



HUDSON PUBLIC SCHOOLS
155 Apsley Street
Hudson, Massachusetts 01749
978.567.6100

HUDSON SCHOOL COMMITTEE MEETING

May 22, 2018

155 Apsley Street - Administration Building

7:00 p.m.

AGENDA

- I. Call the Meeting to Order**
- II. Reorganization and Nomination of School Committee Members**
- III. Minutes of the Following Meeting Presented for Approval:**

Regular Meeting: May 8, 2018

- IV. 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.*

- V. Reports:**

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

- VI. Matters for Discussion:**

1. Home and School Recognition
2. Town of Hudson Recreational Department Summer Program – Steve Santos
3. Food Service Contractor - Chartwells
4. First Reading of the District Improvement Plan
5. First Reading of Revisions of School Committee 'K' Policies
6. Hudson High School Senior X-Block Privilege Update

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



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VII. Matters For Action:

1. Approval of Ratification of the Memorandum of Agreement with the Hudson Paraeducators Association
2. Second Reading and Approval of Revisions of School Committee Policy ACE *Non-Discrimination on the Basis of Disability* and School Committee Policy AC *Non-Discrimination*
3. Approval of Grants Awarded
5. Reclassifications of Funds (if needed)
6. Items of Interest to the School Committee

VIII. Executive Session/Adjournment:

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

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

**Hudson School Committee
Open Session Minutes**

Meeting Date: May 8, 2018

Location: Administration Building
155 Apsley Street

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

Members absent: Ben Carme, Student Representative

Others present: Dr. Marco C. Rodrigues, Superintendent
Julia M. Pisegna, Recording Secretary

I. Call the Meeting to Order – 7:01 p.m.

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

Approval of Minutes:

Regular Meeting: April 24, 2018

A motion to approve the minutes of April 24, 2018 was made by Mr. Luoto and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

Public Participation:

None.

Reports:

Report of the Superintendent

Dr. Rodrigues updated the Committee on the Massachusetts' Next –Generation Accountability System and highlighted the following:

- Additional accountability indicators for non-high school and high school;
- Normative and criterion-referenced components;
- Focus on raising the performance of each school's lowest performing students;
- Discontinuation of accountability and assistance levels 1-5;
- Categorization of schools and districts; and
- District and school report cards

Discussion ensued.

Student Report

None.

Subcommittee Reports

Committee Chair, Michele Tousignant Dufour, recognized Ms. Hay for her four years of service on the Hudson School Committee and thanked her for her service.

Ms. Hallsworth shared that the first reading of the School Committee Policies Section ‘K’ would be brought before the Committee at the next scheduled meeting on May 22, 2018.

Mr. Tracy noted that the Strategic Goals Subcommittee continues work on the School Committee goals and highlighted the goals as follows:

Goal 1: Achieve continuous improvement in the academic and social growth of all students;

Goal 2: Provide a safe and supporting environment for our students and staff;

Goal 3: Develop a financially stable and fiscally responsible budget that is responsive to the needs of the District;

Goal 4: Promote a collaborative relationship with the community and all stakeholders through effective communication and transparency; and

Goal 5: Encourage progressive development and innovation in our professional practice at all levels within the District.

Mr. Tracy welcomed feedback from Committee members and noted that the formal listing of goals will be presented to the full Committee at the scheduled School Committee meeting on May 22nd.

Discussion ensued.

Matters for Discussion:

1. Assabet Valley Collaborative – Auburn

Dr. Rodrigues updated the Committee that the Board of Elementary and Secondary Education approved the amendment to the Assabet Valley Collaborative Articles of Agreement which adds Auburn as a member of the collaborative, which the School Committee had previously voted to approve back in September.

2. Hudson High School Peru Crew Trip

Hudson High School teacher, June Murray, and students who visited Peru shared their experiences and stories of how they bonded with local children and villagers by playing soccer, Simon Says, dancing and making books with Peruvian children, playing with monkeys, and their appreciation of the local culture.

Ms. Murray and students invited all to attend the Peru Crew 2018 for an evening of stories and photos where they will share their adventures on May 17th in the High School Mini-theater.

Students presented Dr. Rodrigues with gifts from their trip to Peru.

Discussion ensued.

Committee members thanked Ms. Murray and the students for their presentation and for representing Hudson Public Schools.

3. Food Service Contract

Executive Director of Finance and Operations, Patty Lange, updated the Committee that the RFP process for the management of the Food Service Program for the Hudson Public Schools was conducted and reported that six companies requested RFP documentation, three vendors attended the mandatory pre-proposal conference, and two vendors submitted proposals, Chartwells and Café Services.

Ms. Lange noted that Whitson's did not submit a proposal.

The Evaluation Committee reviewed the submitted proposals, and after extensive evaluation and reference check, recommended that Hudson move forward with Chartwells with Pricing Model B.

Discussion ensued.

Ms. Lange shared that Chartwells will be invited to attend the School Committee meeting May 22nd to discuss their plans for the District.

Committee Chair, Michele Tousignant Dufour, recommended that the Committee proceed to vote on this item.

A motion to approve the recommendation for Chartwells Food Service, with Pricing Model B, for a 3-year contract, as presented, was made by Mr. Luoto and seconded by Mr. Tracy. On a vote of 7-0, the motion passed.

4. Quinn Middle School – New Schedule 2018-2019 Parent Informational Session

Principal Jason Webster shared that a meeting has been scheduled for Thursday, May 17th at 6:30 p.m. for parents of incoming 5th graders to discuss the new schedule and the new offerings at Quinn Middle School.

Mr. Webster also noted that there will be a 'Fly Up Day' in June for the current 4th grade students with an opportunity to meet with Mr. Webster and staff, as well the student government who will tour students around the building.

On Wednesday, May 23rd, an informational meeting will be held for parents of 6th and 7th graders to discuss the new schedule and the new offerings at Quinn Middle School.

Discussion ensued.

5. CHAPS Board Representatives

Committee Chair, Michele Tousignant Dufour, shared that with the departure of Ms. Hay from the Committee, a new representative for the CHAPS Board needs to be selected.

Discussion ensued.

Ms. Tousignant Dufour noted that the Committee will make the nomination at the next scheduled School Committee meeting on May 22nd.

6. Budget Subcommittee Date

Dr. Rodrigues noted he will be presenting a District Budget Sustainability Plan to the Budget Subcommittee and then onto the full Committee for final approval.

Discussion ensued relative a meeting date.

The Committee scheduled the Budget Subcommittee meeting for Wednesday, May 30th at 7:00 p.m.

Matters for Action:

1. Approval of Proposed Revisions and Adoptions of School Committee Policy BBBE Unexpired Term Fulfillment

Committee Chair, Michele Tousignant Dufour, noted that this item will be tabled to a future meeting for vote.

2. First Reading of Revisions of School Committee Policy Section ACE Non-Discrimination on the Basis of Disability and School Committee Policy AC Non-Discrimination

Dr. Rodrigues noted that School Committee Policy Section ACE *Non-Discrimination on the Basis of Disability* and School Committee Policy AC *Non-Discrimination* were approved by the Committee in January. As a result of an agreement between the District and the Department of Justice, adjustments to the previously approved language needed to be made to better align with this agreement.

Discussion ensued.

Committee Chair, Michele Tousignant Dufour, noted that the proposed adoption of revisions of School Committee Policy Section ACE *Non-Discrimination on the Basis of Disability* and School Committee Policy AC *Non-Discrimination* will be posted to the District website and tabled for vote at the scheduled School Committee meeting on May 22nd.

3. Approval of Grants Awarded

Ms. Tousignant Dufour presented the following grants received for approval:

- FY18 RIT PLTW Mini-Grant in the amount of \$60.00
- FY18 MA DOE – Hurricane Evacuees PR or VI Grant in the amount of \$8,914.00
- FY19-391 SPED Inclusive Preschool Grant in the amount of \$30,000.00

Gifts recognized:

- Dell, Inc. – HPS 1:1 Technology Initiative
- Main Street Bank for Hudson High School Reality Fair Sponsorship

A motion to approve the grants awarded to the District, as presented, was made by Mr. Maston and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

4. Approval of Revolving Fund

Committee Chair, Michele Tousignant Dufour, noted that the approval of the revolving fund was previously approved by the Committee, but the voting language needed to be clarified to reflect the correct account information.

A motion to approve the transfer of the balance of the Driver's Ed Account in the amount of \$22,168.24 into the Athletic Revolving Account, as presented, was made by Ms. Tousignant Dufour and seconded by Mr. Tracy. On a vote of 6-1, with Ms. Hay opposing, the motion passed.

Reclassifications:

A motion to approve the reclassifications of funds, as presented, was made by Ms. Tousignant Dufour and seconded by Ms. Hallsworth. On a vote of 7-0, the motion passed.

Items of Interest to the School Committee:

Ms. Hallsworth shared that with all the recent meetings which have taken place that students need a way to contact Committee members and suggested members hold office hours at the high school.

Discussion ensued.

Not Approved

Ms. Hallsworth also shared concerns over the playgrounds and the need to get the process of replacement started to define clear roles and responsibilities with the Town.

Discussion ensued.

Mr. Tracy recognized Teacher Appreciation Week and thanked all staff members for the District.

Mr. Luoto requested an update with the Hudson High School X-Block Privilege.

Dr. Rodrigues reported that the Report of the Superintendent for the June 12th School Committee meeting will be a comprehensive End of the Year Report with everything that has been accomplished so far, updates on the District Improvement Plan, milestones created and the major tasks set forth this year.

Ms. Hay wished Committee members well, and thanked the staff of the District for all they do.

