



Policy Manual

Sections VI and VIII amended 11.10.2016

SECTION I

Foundations and Basic Commitments

MISSION/PHILOSOPHY

LEGAL STATUS OF EDCO

NON-DISCRIMINATION/EQUAL OPPORTUNITY

NON-DISCRIMINATION

NON-DISCRIMINATION ON THE BASIS OF GENDER

SEXUAL HARASSMENT AND DISCRIMINATION

NON-DISCRIMINATION ON THE BASIS OF HANDICAP

MISSION/PHILOSOPHY

The EDCO Collaborative is a voluntary organization of urban and suburban public school districts serving the Greater Boston metropolitan area.

Since 1969, the Collaborative mission has been to:

- Improve education through inter-district and inter-agency collaboration
- Provide high quality education and related services to students at risk
- Enhance equity, intercultural understanding and equal opportunity in education

We approach our mission committed to a set of core values that informs our priorities, programs, and internal and external operations and relationships. These core values include:

- The centrality of the student as the primary focus of Collaborative activity
- A belief that gaps in student achievement can, and must be, overcome through sustained, high-quality instruction
- A respect for individual differences, recognizing that in diversity there is strength
- A dedication to responsible stewardship of public resources;

We realize our core values through the following standards:

- 1 Continually pursuing a standard of excellence in program and professional activities
- 2 Promoting a positive, collegial culture in all levels of the organization
- 3 Providing leadership in assisting districts to pursue excellence
- 4 Improving the practice of education through the power of collaboration
- 5 Ensuring a focus on underserved and underachieving students

Adoption Date: May 3, 2007

Revised: June 14, 2012

LEGAL STATUS OF EDCO

In 1969, the Education Collaborative for Greater Boston, Inc. was formed as a private, not for profit charitable corporation according to the provisions of M.G.L. Chapter 180 “to provide improved education in the member school systems through the development of cooperative educational programs”. In 1988, the EDCO Collaborative was formed under the provisions of Massachusetts General Laws Chapter 40, Section 4E as an affiliated public collaborative to provide educational programs and services “to complement and strengthen the school programs of member school committees and increase the educational opportunities for children and youth”.

In 2012, following the procedures specified in the by-laws, the Education Collaborative for Greater Boston, Inc. was dissolved effective June 30, 2012, and the assets were transferred to the EDCO Collaborative.

Currently, the EDCO Collaborative is authorized by M.G.L. Ch. 40, Sec. 4E and complies with Chapter 43 of the Acts of 2012. It serves the same mission of the original organization founded in 1969.

EDCO Collaborative is an education collaborative organized and administered in accordance with M.G.L. c. 40, sect. 4E. The collaborative is governed by a Board of Directors. EDCO Collaborative shall exist as a public entity.

Adopted December 7, 2006

Revised: June 14, 2012

NON-DISCRIMINATION/EQUAL OPPORTUNITY

EDCO Collaborative is committed to ensuring that it is free from discrimination in education and employment, and to ensuring equal opportunity in education and employment for all its students and employees.

It is the policy of EDCO Collaborative that:

- A. No discrimination on the basis of race, ethnicity, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, marital status, disability, veteran status, or genetic information will exist in any one of the public schools, in employment, in the terms or conditions of employment, in screening candidates for employment, or in retention, benefits, and promotion.
- B. No otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity of the PSB.
- C. No person shall be excluded from or discriminated against with regard to admission to the PSB, or in obtaining the advantages, privileges, and courses of study of the PSB, on account of his or her race, ethnicity, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, marital status, disability, veteran status, or genetic information.

This policy shall apply to all persons affiliated with EDCO Collaborative, including all staff, employees, contractors, suppliers of goods and services, and all students.

LEGAL REF:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964 as amended by EOA of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

MGL 71B:1, 76:5, 76:16

Adoption Date: May 3, 2007

NON-DISCRIMINATION

EDCO Collaborative does not discriminate on the basis of race, color, religion, national origin, pregnancy, gender, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business.

