTATION OF NEW MEMBERS	Membership on a school committee is a complex undertaking, and requires much time and effort to become acquainted with the operation of a school committee and with the issues facing the committee. In order to assist new members with this task, the Superintendent will provide the following information to all new members: 1. The Hudson School Committee Policy Manual. 2. Copies of all existing contracts with collective bargaining units. 3. Membership in all school committee organizations. 4. A copy of "A Practical Guide to the Conflict of Interest Law for Municipal Employees", obtainable from the State Ethics Commission. 5. A copy of the most recent edition of the MASC Selected General Laws, and any interim update if applicable. 6. A summary of the Public Records Law obtainable from the Supervisor of Public Records. 7. A copy of a summary of Open Meeting Law Requirements, such as Bob Fraser's Sept. 24, 1990 summary. 8. A copy of the Education Reform Act of 1993, obtainable from the State printing office. 9. A copy of "Questions and Answers on School Councils", obtainable from the State Department of Education. Pursuant to MGL Ch71 §36A, all newly elected members are required to attend 8 hours of orientation training at no cost to the member from the Massachusetts Association of School Committee (MASC) or any other entity approved by the commissioner of education after consulting the association. Adopted by Hudson School Committee: May 14, 1996 Amended by Hudson School Committee: September 9, 2003	**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 or provided direct online access to 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.** **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., which provides various resources for School Committee members ~~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.~~** **SOURCE: MASC July 2016** **CROSS REF: BBBA/BBBB School Committee Member Qualifications/Oath of Office** **LEGAL REF.: M.G.L. 71:36A**

BIBA SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS	None	**To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:** **1. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system.** **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.** **SOURCE: MASC July 2016** **LEGAL REFS.: M.G.L. 40:5** **CROSS REFS.: BID, School Committee Member Compensation and Expenses** **DKC, Expense Reimbursements**

BID SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES	None	**The School Committee shall serve without compensation, except that a member of a School Committee of the town ~~a city, town, regional school district or superintendency union~~ may be compensated for his/her services by a majority vote ~~of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote~~ at a town meeting~~; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings~~, the amount of such compensation~~, in each case,~~ to be set by the ~~respective cities, towns or groups of towns~~town. No member of ~~a~~ the School Committee ~~in any town~~ shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.** **Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.** **Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.** **SOURCE: MASC** **LEGAL REFS.: M.G.L. 40:5; 71:52** **CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshop**

JFBB-1– School Choice	No current policy	SCHOOL CHOICE It is the policy of this school district **not** to admit non resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B.) This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply: 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, a public hearing will be held to review participation in the school choice program. 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 when the number of requests exceeds the number of available spaces be in the form of a random drawing. 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, religious creed, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language. SOURCE: MASC October 2016 LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B BESE Regulations 603 CMR 26:00	

JFBA – Intradistrict Choice	Existing Policy **INTRADISTRICT CHOICE** Purpose: To provide parents or legal guardians with the opportunity to enroll their children in an elementary school outside their school attendance district when, in their opinion, such a move would best suit the needs of the individual child. Assignment of Students: Individual school attendance boundaries are established by the office of the Superintendent of Schools and may be changed as population warrants or capacities of buildings require adjustment of student loads. Attendance boundary is defined as the houses on those streets that are assigned to a specific elementary school. The attendance boundary is determined by the actual addresses of those houses. Redistricting for the purpose of equitable distribution of students based on the capacity of each school building may be implemented by the Superintendent with a positive vote from the School Committee. The Superintendent shall establish guidelines for administration of this policy that include a number of students for each class at each grade level below which intra-district applicants may be accepted by the Principal. For example, if the number of students at grade one is identified as 18, first grades classes with 17 or fewer students have one or more "open seats" and allow the Principal to accept intra-district choice applicants. The first consideration will be student-teacher ratios. The following class size targets, by grade level, have been established by the School Committee and will be used by the Superintendent to determine the number of additional students that can be accommodated. Grade 1 Grade 2	Purpose: To provide parents or legal guardians with the opportunity to enroll their children in an elementary school outside their school attendance district when, in their opinion, such a move would best suit the needs of the individual child. Assignment of Students: Individual school attendance boundaries are established by the office of the Superintendent of Schools and may be changed as population warrants or capacities of buildings require adjustment of student loads. Attendance boundary is defined as the houses on those streets that are assigned to a specific elementary school. The attendance boundary is determined by the actual addresses of those houses. Redistricting for the purpose of equitable distribution of students based on the capacity of each school building may be implemented by the Superintendent with a positive vote from the School Committee. The Superintendent shall establish guidelines for administration of this policy that include a number of students for each class at each grade level below which intra-district applicants may be accepted by the Principal. ~~For example, if the number of students at grade one is identified as 18, first grades~~	