Committee Chair, Michele Tousignant Dufour, reported that Town elections will be held on May 14th.

Executive Session/Adjournment

At 9:15 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), whereas discussion in 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. Luoto – yes

Mr. Maston – yes

Mr. Smith– yes

Ms. Hallsworth - yes

Mr. Tracy – yes

Not Approved

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

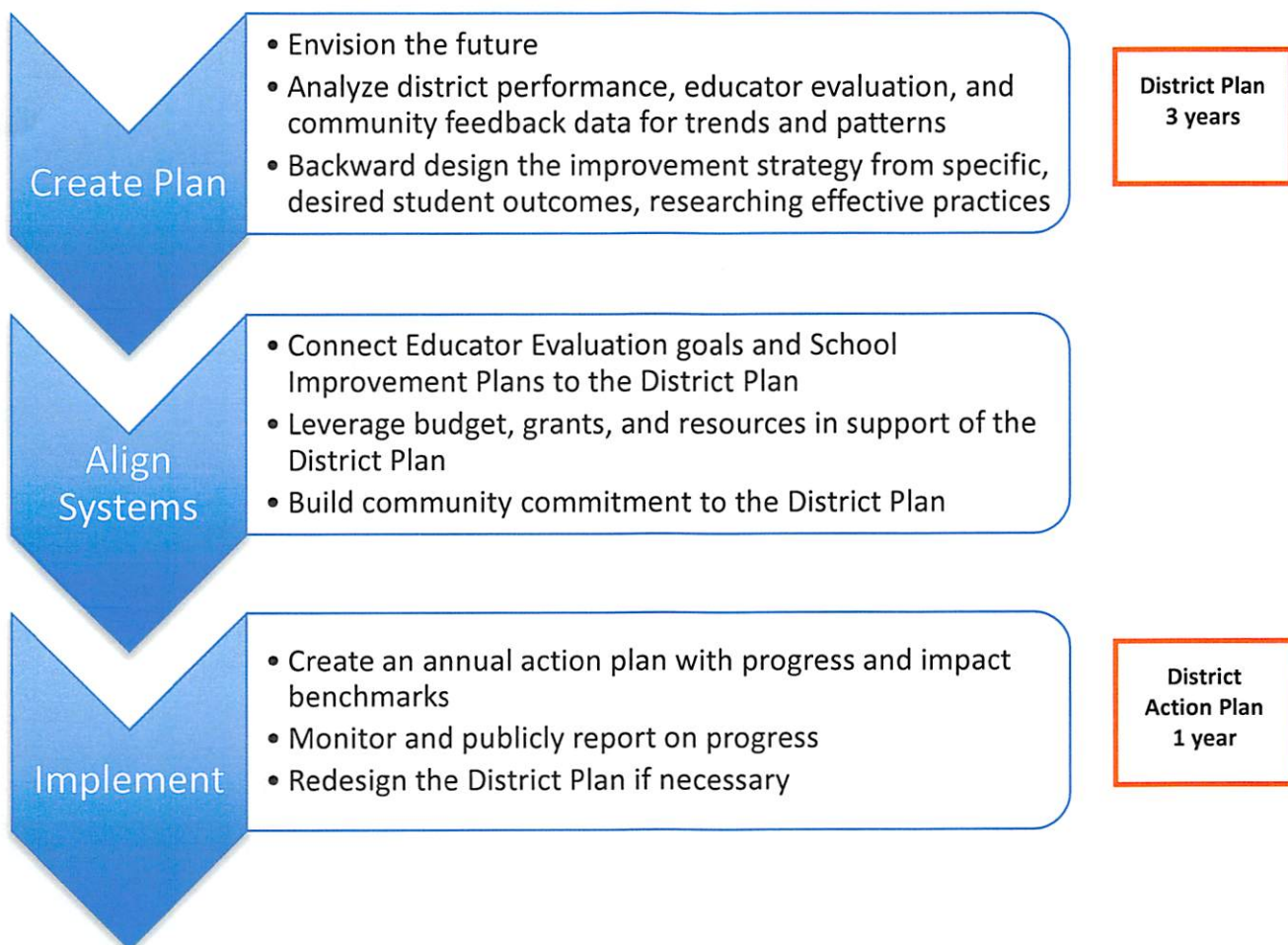
The District Planning Process

Create—Align—Implement

*From Data Analysis to Outcome-Driven Planning to System Alignment
From Action Planning to Progress Monitoring to Potential Redesign*

Create—Align—Implement represent the three phases of a planning process that is designed to strengthen district coherence and support district success. This planning process centers on the creation of a multi-year District Plan that is grounded in analysis of a wide array of district data; sets specific, measurable outcomes and identifies the objectives and initiatives to accomplish them; and serves as the foundation and guide for all other district systems.

This planning process also centers on the creation of an annual action plan that supports success of the District Plan by identifying benchmarks districts can use to monitor progress and measure impact while implementation is underway. The activities and resulting plans for each phase are depicted in the graphic below.



The Massachusetts Planning and Implementation Framework

Element	Definition
Mission	Your purpose: why the organization exists.
Core Values	What you believe in: the principles that guide decision making and action.
Vision	Your aspirations for students: what you value and why, and what future success will look like.
<i>Are the foundation of the...</i>	
Theory of Action	The beliefs and assumptions you hold about why certain actions will lead to the vision you seek. Framed as an “if...then” statement.
<i>Which leads to the development of the...</i>	
Strategic Objectives	The coherent group of overarching goals and key levers for improvement that will achieve the vision.
<i>Which will be achieved by the...</i>	
Strategic Initiatives	The projects and programs that support and will achieve the strategic objectives.
<i>For which you set...</i>	
Outcomes	<p>The expected results: what they will be, how they will be measured, when they will occur. Outcomes are SMART goals: specific and strategic; measurable; action-oriented; rigorous, realistic, results-focused; timed and tracked.</p> <p>Final outcomes set targets for improvement achieved at the end of plan implementation. For example, in Year 3, reduce the MCAS achievement gap for English language learners by 25% as measured by the Composite Performance Index (CPI).</p> <p>Interim outcomes set targets for improvement during plan implementation.</p>
<i>Which you evaluate progress toward attaining by setting...</i>	
Implementation Benchmarks	<p>The planned action steps and their impact. Two different types of implementation benchmarks are required to determine whether you did what you had planned, when you planned to do it—and whether early evidence indicates effectiveness.</p> <p>Process benchmarks specify what will happen, who will do it, and when. For example, 20 teachers will complete an ESL course by June.</p> <p>Early evidence of change benchmarks identify changes you should begin to see if the plan is having its desired impact while being implemented. Early evidence benchmarks are indicators of effective implementation rather than measurements of interim results. Early evidence benchmarks might include changes in practice or attitude from sources such as classroom observation or surveys. For example, an increase in student use of oral language was observed in 80% of these ESL teachers’ classrooms between October and May.</p>
<i>Which you consistently monitor and use as indicators for assessing whether the plan is on track to achieve desired change, or requires adjustment.</i>	

Create—Align—Implement

District Plan and Action Plan Components

The Massachusetts Planning and Implementation Framework

The *Massachusetts Planning and Implementation Framework*, displayed on the previous page, was developed by the Department of Elementary and Secondary Education to support plan creation. The framework provides a common planning language and supports the shared understanding critical to successful planning and execution. The framework defines all improvement and action plan components.

District Plan

An effective District Plan is developed with input from staff, families, students, and community partners. The outline below identifies a proposed structure for the multi-year District Plan. These components reflect legislative requirements, educator evaluation expectations, and best practices in planning.

- I. District Mission, Vision, Core Values
 - a. The district's **core values**
 - b. The district's **mission**
 - c. The district's **vision**
- II. Data analysis and theory of action for improvement
 - a. **Data analysis** of student achievement and gaps between student groups in core subjects
 - b. The district's **theory of action** for improvement
- III. Strategic Objectives and Initiatives
 - a. **Strategic objectives** for improvement (3-5 recommended, to support focus)
 - b. The **strategic initiatives** that will achieve these objectives
 - c. The **professional development** that will support each initiative
 - d. **Teacher induction and mentoring activities** that support successful implementation
- IV. Outcomes
 - a. Performance benchmarks—**interim and final outcomes**—and processes for evaluating initiative effectiveness

District Action Plan

The annual Action Plan supports the implementation of the multi-year District Plan. The outline below identifies action plan components.