LEGAL REF:

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964 as amended by EOA of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

MGL 71B:1, 76:5, 76:16

Adoption Date: May 3, 2007

NON-DISCRIMINATION ON THE BASIS OF GENDER

The Board of Directors, in accordance with Title IX of the Education Amendments of 1972, declares that the EDCO Collaborative does not and will not discriminate on the basis of sex in the educational programs and activities of the Collaborative. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

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

Adoption Date: May 3, 2007

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education 603 CMR 2600

SOURCE: MASC Policy

SEXUAL HARASSMENT

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

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

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

Definition of Sexual Harassment:

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

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

The Grievance Officer: Human Resources Director for the EDCO Collaborative

The Board will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of overseeing and ensuring the processing of all sexual harassment complaints in accordance with the procedure set out below:

Procedure

For any employee of the Collaborative or adult member of the school community:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident (s) verbally and through the completion and submission of a Harassment Investigation Form to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.

2. The grievance officer will attempt to resolve the problem through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to ascertain the facts.
 - d. On the basis of the grievance officer's perception of the situation he or she may:
 - i. Attempt to resolve the matter informally through reconciliation.
 - ii. Report the incident and transfer the record to the Executive Director or his/her designee, and so notify the parties by certified mail
3. After reviewing the record made by the grievance officer, the Executive Director or his/her designee may attempt to gather any more evidence if necessary to decide the case, and thereafter, impose any sanctions deemed appropriate, including a recommendation to the Board for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. In the event that a member of the school community believes he or she has been subjected to sexual harassment by the Executive Director, the charging party will report the incident (s) verbally and through the completion and submission of a Harassment Investigation Form to the Chairperson of the Board of Directors who will follow the procedures outlined above.
5. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

For any student member of the school community:

1. Students who believe that they have been subjected to sexually harassment from another student or an EDCO staff member, should talk to an adult as soon as possible beginning with the adult closest to the situation. This adult shall facilitate the student's meeting with the Program Director who shall follow established procedures (see 6 b. below). If the Program Director is the subject of the complaint, the student should be instructed to request a meeting with the Associate Executive Director. The student will be asked to comment on the incident and complete a Harassment Investigation form and submit it to the Program Director or Associate Executive Director.

2. If a student attending an EDCO school program or receiving services from an EDCO staff wishes to report or allege sexual harassment on the part of another student or EDCO staff member, the reporting procedure shall be as follows:
 - a. The Program Director or Associate Executive Director will attempt to resolve the problem through the following procedures:
 - i. S/He will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts and may interview any witnesses.
 - ii. S/He will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - iii. S/He will hold as many meetings with the parties as is necessary to determine the facts.
 - iv. On the basis of his/her perception of the situation he or she may:
 - (1) Attempt to resolve the matter informally through reconciliation.
 - (2) Will notify the parties and the target and aggressor's parents of the findings of the investigation and will document such notification, the date/time and content of same, for the record.
 - (3) Report the incident and transfer the record to the Grievance Officer for review and further action as s/he deems appropriate.
3. In the event that the Program Director or Associate Executive Director reports and incident and transfers the record to the Grievance Officer and further action is warranted, the Grievance Officer follows procedures 3 and 4 above.

Adoption Date: May 3, 2007

Revised: June 14, 2012

June 13, 2013

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

Federal Regulation 74676 issued by EEO Commission

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

Board of Education 603 CMR 26:00

NON-DISCRIMINATION ON THE BASIS OF HANDICAP

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

Definition

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

Reasonable Modification

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

Communications

The Collaborative 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 Collaborative 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 Collaborative. In determining what type of auxiliary aid or service is necessary, the Collaborative shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services

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

Limits of Required Modification

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

Notice

The Collaborative 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 its applicability to the services, programs, or activities of the Collaborative. The information shall be made available in such a manner as the Board of Directors and Executive Director find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator

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

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

Adoption date: May 3, 2007

LEGAL REFS.: Rehabilitation Act of 1973, Section 504

Education For All Handicapped Children Act of 1975

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

Title II, Americans with Disabilities Act of 1992

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

SECTION II

Board Operations

BOARD LEGAL STATUS
BOARD POWERS AND DUTIES
BOARD MEMBER RESPONSIBILITIES
BOARD OF DIRECTORS' CODE OF ETHICS
BOARD OF DIRECTORS' ORGANIZATIONAL MEETING
BOARD OFFICERS
BOARD / EXECUTIVE DIRECTOR RELATIONSHIP
SUBCOMMITTEES OF THE BOARD OF DIRECTORS
EDCO COLLABORATIVE ADVISORY COUNCIL
COLLABORATIVE ATTORNEY
BOARD MEETINGS
EXECUTIVE SESSION
NOTIFICATION OF MEETINGS
AGENDA FORMAT
RULES OF ORDER
MINUTES
BOARD OF DIRECTORS' POLICY DEVELOPMENT
POLICY ADOPTION
REVISION AND REVIEW
ORIENTATION OF NEW BOARD MEMBERS