	Grade 3 Grade 4 Grade 5 Acceptance: Applications will be accepted each year beginning June 15th. Children will be accepted by order on a waiting list during the last week of August of the school year in question. Once a child is accepted, it becomes a permanent assignment. No preference is given for siblings. Exceptions: The Superintendent is authorized to make an exception to this policy for individual elementary students under the following conditions: • If the location of the student's parents' or legal guardian's residence is changed from one school attendance boundary to another within the Town of Hudson after the beginning of the school year, the student may complete the current school year at that school. • If the student has completed grades 1 through 4 in the school, parents or guardians may choose to have their child continue to finish the 5th grade in that school. Transportation: The parents or guardian must stipulate in writing to the Superintendent that they will be responsible for providing all necessary transportation for the particular student attending school outside his/her school attendance boundary. Transportation must be provided in a timely manner or transfer may be rescinded. Adopted by Hudson School Committee: March 23, 2010	~~classes with 17 or fewer students have one or more "open seats" and allow the Principal to accept intra-district choice applicants.~~ The first consideration will be student-teacher ratios. The following class size targets, by grade level, have been established by the School Committee and will be used by the Superintendent to determine the number of additional students that can be accommodated. Kindergarten 20 Grade 1 ~~18~~ 20 Grade 2 ~~18~~ 20 Grade 3 ~~19~~ 20 Grade 4 20 ~~Grade 5 20~~ Acceptance: Applications will be accepted each year beginning June 15th. Children will be accepted by order on a waiting list during the last week of August of the school year in question. Once a child is accepted, it becomes a permanent assignment. ~~No preference is given for siblings.~~ Exceptions: The Superintendent is authorized to make an exception to this policy for individual elementary students under the following conditions: • If the location of the student's parents' or legal guardian's residence is changed from one school attendance boundary to another within the Town of Hudson after the beginning of the school year, the student may complete the current school year at that school. ~~• If the student has completed grades 1 through 4 in the school, parents or guardians may choose to have their child continue to finish the 5th grade in that school.~~	

		Transportation: Hudson Public Schools does not provide transportation. The parents or guardian must stipulate in writing to the Superintendent that they will be responsible for providing all necessary transportation for the particular student attending school outside his/her school attendance boundary. Transportation must be provided in a timely manner or transfer may be rescinded. Adopted by Hudson School Committee: March 23, 2010	

ECABC – Security of School Buildings Policy	~~**SECURITY OF SCHOOL BUILDINGS**~~ ~~All outside doors, with the exception of the main entrance, will be locked during the hours when school is in session. Every outside door, without exception, will be provided with panic bars or approved means of opening in an emergency.~~	**ECA - BUILDINGS AND GROUNDS SECURITY** Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately. Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors. Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons. Funds and valuable records will be kept in a safe place and under lock and key. Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved. SOURCE: MASC August 2016	

DD – Funding Proposals and Application	None	**DD - FUNDING PROPOSALS AND APPLICATIONS** The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools. The Superintendent will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system. The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval. The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects. SOURCE: MASC August 2016

Hudson Public Schools

School Choice Program
2018-2019

The Hudson Public Schools participates in the Massachusetts School Choice program and the School Committee approves student enrollment under the Inter-District School Choice program annually. The Inter-District School Choice program allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

For the 2018-2019 school year, the Administration recommends the following guidelines:

- Student enrollment in the Inter-District School Choice program is based on availability.
- Parent/guardian is responsible for transportation to the District school.
- Grades 5 through 11 students are eligible to participate in the program as follows:
    - Quinn Middle School
        - Grade 5 – 10 slots
        - Grade 6 – 10 slots
        - Grade 7 – 10 slots
    - Hudson High School
        - Grades 8, 9, 10, and 11 - based on availability
- Students accepted into the Inter-District School Choice program may apply for schools on the same basis as resident students. However, the Intra-District Choice program may give preference to Hudson resident students when assigning students to schools.

March 27, 2018