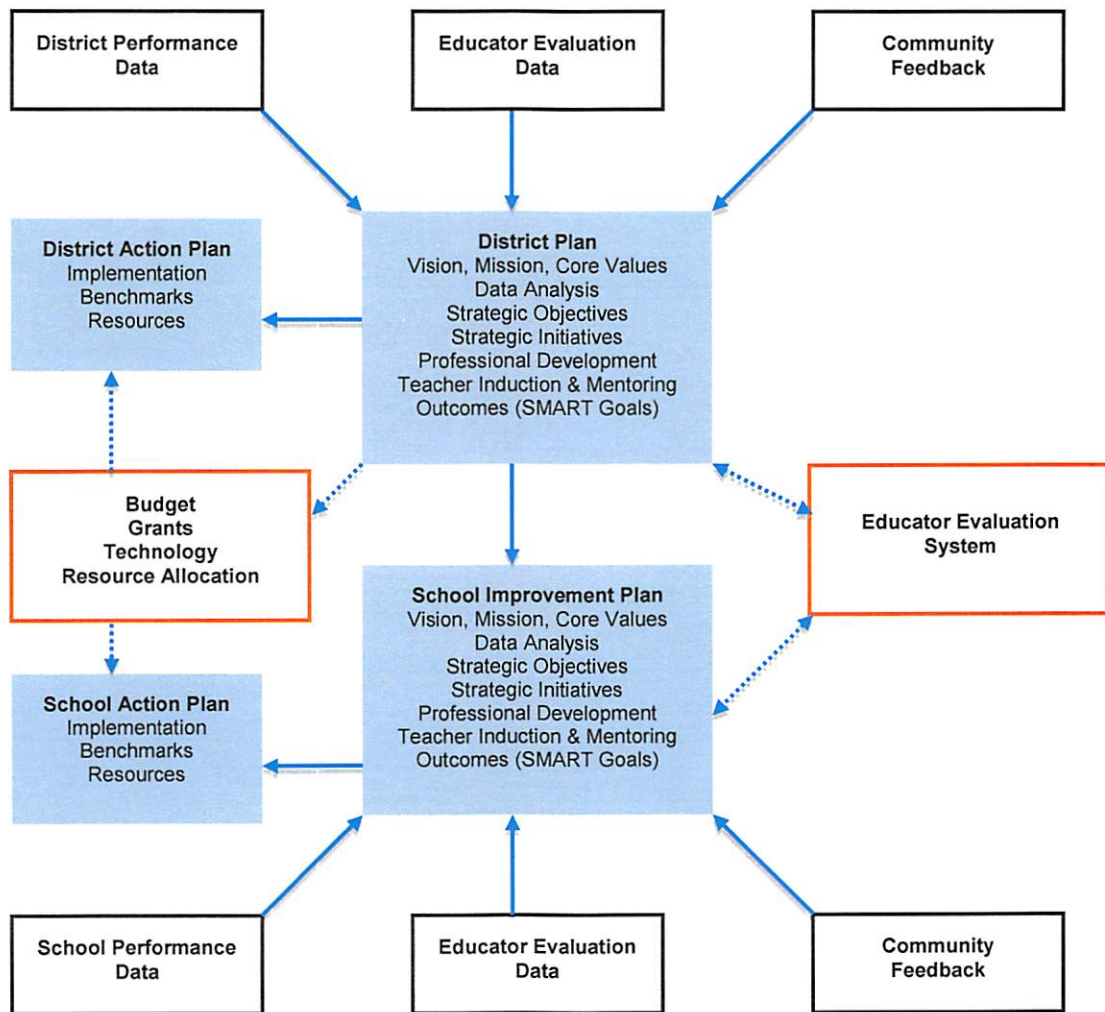
- I. Implementation Benchmarks
 - a. **Implementation benchmarks** for the year, defining specific activities, persons responsible, and timelines for action to be taken to accomplish the initiatives in the District Plan
- II. Resources Supporting Implementation
 - a. The staff and financial resources allocated to support these initiatives

The *Massachusetts Planning and Implementation Framework* identifies two types of implementation benchmarks: process and early evidence of change. Process benchmarks help monitor progress, specifying what will be done when and by whom. Early evidence of change benchmarks help monitor impact during implementation, specifying changes in practice, attitude, or behavior one should begin to see if the plan is having its desired impact.

Create—Align—Implement

Connecting Existing District Systems to Create Coherence

The graphic below depicts the data sources that inform District and School Improvement Plans; the contents of improvement and action plans and the relationships between these plans; and the connections between these plans and district systems. District and School Improvement Plans are living documents that should guide district systems and respond to changes in the district context, including data about plan implementation and impact gathered through action plan monitoring.



HUDSON PUBLIC SCHOOLS

DISTRICT IMPROVEMENT PLAN

2018-2021

Element	Definition
Mission	Delivering World-Class Education Today for the Global Leaders of Tomorrow
Our Values	<p>We create a culture of:</p> <p>Excellence We work with integrity and hold ourselves accountable for exemplary service, outcomes, and interactions.</p> <p>Strong Relationships We build a strong sense of community based on clear communication and partnerships.</p> <p>Educating the Whole Child We recognize students as unique individuals and frame decisions with all students in mind.</p>
Vision	Every student feels nurtured, challenged, and confident to embrace the future.
<i>Are the foundation of the...</i>	
Theory of Action	If all Hudson Public Schools personnel work collaboratively to educate the whole child, then all students will succeed and become productive citizens.
<i>Which leads to the development of the...</i>	
Strategic Objectives	<p>1. High Quality Instructional Practices Build capacity at all District levels to ensure that every educator and administrator are utilizing high-leverage practices to support outstanding teaching and learning experiences for ALL students, every day.</p> <p>2. Educating the Whole Child Provide rigorous, inclusive academic and social emotional learning experiences to ensure ALL students succeed academically.</p> <p>3. Innovative Educational Practices Ensure that ALL students are exposed and engaged in innovative and challenging academic courses and programs.</p> <p>4. Climate and Culture Develop a culture that promotes equity, eliminates opportunity gaps, and empowers students and adults to build strong relationships, psychological safety, and mutual accountability.</p>
<i>Which will be achieved by the...</i>	
Strategic Priorities	<p>High Quality Instructional Practices</p> <p>1.1 Build capacity through a reflective cycle of inquiry.</p> <p>1.2 Build experiences that demonstrate diverse student-centered instructional practices.</p> <p>1.3 Increase the effective use of data.</p>

	<p>Educating the Whole Child 2.1 Establish a social – emotional curriculum to ensure a positive learning community at each school. 2.2 Provide academic pathways K-12 that ensure rigorous learning experiences for all students. 2.3 Implement the District’s MTSS Framework to support the academic success of all students.</p> <p>Innovative Educational Practices 3.1 Define and expand K-12 Pathways. 3.2 Expand availability of District-wide 1:1 technology. 3.3 Engage in a cycle of curriculum refinement.</p> <p>Climate and Culture 4.1 Build a strong community among all stakeholders. 4.2 Ensure an environment where students engage in age-appropriate social emotional learning. 4.3 Strengthen the effectiveness of the district leadership team.</p>
<i>For which you set...</i>	
Outcomes	<p>High Quality Instructional Practices <i>By 2021, 100% of our students will show growth on state standardized tests with at least 75% of all students meeting or exceeding expectations.</i></p> <p>Educating the Whole Child <i>By 2021, 100% of our teaching and support personnel will be trained in age-appropriate social-emotional practices to support all students.</i></p> <p>Innovative Educational Practices <i>By 2021, 100% of our curriculum will be refined and expanded to include innovative pathways integrated with digital learning.</i></p> <p>Climate and Culture <i>By 2021, using the results of survey data, the district will increase the stakeholders’ (students, parents, staff) positive responses for school climate and culture by 20%.</i></p>

HUDSON PUBLIC SCHOOLS

DISTRICT STRATEGY DEVELOPMENT PROCESS 2018

Activities	Schedule
<p>Document Review</p> <ul style="list-style-type: none"> • Mission • Vision • Theory of Action • Values and Beliefs <p>Data and Entry Findings Analysis</p> <ul style="list-style-type: none"> • Student Achievement Data • Entry Findings <p>Strategic Objectives and Initiatives</p> <ul style="list-style-type: none"> • Develop Objectives and Initiatives • Professional Development • Implementation and Monitoring <p>Outcomes</p> <ul style="list-style-type: none"> • Develop Goals • Performance benchmarks <p>Final Products</p> <ul style="list-style-type: none"> • District Improvement Plan • School Committee Goals 	<p>February-18</p> <ul style="list-style-type: none"> • 2/9 8 – 10 am <p>March-18</p> <ul style="list-style-type: none"> • 3/2 8 – 10 am • 3/7 8 – 10 am • 3/14 12:30 – 3:30pm (ELEVATE) <p>April-18</p> <ul style="list-style-type: none"> • 4/3 8 – 10 am • 4/9 8 – 10 am • 4/24 6 – 7 pm (Strategic Goal Sub-Committee) <p>May-18</p> <ul style="list-style-type: none"> • 5/10 8 – 10 am • 5/14 8 – 10 am • 5/15 6 – 8 pm (Strategic Goal Sub-Committee) • 5/22 School Committee 1st Read <p>June-18</p> <ul style="list-style-type: none"> • 6/12 School Committee Approval <p>August-18</p> <ul style="list-style-type: none"> • 8/14, 15, 16 Leadership Institute
Committee	
<ul style="list-style-type: none"> • Brian Reagan • Jason Webster • Melissa Provost • Kelly Sardella • David Champigny • Patty Lange • Denise Reid 	<ul style="list-style-type: none"> • Robert Knittle • Ellen Schuck • Len Belli • Cathy Kilcoyne • Cindy Fensin • Kathy Provost • Marco Rodrigues

HUDSON PUBLIC SCHOOLS

SCHOOL COMMITTEE GOALS 2018-2021

Goal 1	Achieve continuous improvement in the academic and social growth of ALL students.
Goal 2	Provide a safe and supporting environment for our students and staff.
Goal 3	Promote a collaborative relationship with the community and all stakeholders through effective communication and transparency.
Goal 4	Encourage progressive development and innovation in our professional practice at all levels within the district.
Goal 5	Develop a financially stable and fiscally responsible budget that is responsive to the needs of the district.

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SCHOOL COMMITTEE
RELATIONS GOALS

Adopt MASC.policy.

No current policy.

SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

SOURCE: MASC

KBA

SCHOOL/PARENT
RELATIONS GOALS

No current policy.

Adopt MASC policy.

SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

SOURCE: MASC

KBBA

NON-CUSTODIAL PARENTS' RIGHTS

Adopt existing MASC policy

NON-CUSTODIAL PARENTAL NOTIFICATION

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

The Superintendent will consult the applicable laws and regulations relative to non-custodial parent access to student record information and shall inform the principals in the district of the standardized procedure for handling requests for student records by non-custodial parents.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Adopted by the Hudson School Committee: October 9, 2007

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:

- 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or**
- 2. The parent has been denied visitation, or**
- 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or**
- 4. There is an order of a probate and family**

court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. [71:34D](#); [71:34H](#)

**603 CMR [23.07 \(5\)](#) Access Procedures
for Non-Custodial Parents**

**20 U.S.C. §1232g Family Education
Rights and Privacy Act (FERPA)**

SOURCE: MASC 10/16

<p>KBE</p> <p>RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS</p> <p>Adopt MASC policy.</p>	<p>No existing policy.</p>	<p>RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS</p> <p>To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:</p> <ol style="list-style-type: none"> 1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs. 2. Help parents understand the educational process and their role in promoting it. 3. Provide for parent understanding of school operations. 4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement. <p>To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations, at each school building. For this purpose the Committee will officially recognize parent organizations. These procedures will be observed:</p> <ol style="list-style-type: none"> 1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
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2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.

3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.

4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: [ACA](#) - Nondiscrimination on the Basis of Sex

SOURCE: MASC 10/16

KCB

COMMUNITY INVOLVEMENT IN DECISION-MAKING

Adopt MASC policy and revisions.

No existing policy.

COMMUNITY INVOLVEMENT IN DECISION-MAKING

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

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, ~~to any appointed advisory bodies~~, and to the Committee.

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

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

SOURCE: MASC

CROSS REF.: [BDF](#), Advisory Committees to the School Committee

KCD

PUBLIC GIFTS TO THE SCHOOLS

Adopt MASC policy.

No existing policy.

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC 10/16

LEGAL REF.: M.G.L. [71:37A](#)

KDB

PUBLIC'S RIGHT TO
KNOW

ADOPT MASC AND
REVISIONS TO
EXISTING POLICY

ACCESS TO A PUBLIC RECORD

The availability of the "public records" maintained by the Hudson Public Schools is regulated by law.

An individual of lawful age may request access to the documents routinely compiled, gathered, and maintained by the Hudson Public Schools, except for those records which have been specifically exempted within the statutes providing access or by other statutes which may restrict the availability for reasons of confidentiality.

An individual may request access to records maintained by the Hudson Public Schools by providing a written request to the Office of the Superintendent of Schools or to the Principal of the building where the record is stored or located. Each request must indicate the specific record(s) or identifiable record group for which access is sought. A determination as to whether or not access can be granted will be made without "reasonable delay", but in no event shall the period beginning with the receipt of the request for access to the day upon which the requester is granted or denied access to the records exceed ten (10) days. Should access be denied, the reason for the denial shall be rendered in writing. Appeal of any denial for access must be made to the Supervisor of Public Records at the Office of the Secretary of State for the Commonwealth of Massachusetts.

Each individual permitted access to a record shall sign a log or form indicating the date and records reviewed.

The individual records of students attending or who have attended Hudson Public Schools are defined in Policy *JRA*. Access to such records fall within this policy as well.

Legal References:

MGL Ch4,S7,C1s26; Ch66,S17A; Ch400,S31
Ch46,S2A; Ch62C,S21A; Ch208,S31; and all current or future regulations adopted by the Commonwealth of Massachusetts, Department of Education, under Ch71, Ch71A, Ch71B, Ch76, Ch766.

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Adopted by the Hudson School Committee: May 25, 1982

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#)

CROSS REFS.: [BEDG](#), Minutes

[GBJ](#), Personnel Records

[JRA](#), Student Records

KDD
NEWS MEDIA
RELATIONS / NEWS
RELEASES

Adopt MASC policy.

No existing policy.

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the challenges, programs, planning, and activities of the school system.

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

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

- 1. The School Committee Chair will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.**
- 2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.**
- 3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press ~~by other staff members~~ the principal of the particular school must be cleared with the ~~Principal~~ Superintendent.**

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

SOURCE: MASC October 2016

KE

PUBLIC COMPLAINTS

Adopt MASC policy.

No existing policy.

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

- 1. Teacher**
- 2. School building administrator**
- 3. Superintendent**
- 4. School Committee**

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC October 2016

LEGAL REFS.: MG.L. [76:5](#)

603 CMR [26.00](#)

KF

COMMUNITY USE OF
SCHOOL FACILITIES

Adopt MASC policy and
revisions.

FACILITIES USE

The Hudson Public School authorizes the use of its buildings by organizations and/or individuals for such educational, social, civic, philanthropic and like purposes, as it deems in the best interest of the community. The following rules and regulations have been developed to set guidelines for the usage of said facilities and setup a fee structure to cover the district's costs of cleaning and maintaining the facilities. Until further notice, the elementary schools and middle school are not available for public use after school hours. School buildings will not be rented to outside businesses or individuals for private use, to promote said business.

When there is no school because of snow or inclement weather, buildings will be closed and all events cancelled. If an event is cancelled due to school closing, user fees will be returned if the event is not rescheduled. In the event of a storm when school is not in session and the building and parking lot are inaccessible, the applicant will be notified by the Facilities Department or Head Custodian that their event has been cancelled. School and Town events take precedence over all other events. Should a School or Town event need to be scheduled on a specific date, an individual event might be cancelled or relocated. Applicants may either reschedule or a refund will be made for any fees paid.

There are many factors to consider regarding school usage. These factors include but are not limited to time of use, sponsoring organization affiliation, and purpose. As these differentiations can be confusing, a matrix has been developed to aid in the process, which is attached as Addendum A. Depending on the circumstances, an application with the Facilities Department may or may not be required.

No Application Required

If a space is being requested by an HPS employee for the benefit of students/staff of HPS during regular school hours, the applicant must contact and receive approval from the building principal. All ½ day or full day in-service workshops during the school week are officially during school hours. Follow the individual rules of each school for booking rooms from 8:00

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

- 1. Public school activities**
- 2. Parent-teacher activities**
- 3. Official town public hearings and political activities**
- 4. Meetings and activities sponsored by the School Committee and school personnel**

a.m. to 3:00 p.m.

Application Required

If a space is being requested by an HPS employee for use after school hours or by any other entity for use during school hours (extremely limited) or after school hours (including weekends, vacation days and summer recess), the applicant must submit an application to the Facilities Department. Information on the Facilities Department application process is below.

Application

An application must be filed with the Facilities Department to request the use of a school building after school hours. [The application](#) must be completed in full and submitted at least two weeks before an event. The applications can be found on the website www.hudson.k12.ma.us, under [Quick Links](#), [HPS Facilities Use](#). Please note the following items:

Staff Application: If the applicant is an employee of Hudson Public Schools (HPS) or the Town of Hudson and is requesting to use a facility after school hours for a program or meeting run by Hudson Public Schools or the Town of Hudson, for only Hudson students, faculty, employees or residents, (i.e., a computer class for Hudson residents, or a yearbook meeting for students, faculty meetings, Town Meetings, voting), use the Staff application. Please give a brief description of the program.

Public Application: If the applicant is not affiliated with the Hudson Public Schools or Town of Hudson and is requesting to use a facility for an event or function, use the Public Application. If the applicant is a member of a private organization, group, company or individual participating in an event with Hudson Public Schools or Town of Hudson employees, submit the application using the Public Application filled out by the organization, group or company. Please give a brief description of the program.

Workshops: All after-school or vacation workshop applications must be submitted by the Curriculum Directors. If the participants are all staff members of HPS, use the Staff Application. If the participants are a mix of staff and non-staff, use the Public Application.

5. Parks and playgrounds activities

6. Local nonprofit and noncommercial organization activities

~~7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town~~

**8. The activities of other organizations when approved by the ~~School Committee~~.
Superintendent.**

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities

2. Town meetings and elections over other community activities

3. Parks and playgrounds

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

Tournaments: All high school sports tournaments are to be submitted on the Staff Application, along with League Meetings.

- A response will be sent by email either approving or denying the request. When the request is approved, a permit will be sent to the applicant. The permit must be presented to the custodian at the time of event. Custodians will only admit persons with permits.
- Applications will only be accepted for the current school year. Applications for the following school year may be submitted starting in mid-August.
- Once the application is submitted, all changes of time, date or rooms and cancellations must be made by the Facilities Office. Please contact the Facilities Department by email with the application number [this is located in the view section under the date]. Once the original application is deleted a new one may be submitted.
- Public Organizations, Groups or Individuals will be charged an administration fee for each requested change that is not instituted by Hudson Public Schools.
- When an application is approved, no other groups, programs or companies are authorized to share the space.
- Programs that are not directly funded by the school budget, where a fee/ admission is charged, or a profit or stipend is made by the applicant, a rental fee will be charged and Liability Insurance must be submitted. Such programs must be approved by the Director of Facilities in advance of starting a program, etc.

Liability Insurance

The Town's Insurance Carrier, along with the Board of Selectmen, requires a liability policy in the amount of \$1,000,000.00 [one million dollars]. Any organizations, individuals, or groups outside town government requesting the use of Town of Hudson property for an approved purpose, must supply the Town of Hudson School Department with a Certificate of Insurance naming the Town of Hudson an additional insured. Submit the Certificate of Liability when the application has been approved along with the Certified Bank Check for Payment. A certificate of insurance must be on file with the Facilities Department two weeks after the event is approved or the event will be cancelled. All incidents involving personal injury, damage to, or loss of property or vandalism must be reported by the applicant within 24 hours to the Facilities Department.

Fees

An invoice will be mailed to the applicant, indicating the fee for use of the building and other costs. This amount must be paid after the application is approved. Payment must be by Bank Certified Check. If payment is not received on time, the event will be removed from our calendar and cancelled.