BOARD LEGAL STATUS

EDCO Collaborative was established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603CMR 50.00. EDCO Collaborative is governed by a Board of Directors that provides overall management and supervision of the Collaborative.

LEGAL REF: MGL c. 40 § 4E

Adoption Date: May 3, 2007

Revised: June 14, 2012

Revised: 3.14.13

BOARD POWERS AND DUTIES

The Board shall be vested with the authority to enter into agreements with Member Districts, non-member districts, charter schools or other collaboratives to establish mutually beneficial programs and services or pricing arrangements. The Board shall be responsible for the following, consistent with the requirements of law, regulation, and Article VIII of this agreement:

1. Ensuring adherence to this Agreement and progress toward achieving the purpose and objectives set forth in the Agreement
2. Determining the cost-effectiveness of programs and services offered by the Collaborative
3. Determining the appropriateness and cost-effectiveness of any borrowing, loans or mortgage
4. Approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate
5. Ensuring an annual report for the previous fiscal year be prepared and submitted to the Commissioner and Chair of each Member District no later than January 1 of each year
6. Ensuring that an independent financial audit is completed annually and submitted to the Chair of each Member District, the Commissioner, and the State Auditor no later than January 1 of each year
7. It is the function and responsibility of the Board to formulate policy for the Collaborative and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00. The Board shall review the effectiveness of such policies to ensure currency and appropriateness, and may establish a subcommittee to make recommendations to the Board concerning such policies.
8. The Board may establish subcommittees such as an Executive Subcommittee and a Finance and Administration Subcommittee to expedite the work of the Board and to provide guidance and support in managing the essential functions and business of the Collaborative.
9. The Board shall hire all employees of the Collaborative and ensure that all employees possess the necessary and required credentials and approvals, to the extent applicable, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof.
10. The Board shall appoint the Executive Director, Business Administrator, Treasurer and at least one registered nurse, The Board will ensure there is segregation of duties among the Executive Director, Business Administrator, and Treasurer.
11. The Board shall have the authority to borrow money for any purpose consistent with law, regulations, and Article VIII of this Agreement, including, but not limited to, to meet ongoing payroll obligations, to finance the purchase and/or lease of any real or personal property, including equipment, land and/or a building(s) (including portables), and/or to finance any renovation, reconstruction and/or construction of any real property.
12. The Board shall be responsible for ensuring that any borrowing, loans, or mortgages are cost-effective and necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this agreement.

LEGAL REF: M.G.L. c. 40 §1c, c. 71 § 37
Adoption Date: May 3, 2007
Revised: 3.14.13

BOARD MEMBER RESPONSIBILITIES

The powers of the Board of Directors derive from state law and the Collaborative Articles of Agreement. Members of the Board of Directors have authority only when acting as a group or body legally in session.

Each Board Member must attend training required by the Department of Elementary and Secondary Education as outlined in M.G.L. Ch. 40, § 4E; 603 CMR 50.05 and 603 CMR 50.12(3).

Within the capacity of Board membership, individual Board members will represent the best interests of all the members.

No Board Member shall serve as a Collaborative Administrator or on the board of directors or as an employee of a related for-profit or non-profit organization. No Board Member shall receive an additional salary or stipend for his/her service on the Board.

LEGAL REF: M.G.L. c. 40, § 4E

Adoption Date: May 3, 2007

Revised: 3.14.13

BOARD OF DIRECTORS' CODE OF ETHICS

The Board, desiring to operate under the highest ethical standards, adopts the following code of ethics for Board members.

Board members will:

1. Observe the regulations and policies of the Collaborative and the laws, rules, and regulations governing education in Massachusetts.
2. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
3. Refer all complaints, comments, and criticisms directly to the Executive Director
4. Recognize that action at official meetings is binding and that individual members alone cannot bind the committee outside such meetings
- 5.

LEGAL REF: M.G.L. c. 268A

Adoption Date: May 3, 2007

Revised: June 14, 2012

BOARD OF DIRECTORS' ORGANIZATIONAL MEETING

For the purpose of organizing, the Board of Directors, at its first meeting of the new school year, will elect a Chairperson, a Vice-Chairperson, and a Treasurer, all of whom will hold their positions for a term of two years or until a successor is elected. The Secretary for the Board of Directors shall be the Executive Director.

A majority of the members of the Board of Directors will constitute a quorum. The election will proceed as follows:

Nominations for the office of Chairperson and Vice Chairperson will be made from the floor. The Chairperson and Vice Chairperson will be elected by a majority vote of the board members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.

Upon election, the new Chairperson will preside, calling for motions to appoint a Treasurer. The Treasurer shall fulfill the duties specified in M.G.L. c, 40 s. 4E.

Following election and appointment of officers at its organizational meeting the Board of Directors may proceed to business as scheduled on the agenda.

In the event that the Chairperson's position is vacated between organizational meetings, the Vice Chairperson will serve as chair until the next organizational meeting, and the position of Vice Chairperson position will remain vacant until then. If no member is able to serve as chairperson, the Executive Director will serve as Chairperson until new elections are held in May.

Adoption date: May 3, 2007

Revised: June 14, 2012

BOARD OFFICERS

Chairperson and Vice-chairperson

The Chairperson of the Board will exercise such powers as properly pertain to the office. In carrying out these responsibilities, the Chairperson will:

1. Bring before the Board such matters as may require the attention of the Board.
2. Consult with the Executive Director in planning agendas.
3. Confer with the Executive Director on crucial matters that occur between Board meetings.
4. Call special meetings of the Board as necessary.
5. Appear on behalf of the Board in all actions brought by or against it.
6. Act as public spokesperson for the Board except as this responsibility is delegated to others.
7. Be responsible for the orderly conduct of Board meetings.

In the absence of the chairperson, the vice-chairperson will have the powers of the chairperson and perform the chairperson's duties.

Secretary

The Secretary shall be the Executive Director who will keep an accurate record of all Board business and will sign all papers that require the signatures of the Secretary.

Treasurer

1. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative without further appropriation.
2. The Treasurer shall manage all receipts and disbursements through the education collaborative fund and perform such duties as are required by the collaborative board of directors.
3. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.
4. The Treasurer shall annually certify and transmit the budget and the tuition rates, membership dues and fees-for-service for the upcoming fiscal year to each member district not later than June 30 of the preceding fiscal year.

LEGAL REF: M.G.L. c. 40 § 4E, 603 CMR 50.00

Adoption date: May 3, 2007

Revised: June 14, 2012

BOARD / EXECUTIVE DIRECTOR RELATIONSHIP

The Executive Director shall have the day-to-day responsibility for all activities of the Collaborative, shall be responsible for overseeing all of its programs, shall be responsible for implementing the policies and by-laws, if any, and for developing procedures consistent with the policies of the Board.

The Board may delegate the Executive Director to supervise and discipline personnel to the extent permitted by applicable law and regulation. The Executive Director shall have the authority granted by M.G.L. c.40, §4E and any amendments thereto. The Board shall complete an annual evaluation of the Executive Director in accordance with 603 CMR 50.06(2).

The Board recognizes the authority of the Executive Director to manage the Collaborative in its day-to-day operations. While the Board reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its Executive Director.

The Executive Director is the principal contact between the Board and the staff. The Executive Director shall serve at the discretion of the Board for as long as the majority permits and shall carry out any and all such duties as the majority of the Board direct.

LEGAL REF: M.G.L. c. 40 §4E

Adoption Date: May 3, 2007

Revised: June 14, 2012

SUBCOMMITTEES OF THE BOARD OF DIRECTORS

The Board of Directors may establish subcommittees that will assist/advise the Board in conducting its annual business. The following general policies will govern the appointment and functioning of subcommittees to the Board of Directors.