Approved Use

Outside organizations or groups using school buildings under an approved permit are restricted to the use of the rooms and/or spaces assigned to them that are listed on the permit. If another space is used, other than the approved space, the program could be cancelled. If the permit is not correct, contact the Facilities Department. If room use has been approved, and it is found to be occupied, please report it to the Custodian. Do not touch or move any objects in a room that has been approved to use, especially the Auditorium or stage areas.

Special Arrangements & Technology Equipment Use

Special table and chair set-ups should be requested on the application in the box marked "special arrangements". Start time and end time listed on the application should take into account any set-up and take down time. Depending upon the request, a custodial fee may be assessed.

All requests to use technology equipment must be approved by the Director of Technology prior to filling out the online application with the Facilities Department. Once the approval from the Director of Technology is granted, the requested equipment must also be noted on the application for use of school facilities, under special equipment request. Both approvals are required. Some examples of equipment that must be requested include:

- Internet service for Laptop
- Access to the Internet
- LCD Projector, DVD ,VCR
- Overhead Projector
- Sound Equipment, Microphone [s]
- Auditorium Lighting

- Any other special equipment

This equipment requires a Technology Technician to set it up and operate it, so a separate technology fee will be charged.

Use of Specialty Spaces

Applications to use the Auditorium, Band Room, Choral Room, or Green Room must be reviewed by the Band Director in conjunction with the Facilities Department. All rooms and dates must be filled out on the application. Approval will be sent via email.

Use of Kitchens

Application to use the Kitchens must be reviewed and approved by the Food Services Director, in conjunction with the Facilities Department. An application for use of school buildings is also required. Both approvals are needed for use of the kitchens. The equipment that will be used must be listed under “special arrangements” on the building use application. Cleanup is the responsibility of the applicant. If the space is not cleaned, a custodial fee will be applied.

Use of Elementary Schools

Elementary School spaces, including classrooms, gymnasiums, cafeterias, etc., are not available for public use/rental.

Use of Gymnasiums

Gymnasiums are not available for public use/rental.

Use of Administration Building

The Administration Building is only available for faculty meetings, School Committee meetings, and the Superintendent of Schools. Meetings held here must be booked with a representative from the Superintendent’s Office. Applicant is responsible for their own setups and clean-up, unless otherwise arranged through Facilities Department.

Food and Beverages or Catering

Any food, catering or meals requested for an event are served in the Cafeteria, and require approval from the Food Services Director. An application for use of the Cafeteria is also required. Both approvals are needed to serve food. All food being served must be listed on the application, under "special arrangements". Food and beverages are allowed only in the Cafeteria and Large Group Instruction Rooms. The applicant is responsible for cleaning up the area that they use. No food or beverage other than water is allowed in the classrooms. This includes vending machine items.

Responsible Party

The person(s) named on the application must be a responsible adult over the age of 21, and must be present during the entire duration of the approved activity. This person is also responsible for the liability involved with running the program or function and will be assessed any damages or vandalism to the facility. There must be one adult chaperone per 20 minors. Specific bathrooms will be assigned for use by the Head Custodian and only those bathrooms will be accessible. The organization, group or individual(s) using this area will be responsible for monitoring these bathrooms. They are also responsible for leaving the facility clean.

Custodial Coverage

The custodians on duty will only open the doors, turn on lights, and secure the building before and after use. If it is determined that an additional custodian(s) is needed to supervise the event, a custodial fee will be assessed for each custodian needed. The fee is to supervise the area of event only. Organizations will be responsible for leaving the area clean after use. If cleaning by the custodial staff is required, an additional fee will be applied.

Police & Fire Coverage

On the application, it asks the number of people using the facility. This figure is to include all persons participating and attending the event. Depending on the number of individuals attending an activity on school property, the Facilities Department may require one or more police officers or firefighters to be employed for crowd control and to ensure public safety, at the cost of the organization or group renting the facility. It is the applicant's responsibility to pay for and book the Police or Fire coverage when informed it is needed. If this is not done, the event will be cancelled.

Parking

Any group parking in school parking lots must be granted a permit by the Facilities Department. Parking is only allowed in designated parking spaces. If a large event is planned, choose PARKING LOT on the permit when choosing rooms. If there are two large events booked for the same night, this information is important.

This policy shall be implemented by the Superintendent of Schools, Director of Facilities, and School Principals.

Personnel and Contact Information

Director of Facilities	Leonard Belli	
Facilities Administrator	Shirley Kapopoulos	
Director of Technology	Ellen Schuck	
Band Director	Jason Caron	
Food Services Director	Chris Perdue	

Adopted by the Hudson School Committee: May 1, 2010

KF-R

COMMUNITY USE OF SCHOOL FACILITIES

ADOPT MASC POLICY AND REVISIONS

HPS School Use Matrix KFAA-E1

Event/ Organization

School sponsored event (HS sports, etc)
Staff Professional Development
Home & School Orgs./ HEF/ Arts Alliance/ CSL
CHAPs
Town departments
Federal, state and local government agencies
Fed, State, Local Educational Professional Organizations (w/ Hudson sponsor)
Fed, State, Local Educational Groups Professional Organizations (w/o Hudson sponsor)
Partnership sports organization (Parks & Rec, Hudson Youth Sports (soccer, base/softball, football/ cheerleading)
Non-profit
Private Individuals/ Profit Orgs. (inc. college classes)
Significant benefactors to HPS (Intel)
MIAA Events/ Championships

No Fee / Cost Added
 Modified Fee
 Full Fee
 Special Request, at the discretion of the Superintendent.

*HS Computer Lab special permission required by Director of Technology

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the Superintendent at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for the use of school facilities must be approved by ~~cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.~~
4. ~~School-related groups will be permitted reasonable use of school facilities without charge.~~
5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school administrator ~~employee~~ will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.

7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.

8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.

9. Proper liability insurance will be required of all groups given permission to use school facilities

Liability Insurance

The Town's Insurance Carrier, along with the Board of Selectmen, requires a liability policy in the amount of \$1,000,000.00 [one million dollars]. Any organizations, individuals, or groups outside town government requesting the use of Town of Hudson property for an approved purpose, must supply the Town of Hudson School Department with a Certificate of Insurance naming the Town of Hudson an additional insured. Submit the Certificate of Liability when the application has been approved along with the Certified Bank Check for Payment. A certificate of insurance must be on file with the Facilities Department two weeks after the event is approved or the event will be cancelled. All incidents involving personal injury, damage to, or loss of property or vandalism must be reported by the applicant within 24 hours to the Facilities Department.

10. The Committee will approve and periodically review a fee schedule for the use of school facilities.

11. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school

system and the organization, rates may be modified or **eliminated** waived by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

12. The School Committee reserves the right to cancel any permission granted.

SOURCE: MASC

KHA

PUBLIC
SOLICITATIONS IN
THE SCHOOLS

ADOPT MASC POLICY.

No existing policy.

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

- 1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.**
- 2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.**
- 3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.**

Following these guiding statements, the Superintendent ~~and Principals~~ may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

- 1. No direct solicitation of students or employees may take place without ~~School-Committee~~ Superintendent permission.**
- 2. No general or class distribution of commercial or fund-raising literature may take place without ~~School-Committee~~ Superintendent permission.**

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC

LEGAL REF.: M.G.L. [44:53A](#)

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

[JJE](#), Student Fund-Raising Activities

[JP](#), Student Gifts and Solicitations

[KHB](#), Advertising in the Schools

KHB

ADVERTISING IN THE SCHOOLS

REPLACE AND ADOPT MASC POLICY

ADVERTISING

Hudson Public Schools will not permit advertising by non-school related organizations, individuals, or corporations within school buildings, on school grounds, or at school sponsored events. Advertising on school buses is prohibited.

Hudson Public Schools, however, may distribute or post flyers that advertise services, goods, activities, or events as per the school district's Distribution of Materials Policy *KHC*. It may also give recognition to non-school related organizations, individuals or corporations for their financial support and/or sponsorship of a school-sponsored activity or event.

Nothing herein shall prohibit Hudson from licensing a portion of the school district's website to a third party for the purpose of posting web advertisements on the website provided that the licensee adopts and maintains appropriate standards for selecting advertisements and that parents and school officials are able to turn off the advertising component on home and school computers respectively. Appropriate standards for selecting advertisements should include restrictions on advertisements that:

1. Are discriminatory based on disability, race, color, gender, gender identity, national-origin, ethnicity, sexual orientation, age or religion;
2. Include endorsements of alcohol or tobacco products, illegal drugs or weapons;
3. Include depictions or language that is vulgar, plainly offensive, obscene or violent;
4. Endorse any political or religious organization, candidate for elected office or ballot measure;
5. Are inconsistent with the school district's educational mission and community values or with federal or state law;
6. Are disruptive to the educational process or jeopardize the safety of students, staff and/or the public by their content.

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, school / district sponsored events, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Appropriate standards for selecting advertisements should include restrictions on advertisements that:

1. Are discriminatory based on disability, race, color, gender, gender identity, national-origin, ethnicity, sexual orientation, age or religion;
2. Include endorsements of alcohol or tobacco products, illegal drugs or weapons;
3. Include depictions or language that is vulgar, plainly offensive, obscene or violent;
4. Endorse any political or religious organization, candidate for elected office or ballot measure;
5. Are inconsistent with the school district's educational mission and community values or with federal or state law;
6. Are disruptive to the educational process or jeopardize the safety of students, staff and/or the public by their content.