1. Subcommittees may be created by the Board of Directors to expedite the work of the Board and to provide guidance and support in managing the essential functions and business of the Collaborative.
2. The composition of subcommittees will be broadly representative and take into consideration the specific responsibilities required by the articles of agreement of the Collaborative as a whole.
3. Members of EDCO's professional staff may be appointed to subcommittee as ex-officio members.
4. Appointments to such subcommittees will be made by the Board; appointment of staff members to such subcommittees will be made by the Board upon the recommendation of the Executive Director.
5. Tenure of subcommittee members will be two years unless the member is reappointed.
6. The Board of Directors possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of a subcommittee must be submitted to the Board of Directors.
7. Subcommittees created for a specific purpose shall cease to exist when the work is completed.

The Board shall annually appoint an Executive Finance subcommittee.

Adoption Date: May 3, 2007

Revised June 14, 2012

EDCO COLLABORATIVE ADVISORY COUNCIL

The Board of Directors of the EDCO Collaborative may annually establish an Advisory Council to the Board of Directors to meet concurrently with the Board of Directors and to provide guidance to the Board in its decisions. The Advisory Council to the Board of Directors shall consist of one member from each member district who shall be appointed annually by the Member School Committee or Charter School Board. District participation in the Advisory Council is voluntary. The Advisory Council member may be either a Superintendent or a School Committee member, whoever is not serving currently as the appointed member of the Board of Directors. The Advisory Council member may receive Board of Directors' materials, participate in Board discussions, and be appointed to Board of Directors' Standing Committees, but the Advisory Council member has no voting privileges on the Board of Directors.

Adoption Date: May 3, 2007

Revised June 14, 2012

COLLABORATIVE ATTORNEY

The Board may appoint an attorney, attorneys, or a law firm to perform certain legal services. The attorney shall serve at the board's discretion.

The attorney, upon request, will render opinions interpreting statutory law, policies and regulations.

The attorney will directly represent the Collaborative in all litigation affecting the collaborative. The legal adviser will approve as to form, and upon request, will prepare resolutions, contracts, and other legal instruments.

Adoption Date: May 3, 2007

Revised June 14, 2012

BOARD MEETINGS

The Board of Directors will transact all business at official meetings of the board. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held at least six times each fiscal year
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the Board of Directors, regular or special, will be open to the public unless an executive session is held in accordance with state law.

Adoption Date: May 3, 2007

Revised June 14, 2012

EXECUTIVE SESSION

The Board may meet in closed session for one or more of the purposes enumerated below provided that:

1. the Board has first convened in an open session pursuant to section 21;
2. a majority of members of the Board have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;
3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;
4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. accurate records of the executive session shall be maintained.

The Board may meet in executive session only for the following purposes outlined in M.G.L. c. 30, s. 21:

(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

- i. to be present at such executive session during deliberations which involve that individual;
 - ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session;
 - iii. to speak on his own behalf; and
 - iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
 4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
 5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
 6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
 7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or
10. to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Board will review executive session minutes for possible declassification at least once each year.

LEGAL REF: M.G.L. c. 30A § 21

Adoption Date: May 3, 2007

Revised June 14, 2012

NOTIFICATION OF MEETINGS

As required by law, a minimum of 48 hours' advance notice will be given for any meeting of the Board of Directors of the EDCO Collaborative, including all standing committee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

LEGAL REF: M.G.L. 30A §§ 18-25

Adoption Date: May 3, 2007

Revised June 14, 2012

AGENDA FORMAT

The Executive Director, after conferring with the Chairperson of the Board of Directors, will arrange the order of items on meetings agendas so that the Board can accomplish its business as expeditiously as possible. The particular order of either agenda may vary from meeting to meeting in keeping with the business at hand.

The Board will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Board, or to expedite committee business.

The agenda, together with supporting materials, will be distributed to Board of Directors members three days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted on the EDCO website.

Suggested format:

1. Call to order
2. Public Participation
3. Action Items
 - a. Approval of minutes
 - b. Employee Actions
 - c. Other
4. Old Business
5. New Business
6. Reports
 - a. Executive Director's report
 - b. Chairperson's report
 - c. Standing / Advisory committees
7. Adjournment

Adoption date: May 3, 2007

Revised: June 14, 2012

RULES OF ORDER

Robert's Rules of Order, Newly Revised, will govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations.

In accordance with Robert's Rules, the Board may suspend parliamentary rules of order by a two-thirds vote.

SOURCE: MASC Policy

Adoption Date: May 3, 2007

MINUTES

The Board secretary or designee shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

Minutes will be created and approved in a timely manner.

The approved minutes will become permanent records of the Board. Minutes of the public meetings of the EDCO Collaborative and minutes of executive sessions of the EDCO Collaborative that do not require continued non-disclosure will be posted on the website and made available to interested citizens upon request in accordance with state laws and regulations.

LEGAL REFS: M.G.L. c.30 §18-25; 940 CMR 29.00

Adoption Date: May 3, 2007

Revised: February 9, 2011

Revised: June 14, 2012

BOARD OF DIRECTORS' POLICY DEVELOPMENT

The Board of Directors will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the Board of Directors will exercise its leadership in providing for the successful and efficient functioning of the Collaborative.

The Board of Directors accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a Board of Directors to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the Board of Directors are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

SOURCE: MASC Policy

Adoption Date: May 3, 2007

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board of Directors. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board of Directors present at the meeting when such action has been scheduled on the agenda of the regular or a special meeting.

Proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item - distributed with agenda
2. Discussion item - first reading of proposed policy or policies
3. Action Item - discussion, adoption, rejection.

Amendments to the policy at the action stage will not require a repetition of the sequence unless the Board so directs.

The Board of Directors may amend the above sequence to meet emergency conditions or extend the above sequence to require a second reading by majority vote of the Board.

Policies will be effective upon the date set by the Board of Directors. This date will be chosen to ensure that the affected parties will have the opportunity to become familiar with the requirements of the new policy prior to its implementation.

SOURCE: MASC Policy

Adoption Date: May 3, 2007

Revised: December 9, 2010

REVISION AND REVIEW

Policies should be reviewed on a regular basis, typically every three years. The Board of Directors requires the Executive Director to recall periodically all policy and regulations manuals for administrative updating and committee review.

The Executive Director is given the responsibility of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.

SOURCE: MASC Policy

Adoption Date: May 3, 2007

ORIENTATION OF NEW BOARD MEMBERS

The Board of Directors and Executive Director will assist each newly elected member to understand the Board's functions, policies and procedures. Each newly appointed member will be provided with materials relevant to the Board and the EDCO Administration.

SOURCE: MASC Policy

Adoption Date: May 3, 2007

Revised 10.13

SECTION III

Administration and Operations

EXECUTIVE DIRECTOR'S CONTRACT

EVALUATION OF THE EXECUTIVE DIRECTOR

ORGANIZATION CHARTS

THE SEEFURTH EDUCATION CENTER

ADMINISTRATIVE COUNCILS, CABINETS, COMMITTEES, JOB-ALIKE GROUPS

POLICY IMPLEMENTATION

ANNUAL REPORT

ADMINISTRATOR'S MANUAL

EXECUTIVE DIRECTOR'S CONTRACT

The Board, upon the appointment of a candidate or upon re-appointment of the incumbent Executive Director, will enter into a written contract with him/her. The contract should be written to meet the requirements of law and protect the rights of both the Board and the Executive Director.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

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

EVALUATION OF THE EXECUTIVE DIRECTOR

The Board of Directors, through its Executive Committee, will periodically develop with the Executive Director a set of performance goals based on the needs of the Collaborative. The Executive Director's performance will be reviewed in accordance with these goals, and summarized in a short, written evaluation of his/her overall performance. This evaluation shall be presented to the full Board for approval each September.

Additional goals and/or objectives will be established at intervals agreed upon with the Executive Director.

Through evaluation of its Executive Director, the Board of Directors will strive to:

1. Provide useful and critical feedback to the Executive Director to help him/her improve upon his/her performance as the chief executive officer of the agency.
2. Clarify for all Board members what the role of the Executive Director is, in light of his/her job description and priorities as agreed upon by the Board and the Executive Director.
3. Ensure harmonious working relationships between the Board of Directors and the Executive Director
4. Use the evaluation process as a means of providing excellent leadership and management for the Collaborative..