Cross-reference: Distribution of Materials Policy *KHC*

Adopted by the Hudson School Committee: February 27, 2007

Amended by the Hudson School Committee:
November 13, 2013

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC 10/16

CROSS REF.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

KI

VISITORS IN THE SCHOOLS

Adopt MASC policy and revisions to replace KIA and KIAB

VISITS TO THE SCHOOLS

Parents and other individuals wishing to visit a school during school hours or desirous of communicating with pupils or teachers shall first report to the office of the building principal. The principal either will make appropriate arrangements or suggest alternative actions. When possible, conferences between parents and teachers shall be held after school hours and by prior arrangement.

STUDENT OBSERVERS

The opportunity of developing closer communication with neighboring colleges and universities has always been an objective of the Hudson Public Schools. Therefore, programs whereby students from colleges and universities are able to visit our schools are encouraged. However, to insure that those visitations will be productive for both students and the school system, procedures for the regulation of such visits shall be expressed in an appropriate administrative regulation.

The same procedures which apply to students from colleges and universities shall be applicable to students from high schools from other school systems.

VISITORS TO THE SCHOOLS

The Hudson School Committee welcomes parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

- 1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.**
- 2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.**
- 3. For security purposes it is ~~requested~~ required that all visitors report to the Principal's office upon entering and leaving the building and sign a guest**

log showing arrival and departure times. **Teachers are encouraged to ask visitors if they have registered in the Principal's office.**

4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.

~~5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.~~

CROSS REF.: [IHBAA](#), Observations of Special Education Programs

SOURCE: MASC 10/16

KLG

RELATIONS WITH
POLICE AUTHORITIES

Adopt and replace existing
Policy with MASC policy.

**RELATIONS BETWEEN SCHOOLS AND
POLICE DEPARTMENT**

It is the policy of the Hudson Public Schools to cooperate with the appropriate police departments to the fullest extent possible under the law.

Officers of the police department having legal authority to do so may pursue all legitimate channels of inquiry in performance of their duty to prevent crime or juvenile delinquency. They have a legal authority to follow the same channels in order to apprehend perpetrators of crime, or minors suspected of juvenile delinquency.

Therefore, in the normal and legitimate exercise of their investigatory powers, duly-authorized police officers are not required to obtain prior consent from any person in their efforts to solve crimes or juvenile delinquency offenses, or to apprehend persons guilty thereof, on school property. However, the building administrator should be notified to the degree possible.

It is hereby understood that the Hudson Public Schools and the Hudson Police Department have entered into a "Substance Abuse and Violence Prevention, Memorandum of Understanding," dated September 1998. To the fullest extent possible allowed under the law, this Memorandum of Understanding shall be followed by both the Hudson Police Department and each Hudson Public School. A copy of this memorandum shall be kept on file at each Hudson Public School building.

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: MASC

KLJ

RELATIONS WITH
PLANING
AUTHORITIES

Do not adopt MASC Policy.

RELATIONS WITH PLANNING AUTHORITIES

The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

SOURCE: MASC

<p>KLK</p> <p>RELATIONS WITH LOCAL GOVERNMENT AUTHORITIES</p>	<p>Do not adopt MASC Policy.</p>	<p>RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES</p> <p>The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.</p> <p>It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.</p> <p>SOURCE: MASC</p>

Hudson High School
Office of the Principal
69 Brigham Street
Hudson, Massachusetts 0749

Memorandum

To: Dr. Marco Rodrigues
From: Brian Reagan
Date: May 11, 2018
Re: Senior X-Block Update



Per the request of members of the Hudson School Committee, I am providing a brief summary of the Senior X-Block Program which we implemented this year. As you know, seniors meeting the following conditions were eligible for X-block:

- Students must maintain good academic standing (3.0 GPA).
- Students must maintain a minimum daily attendance rate of 90%.
- Students must be in good standing with their behavior and discipline.

At the start of the 2017-2018 school year, 61 members of the Class of 2018 earned X-block eligibility. Of these eligible students, 58 students elected an X-block. These students were able to maintain the required GPA and meet attendance and behavioral expectations. Informal feedback gathered from participating students indicates that they appreciated the X-block privilege and utilized the time to complete work, meet with counselors, or to simply unplug from the stressors of school for a period of time.

We have identified a few procedural issues that we will address for the upcoming school year:

- Students were notified last year during the summer, making it difficult for them to decide which elective to drop to make room for X-block. Going forward, we plan to send eligibility letters in June along with a list of courses each student requested so they can make an informed decision as to which course they want to replace with an X-block
- While the information packet includes language about losing eligibility mid-year, there is no specific language explaining what will replace X-block if eligibility is lost. We will add language to the information sheet next year indicating that students losing eligibility at the conclusion of terms 1 or 2 will be added to an elective and students losing eligibility at the conclusion of term 3 will be required to remain on campus during their X-block and attend a supervised study in the library.

- Going forward, students will be allowed to select X-block for one semester or for the full-year. This option was not clear this year, creating confusion for some students.

The impact on the master schedule was minimal as we carefully selected class periods when assigning X-block to students to avoid affecting enrollment numbers in individual course sections. The X-block privilege has been actively discussed by current juniors and sophomores and was seen as an incentive for them to maintain a strong GPA, minimize school absences, and demonstrate positive behavior and citizenship.

Based on our experience this year, we look forward to continuing the program. I would be happy to answer any questions for the School Committee.

MEMORANDUM OF AGREEMENT
between the
HUDSON SCHOOL COMMITTEE
and the
HUDSON PARAEDUCATORS ASSOCIATION

This MEMORANDUM OF AGREEMENT is entered into by and between the Hudson School Committee (“Committee”) and the Hudson Paraeducators Association (“Association”).

WHEREAS, the Committee and the Association have entered into a Collective Bargaining Agreement for the period of September 1, 2015, through and including August 31, 2018; and,

WHEREAS, the duly authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and,

WHEREAS, said representatives of the Committee and the Association have, subject to ratification by the membership of the Committee and the Association, agreed to a successor agreement for the period of September 1, 2018, through and including August 31, 2021;

NOW, THEREFORE, in consideration of mutual promises and covenants, the parties hereto agree as follows:

1. Prior Agreement

The Collective Bargaining Agreement in effect for the period September 1, 2015 through and including August 31, 2018, shall be in full force and effect for the period September 1, 2018 through and including August 31, 2021, except as modified by this MEMORANDUM OF AGREEMENT.

2. Duration

Three Years – September 1, 2018 to August 31, 2021.

3. Article 4 – Salary Schedule; Modify second paragraph of Longevity as follows:

Longevity payments shall be rolled into the employee’s regular salary. Longevity shall be paid as follows:

After ten (10) years but less than twelve (12) fifteen (15)	\$225
After twelve (12) fifteen (15) but less than sixteen (16) twenty (20)	\$400
<u>After sixteen (16) but less than twenty (20)</u>	<u>\$750</u>
After twenty (20)	<u>\$900</u> \$750

4. Article 6 – Working Schedule, Duties and Responsibilities, Add new paragraph to the section Work Year as follows:

Paraeducators will work a half day on the last day of the school year for only those hours students are scheduled to be in attendance. Employees will be compensated at their current hourly rate for a full day of work for this day.

5. Article 6 – Working Schedule, Duties & Responsibilities, Add new Paragraph as follows:

Consult Time: Paraeducators will receive at least thirty (30) minutes per week of consult time to discuss student support services.

6. Article 7 – Leave Days; Modify Personal Leave paragraph as follows:

Personal Leave: All Employees may apply for up to two (2) days of leave with pay per school year. Said leave may be taken for any purpose other than vacation, recreation, or other employment and may not ordinarily be used in conjunction with holidays or vacations. Exceptions must be requested and approved in writing by the Superintendent or a designee. Applications for personal leave must be made in writing, except for emergencies, at least three (3) working days prior to taking such leave. At the request of the Superintendent, an applicant shall be required to state the reason for such leave to either the Superintendent or his designee. At the end of the school year:

An employee with three (3) remaining unused personal leave days may roll over one (1) unused personal leave day into the next year and one (1) unused personal leave day into their accrued sick leave and one (1) unused personal leave day will be forfeited.

An employee with two (2) remaining unused personal leave days may roll over one (1) unused personal leave day into the next year and one (1) unused personal leave day into their accrued sick leave.

An employee with one (1) unused personal leave day remaining may roll over one (1) unused personal leave day into the next school year. The employee may roll over one (1) unused personal leave day into the next school year.

The employee may have a maximum balance of three (3) personal leave days a year.

7. Article 7 – Leave Days, Modify Sick Leave paragraph as follows:

Sick Leave: Full-time Employees shall be entitled to up to twelve (12) sick leave days each school year during their first three full years of employment. Full-time employees that have completed three full years of employment shall be entitled to up to thirteen (13) sick leave days each school year. Part-time employees will accrue sick time at a prorated level. The following shall apply:

Entitlement - Applicable sick leave shall be credited at the beginning of the school year. ~~Any Five (5)~~ unused sick days shall continue to accrue from year to year provided that the total accumulation shall not exceed **one hundred twenty (120)** ~~fifty (50)~~ working days. If an Employee terminates employment before the end of the school year, any sick leave taken in excess of the prorated amount of time worked will be deducted from the Employee's final pay check on a prorated basis.

Authorization - Use of sick leave must be authorized by the Principal or supervisor and reported on an Employee's weekly time sheet.

Certification of absences - The Principal or supervisor may require a medical certification for absences. Injury, illness, or disability self-imposed, or resulting from the use of alcohol or drugs shall not be considered a proper claim for leave.

8. Article 7 – Leave Days, Modify Family Illness as follows:

Family Illness: A leave of absence, with pay, not to exceed **ten (10)** ~~five (5)~~ full days in any school year shall be granted in cases of serious illness in the immediate family (Employee's spouse, child, significant other, son-in-law, daughter-in-law, brother, sister, parent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, or immediate member of the Employee's household) with such leave deducted from accumulated sick leave. Appropriate medical evidence will be provided if requested.

9. Article 7 – Leave Days: Replace the section “**Workers Compensation**” with the language below:

Workers’ Compensation: The Employee must report any accident or injury arising out of his/her employment to the building principal or to the nurse immediately or as soon as possible under the circumstances. Any employee disabled by an accident or injury arising out of his/her employment must file for benefits under the Workers' Compensation statutes. While the claim is being processed, the employee may use his/her accumulated sick leave provided that upon receipt of a Workers Compensation payment or lump sum settlement, the employee pays the Town the full amount of said payment or settlement attributable to the period during which the Town of Hudson provided sick leave benefits. Thereafter, said sick leave will be restored to the employee's account equivalent to the amount of the payment provided to the district. Employees who are determined eligible to receive Workers’ Compensation may draw from their accrued sick leave during the period of disability to make up the difference between Workers’ Compensation benefit and what they would normally receive in wages.

Article 7 – Leave Days, Modify the first three paragraphs of Sick Leave Compensatory Benefit as follows:

Sick Leave Compensatory Benefit: All employees who have fifteen (15) or more years of service shall upon retirement or death, receive a Sick Leave Compensatory Benefit of thirty (\$30) dollars per day for up to **one hundred twenty (120)** ~~fifty (50)~~ days of accumulated sick leave. Retirement for purposes of this paragraph shall mean meeting the

eligibility requirements for retirement as defined in General Laws, Chapter 32 (Middlesex County Regional Retirement System).

In order to be eligible for the benefits of this section, an irrevocable letter of resignation for the purposes of retirement must have been given to the Superintendent no later than November 1st of the school year in which he/she intends to be his/her last year of service in the Hudson Public Schools.

The Committee shall not be obligated to spend more than **ten-thousand eight hundred (\$10,800)** ~~seven-thousand five hundred dollars (\$7,500)~~ in a given fiscal year pursuant to this plan.

10. Article 7A – Extended Leaves of Absence: Modify Paragraph B, Section 1.a as follows:

- a. Said employee shall notify the Superintendent in writing of her desire to take such a leave, and, except in cases of emergency, shall give such notice at least **sixty (60) days** ~~two (2) weeks~~ prior to the date on which her leave is **anticipated** to begin.

11. Article 7A – Extended Leaves of Absence: Modify Paragraph B, Section 2, first sentence as follows:

2. An employee may be granted a leave of absence without pay for the purpose of child-rearing, **consistent with M.G.L. Ch. 149, s. 105D.**

12. Insert New Article 14 – Protection – Renumber remaining Articles:

- A. Employees will immediately report, in writing, to the building principal and the Superintendent of Schools, all cases of alleged assault and/or battery on employees in which they are involved in connection with their employment in the Hudson Public Schools. The Superintendent of Schools will forward the report to the School Committee. Both the employee and the School Committee will comply with any reasonable request for information relating to the incident.
- B. The Committee will reimburse employees for any clothing or other personal property damaged or destroyed as a result of an assault suffered in the course of his/her employment, except where reimbursement is obtained from another source. The total cap of reimbursement for the bargaining unit shall be five thousand dollars (\$5,000.00) per year.

13. Modify Schedule A by using the following increases:

Y1: Create Step 7 at 1.75% above Step 6

Y2: Add 1.75% to Step 6, renumber steps.

Y3: Add 1.75% to Step 6

FY19	Steps 1-6 - 0% Step 7 - 1.75%	FY20	Steps 1-5 - 0% Step 6 - 1.75%	FY21	Steps 1-5 - 0% Step 6 - 1.75%
Step 1	\$20,865.00				
Step 2	\$21,491.00	Step 1	\$21,491.00	Step 1	\$21,491.00
Step 3	\$22,135.00	Step 2	\$22,135.00	Step 2	\$22,135.00
Step 4	\$22,800.00	Step 3	\$22,800.00	Step 3	\$22,800.00
Step 5	\$23,483.00	Step 4	\$23,483.00	Step 4	\$23,483.00
Step 6	\$24,188.00	Step 5	\$24,188.00	Step 5	\$24,188.00
Step 7	\$24,611.00	Step 6	\$25,042.00	Step 6	\$25,480.00

Communication time (10 Hours per year) and Staff Time (10 Hours per year) included in salary amounts above.

This Memorandum of Agreement is subject to ratification by the Association membership and approval by the Hudson School Committee.

Signed in duplicate this 9th day of May, 2018.

Hudson School Committee

John Mast
Michelle Louise Dufour

Hudson Paraeducators Association

Laura Walker
Linda McGrath

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Section 504 of the Rehabilitation Act of 1973 provides that:

no otherwise qualified handicapped individual . . . shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Therefore, it is a policy of the Hudson Public Schools that the provisions of Section 504 shall be implemented in all activities and procedures of the school system.

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

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

A request for an accommodation should be made in writing to the Section 504 or ADA Coordinator. Alternative means of filing a request will be made available if needed, such as large print or audiotape. Requests should include the name, address and telephone number of the individual requesting the accommodation, the location where the accommodation is required and why the accommodation is needed. For public meetings and hearings, the Section 504 or ADA Coordinator should be notified at least seventy-two (72) hours in advance.

For students, the Section 504 Coordinator will respond to such a request in accordance with the Hudson Public Schools' Section 504 Policies and Procedures or Special Education Policies and

Procedures. For all other individuals, the Section 504 or ADA Coordinator will respond within two (2) school days of receipt of the request.

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

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters on-site or through video remote interpreting (VRI), note takers, real-time computer-aided transcription services, written materials, exchange of written notes, telephone handset amplifiers, assistive listening devices, assisted listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, including real time captioning, voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices, videotext displays, accessible electronic and information technology; and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials and displays, large print materials, screen reader software; magnification software, optical readers, secondary auditory programs (SAP), accessible electronic and information technology or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that an action would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Superintendent after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and their applicability, as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA and Section 504.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA and Section 504, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA or Section 504. The District shall make available to all interested individuals the following coordinators:

Cindy Fensin,
Title II - ADA Coordinator for the District
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749
Telephone: 978-567-6100
E-Mail: plange@hudson.k12.ma.us

Cathy Kilcoyne
504 Coordinator
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749
Telephone:
E-Mail: cakilcoyne@hudson.k12.ma.us

The employees so designated shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA or Section 504. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

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

Website Accessibility

The Hudson Public Schools is committed to providing all users of their websites, including users with disabilities, with meaningful accessibility in this online environment. The Hudson Public Schools follow standards that are generally based on the standards used by the federal government for technology accessibility for individuals with disabilities and web content accessibility guidelines developed by the World Wide Web Consortium (W3C). The Hudson Public Schools' websites are regularly tested and reviewed by users to verify that the websites are compliant with applicable standards.

If an individual needs assistance in accessing materials, such a request should be made to the ADA Coordinator.

SOURCE: MASC – 7/16

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended

Individuals with Disabilities Education Act

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

Title II, Americans with Disabilities Act of 1992, as amended

603 CMR 28.00

CROSS REFS.: IGB, Support Services Programs

Approved by the Hudson School Committee – January 9, 2018

NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE

The Hudson Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Hudson Public Schools is committed to maintaining an educational environment where bigotry and intolerance, including discrimination and harassment, on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, disability, or age, are not tolerated. The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national

origin, sexual orientation, age, or disability, their complaint should be registered with the non-discrimination compliance officer.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

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

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

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

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Individual with Disabilities Education Act

Age Discrimination Act of 1975

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

M.G.L. 76:5; Amended 1993

M.G.L.76:16 (Chapter 622 of the Acts of 1971)

603CMR 26:00 Amended 2012

603CMR 28.00

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity

JB, Equal Educational Opportunities

JFABD, Homeless Students: Enrollment Rights and Services

Approved by Hudson School Committee – January 9, 2018

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY19 Project Lead The Way – HHS BIOMED GRANT PTLW program expansion to HHS Biomedical Program
Purpose:	This grant may be used only for the PLTW Biomedical Science program. Grantee must offer at least one PLTW Biomedical Science course of their choosing for the 2018-2019 academic year, and offer at least three courses by the 2020-2021 academic year.
Type of Funder:	Private - Corporation
Awarded Amount:	\$35,0000.00
Start Date	7/1/2018
End Date	3/1/2020
Status	Active
Grantor	Project Lead The Way, Inc.
PROGRAM Admin	Sarah Davis
PROGRAM Notes:	<p>Private Foundation Grant</p> <p>General Fund use: Core training and Housing Required Technology equipment for PLTW Courses Program Required durable Equipment Full kits for Launch grade-level Modules</p> <p>Grantor Name / Address: Worcester Polytechnical Institute (WPI) 100 Institute Road Worcester, MA 01609</p> <p>Grantor Contact Name / Number / Email: Email: grants@pltw.org WPI: (508) 831-5000 PLTW: (877) 335-7589</p>
Program Location:	Hudson High School