Adoption date: May 3, 2007

SOURCE: MASC Policy

ORGANIZATION CHARTS

The Executive Director shall annually present to the Board of Directors an organizational chart that delineates the reporting relationships by title and function of his/her administrative staff and its support personnel. Included in this chart shall be the administrative structure of the Central Office and the various program administrators, supervisors, and coordinators who report to the Executive Director and his/her senior management team.

Any change to the organizational structure that results in an increase in the cost of administering the Collaborative, or results in a significant realignment of personnel, shall first be presented to the Standing Committee for Administration and Finance for a preliminary recommendation before going on to the full Board for final approval. Once approved, the Executive Director and his/her staff shall take steps to work within the new structure and shall notify affected employees of the change and its impact on the budget and/or supervisory or reporting lines.

Adoption Date: May 3, 2007

THE SEEFURTH EDUCATION CENTER

In 1973, Nathaniel H. Seefurth made a gift of money and land to the Education Collaborative for Greater Boston, Inc. to be placed in a restricted trust fund to support the construction of a center for the study of Henry David Thoreau. Since then, three separate initiatives by EDCO's Executive Directors have been undertaken to build a physical structure to house the Center. In light of these circumstances, in 2004, the Board of Directors redesignated the School Services Division of the EDCO Collaborative as the Seefurth Education Center. In addition to offering the wide array of professional development services to EDCO member districts through the School Services Division, the Seefurth Education Center fulfills the core mission behind Mr. Seefurth's original gift by offering workshops on American history, American literature, and environmental education that relate to Thoreau's philosophy and vision.

The Seefurth Education Center is identified as a program within the organizational structure of the EDCO Collaborative. The Seefurth Education Center is supported by fees contributed by member districts and the Seefurth Trust Fund itself, as needed. Funding from the Seefurth Trust Fund will be deemed a gift to the Seefurth Education Center and will require the approval of the Board of Directors.

The administrator responsible for managing the Seefurth Education Center will periodically submit a report to the Board of Directors outlining activities that are in alignment with the focus of the Seefurth Trust Fund.

Adoption date: May 15, 2005

Revised: December 9, 2010

ADMINISTRATIVE COUNCILS, CABINETS, COMMITTEES, JOB-ALIKE GROUPS

The Executive Director may establish such permanent or temporary councils, cabinets, committees, teams, and job-alike groups as he/she and his senior management team deem necessary for assuring staff participation in decision making, for implementing policies and regulations, and for the improvement of the Collaborative's programs and services.

Functioning in an advisory capacity, any council, cabinet, committee, team or job-alike group created by the Executive Director, may make recommendations for submission to the Board through the Executive Director. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Board and authority for implementing policy remains with the Executive Director.

The membership, composition, and responsibilities of all such groups will be defined by the Executive Director and may be changed at his/her discretion. Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the Collaborative, but only within budgetary allotments and when approved in advance by the Executive Director.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

POLICY IMPLEMENTATION

The Executive Director has responsibility for carrying out, through regulations, the policies established by the Board of Directors.

The policies developed by the Board and the regulations developed to implement policy are designed to increase the effectiveness and efficiency of the Collaborative. Consequently, it is expected that all Board of Directors employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their programs, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

Adoption date: May 3, 2007

SOURCE: MASC Policy

ANNUAL REPORT

In compliance with Chapter 43 of the Acts of 2012, the Executive Director will prepare an annual report covering the activities and the finances of the EDCO Collaborative and will present this report to the Board of Directors. This report, once approved, will be submitted to the Commissioner of the Department of Elementary and Secondary Education and to each member school district on or before January 1st of the subsequent year. The Annual Report will be published on the website of the EDCO Collaborative and will be made available to the public in printed hard copy upon written request.

Adoption date: May 3, 2007

Revised: June 14, 2012

SOURCE: MASC Policy

LEGAL REFS: Chapter 43 of the Acts of 2012

ADMINISTRATOR'S MANUAL

The Executive Director shall annually update and publish The EDCO Administrator's Manual and distribute a copy of it to each administrator at a regular staff meeting before the start of each school year. In addition to referencing all state and federal requirements governing employment in Massachusetts, the manual shall specify any unique policies or procedures that govern one or several programs offered through EDCO. It shall also describe the various benefits programs and opportunities offered to employees through the Collaborative.