School Committee Date: May 22, 2018

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY19 Project Lead The Way – QMS GATEWAY GRANT PTLW program expansion to QMS Gateway Technology
Purpose:	This grant will be used to expand QMS PLTW Computer science programs at the middle school including APPS Creator and Computer Science for Innovators.
Type of Funder:	Private - Corporation
Awarded Amount:	\$20,0000.00
Start Date	7/1/2018
End Date	3/1/2020
Status	Active
Grantor	Project Lead The Way, Inc.
PROGRAM Admin	Ellen Schuck
PROGRAM Notes:	<p>Private Foundation Grant General Fund use: Core training and Housing Required Technology equipment for PLTW Courses Program Required durable Equipment Full kits for Launch grade-level Modules</p> <p>Grantor Name / Address: Worcester Polytechnical Institute (WPI) 100 Institute Road Worcester, MA 01609</p> <p>Grantor Contact Name / Number / Email: Email: grants@pltw.org WPI: (508) 831-5000 PLTW: (877) 335-7589</p>
Program Location:	Hudson Quinn School

School Committee Date: May 22, 2018

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY19 Project Lead The Way – ELEMENTARY SCHOOL LAUNCH PTLW program expansion to each Hudson Elementary School
Purpose:	This grant may be used to expand PLTW course programs to include Farley, Forest Ave. and Mulready classrooms.
Type of Funder:	Private - Corporation
Awarded Amount:	\$32,0000.00 FARLEY \$12,000.00 FOREST \$10,000.00 MULREADY \$10,000.00
Start Date	7/1/2018
End Date	3/1/2020
Status	Active
Grantor	Project Lead The Way, Inc.
PROGRAM Admin	Sarah Davis
PROGRAM Notes:	Private Foundation Grant General Fund use: Core training and Housing Required Technology equipment for PLTW Courses Program Required durable Equipment Full kits for Launch grade-level Modules Grantor Name / Address: Worcester Polytechnical Institute (WPI) 100 Institute Road Worcester, MA 01609 Grantor Contact Name / Number / Email: Email: grants@pltw.org WPI: (508) 831-5000 PLTW: (877) 335-7589
Program Location:	Each Hudson Elementary School

School Committee Date: May 22, 2018

Vote: _____

**Hudson Public Schools
FY18 Grant and Gift Presentation Summary**

TYPE	Awarding Agency	GRANT YEAR / GRANT NAME	Brief Description of Award	Grant Award
FED-OTHER	EEC	18-262 SPED EARLY CHILDHOOD	Provides a portion of Pre-School salaries for TCH and Para's.	\$ 46,613.00
STATE - OTHER	DPH	18-290 ESSENTIAL SCHOOL HEALTH	Supports a portion of salaries for a HHS Nurse, a Regional coordinator, and Inter-agency consultant as well as reimburses the district for Nurse Subs and specific equipment needed across each Nursing office.	\$ 218,900.00
STATE	DESE	18-345 COMMUNITY ADULT LEARNING CTR.	Provides 100% grant funding for our Adult Education classes at HHS including admin staff, TCH's, subs, all instructional materials, family literacy partners with EL, facility rental fee's, and other expenses.	\$ 354,168.00
STATE - OTHER	EEC	18-391 SPED INCLUSIVE PRESCHOOL LEARNING	Provides a portion of Pre-School salaries for TCH and Para's.	\$ 39,832.00
STATE - OTHER	OTHER	18-541 ADL CAREER PATHWAYS ----- ***Sub-Recipient Grant ****	Provides administration support in transitioning Adult Learning students and testing required for QCC.	\$ 3,830.00
STATE	TBD	18-734 Early Grades Literacy Program	Provides Professional Development for the district	\$ 22,200.00
STATE - OTHER	TRE	TRE Credit For life	Provides funding to support a portion of expenses for the HHS Reality Fair.	\$ 2,000.00
FED-OTHER	NSA	18-YR1 NSA Startalk Portuguese Grant - 2 YEAR GRANT YR1 \$ 36,223.88 YR2 \$ 53,715.83	Provides funding to support a summer Portuguese camp for students as well as training, stipends for summer staff, supplies, and classroom support within the school year.	\$ 89,939.71
PRIVATE	FOUND.	Hudson Public Library (Adult Learning)	Provides TCH instruction to host one Adult Education class directly at the Hudson library.	\$ 3,500.00
PRIVATE	CORP	FY12 Avidia Savings Bank (Adult Learning)	Provides TCH instruction to host one Adult Education class Basic English.	\$ 3,500.00
PRIVATE	CORP	Mass Cultural Grants - Big Yellow Bus	Provides field trip expenses at \$200 per school per school year as applied by TCH's.	\$ 600.00
PRIVATE	CORP	FOREST INTEL DONATION	Corporate match for Intel employees to volunteer at Hudson Public Schools.	\$ 350.00
PRIVATE	FOUND.	17-MetroWest Health Foundation-Path Program 3-YEAR GRANT ---- FY17 YEAR 1 REV \$73,526; FY18 YEAR 2 Rev \$72,066; and FY19 YEAR 3 REV \$71,475.00	Provides 100% grant funding to launch the PATH program at QMS for 3 years. This includes salary for the clinician, consultant staff to open the program and staff training, as well as specific therapeutic supplies.	\$ 217,047.00
PRIVATE	FOUND.	18-Metrowest Health Foundation - HHS TAS 3-Year Grant Program FY18 Year 1 \$9650.00; FY19 Year 2 \$5950.00; and FY20 Year 3 \$2250.00	Provides for the expansion of the existing HHS TAS program including consultant training to migrate to the Bryte program and class room equipment.	\$ 17,850.00
PRIVATE	HUDSON DPH	18-Hudson Board of Health - Big Brothers / Big Sisters	Provides funding to reimburse volunteers for finger print background checks so that they may volunteer at QMS through the BBBS program.	\$ 350.00
PRIVATE	The Shine Initiative, Inc.	18-HHS The Shine Initiative Grant	Provides grant funds to establish a Student Wellenss Advisory Team at Hudson High School. Funding includes expenses for instructional materials, contracted services, travel to attend astudent summit and a stipend for the advisor.	\$ 2,000.00
FED-OTHER	National Park Service	FY18 River Community Grant	Blanding's Turtle Headstarting Conservation Project and Assabet River Watershed area studies at Farley, Forest Ave., and Mulready Elementary Schools. Funds will be used for additional classroom supplies and student transportation.	\$ 2,419.00

**Hudson Public Schools
FY18 Grant and Gift Presentation Summary**

TYPE	Awarding Agency	GRANT YEAR / GRANT NAME	Brief Description of Award	Grant Award
FEDERAL	DOE	FY18 High Quality Instructional Summer Planning Grant	The purpose of this competitive grant program is to provide districts with funding to support teachers to deepen their understanding and implementation of high-quality instructional materials, methodologies and programs to support the revised 2017 English Language Arts-Literacy, 2017 Mathematics Curriculum Frameworks, and the 2016 Science and Technology/Engineering standards.	\$ 5,492.00
STATE	DOE	FY18 MA DOE – Hurricane Evacuees PR or VI Grant	This MA state grant has been awarded to offset MA school district costs for incoming Hurricane Evacuees from Puerto Rico or The Virgin Islands.	\$ 8,914.00
PRIVATE	PLTW	FY18 RIT PLTW Student Gift	This grant may be used only in support of PLTW programs and based on a student credit received from RIT.	\$ 60.00
State-Other	EEC	FY19-391 SPED Inclusive Preschool Grant	This grant will partially fund two integrated preschool teachers for the 2018-2019 academic year.	\$ 30,000.00
Private	PLTW	FY19 Project Lead The Way – HHS BIOMED GRANT	This grant may be used only for the PLTW Biomedical Science program. Grantee must offer at least one PLTW Biomedical Science course of their choosing for the 2018-2019 academic year, and offer at least three courses by the 2020-2021 academic year.	\$ 35,000.00
Private	PLTW	FY19 Project Lead The Way – QMS GATEWAY GRANT	This grant will be used to expand QMS PLTW Computer science programs at the middle school including APPS Creator and Computer Science for Innovators.	\$ 20,000.00
Private	PLTW	FY19 Project Lead The Way – ELEMENTARY SCHOOL LAUNCH	Three grants allocated to expand PLTW course programs to include Farley, Forest Ave. and Mulready classrooms.	\$ 32,000.00
TOTAL:				\$ 1,156,564.71

		FY18 GIFTS TO HUDSON PUBLIC SCHOOLS	School	\$ Gift Amount
PRIVATE	HAS	Farley Home & School	Provided funding support for Farley Literacy Kits.	\$ 100.00
PRIVATE	HAS	Forest Ave Home & School	Provided funding support for Forest Literacy Kits.	\$ 100.00
PRIVATE	Private	Schwab Charitable Foundation	Individual Student family donation to support Instructional Materials at QMS.	\$ 250.00
PRIVATE	TOWN	Hudson Benevolent Fund / Hudson Kids Fund	Town sponsored program to support Hudson Kids funds and students who made need additional support. Can be a back pack, shoes, jackets, etc.	\$ 700.00
PRIVATE	HHS	Gift from HHS Class of 2017 to HHS	Gift directly from a graduating class to HHS. Funds are currently allocated to purchase a new marquee sign.	\$ 3,815.68
PRIVATE	Private	Alliance Energy to HHS	Gift directly to HHS to use for instructional materials.	\$ 500.00
PRIVATE	Private	Main Street Bank	Gift to Hudson High School for Reality Fair sponsorship	\$ 500.00
TOTAL:				\$ 5,965.68

		FY18 GIFTS FOR SCHOLARSHIPS TO HUDSON HIGH SCHOOLS	School	\$ Gift Amount
Scholarship	Family	Edward Krysa Memorial Scholarship	Renewed Annually/ Awarded at Graduation	\$ 1,000.00
Scholarship	HHS	Hudson High School Scholarship Fund	Funded from residual Student Activity fund raising and the business club.	\$ 5,900.00
Total:				\$ 6,900.00

Grant Total: \$ 1,169,430.39