The policies and procedures outlined in The Manual predate the creation of this larger manual and are an accepted part of the Collaborative's operations. Changes and or additions to The Manual shall be brought before the Standing Committee for Administration and Finance once every three years for review and approval before moving to the full Board for acceptance. The adoption of administrative policies will conform to the procedures outlined in Section II for policy development, approval and dissemination.

Adoption Date: May 3, 2007

SECTION IV

Finances and Budgeting

**ANNUAL BUDGET
BUDGET DEADLINES AND SCHEDULES
AUTHORIZED SIGNATURES
BONDED EMPLOYEES AND OFFICERS
FISCAL ACCOUNTING AND REPORTING
AUDITS
PURCHASING
PURCHASING AUTHORITY
BIDDING REQUIREMENTS
PAYMENT PROCEDURES
TRAVEL EXPENSE REIMBURSEMENTS
ACCEPTANCE OF GIFTS AND GRANTS**

ANNUAL BUDGET

The Executive Director and his/her administrative team shall prepare an annual, integrated budget for Board approval at its first regular meeting in the fall of each school year. The budget shall summarize: (1) all sources of revenue coming to the Collaborative through both its agencies; (2) expenses of all programs funded by state and federal contracts, grants, tuitions, fees, and assessments, that provide direct services to students, as well as those that support the professional development of teachers, school administrators, and school committee members whose districts are part of the Collaborative; and (3) the salaries and expenses of the Central Administration. As an expression of the Collaborative's immediate and long-range priorities, the integrated budget should also highlight new initiatives and salaried positions that may result in added costs or shifts in spending from prior years. The primary work of building and refining the budget will be among the tasks of the Standing Committee for Finance and Administration.

Adoption Date: May 3, 2007

BUDGET DEADLINES AND SCHEDULES

Preparation of the Annual Budget will be scheduled in stages throughout the year with attention to various deadlines established by the requirements of state and federal contracts, as well as the annual budget cycle of the school districts that make up the EDCO community.

The Collaborative's fiscal year begins on July 1 and ends on June 30. The Board authorizes the Finance and Administration Committee to work the Executive Director, Treasurer and other designees to review and develop a proposed operating budget for the subsequent fiscal year that aligns with Board approved budget assumptions. The budget will be presented for review and approval at the May Board Meeting.

Approval of the budget by the Board will authorize the Executive Director to implement employee agreements and execute contracts for the coming fiscal year.

Because State and Federal contracts are not finalized until after the May Board Meeting, the Board reserves the right to review and re-vote the operating budget for the fiscal year at the September Board Meeting.

Adoption date: May 15, 2006

Revised: December 9, 2010

AUTHORIZED SIGNATURES

In accordance with Chapter 43 of the Acts of 2012, the Treasurer shall have the authority to disburse the funds of the Collaborative through the signing of checks. In addition to the Treasurer, the Board may vote to authorize a second signator on checks when appropriate.

Adoption Date: May 3, 2007

Revised: June 14, 2012

LEGAL REFS.: Chapter 43 of the Acts of 2012

BONDED EMPLOYEES AND OFFICERS

Each employee of the Collaborative who is assigned the responsibility of receiving and dispensing funds will be bonded individually or covered by a blanket bond.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

FISCAL ACCOUNTING AND REPORTING

The Executive Director will be ultimately responsible for receiving and properly accounting for all funds of the Collaborative.

The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Board of Directors will receive periodic financial statements from the Executive Director showing the financial condition of the Collaborative. Such other financial statements as may be needed or found desirable by either the Board or the Standing Committee for Administration and Finance will be presented as well.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

AUDITS

An audit of the Collaborative's accounts shall be conducted annually in accordance with state laws. The Board will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the Collaborative's assets.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

PURCHASING

The Board of Directors declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Executive Director's Office.

The Executive Director, and/or the Treasurer will serve as purchasing agent. The purchasing will develop and administer the purchasing program for the Collaborative in keeping with legal requirements and with the integrated budget approved by the Board.

Collaborative purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Treasurer, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

PURCHASING AUTHORITY

The authority to purchase materials, equipment, supplies, and services is extended to the Executive Director through the detailed listing of such items compiled and identified in the budget-making process.

The purchase of items and services on such lists requires no further Board approval except when by law or committee policy the purchases or services must be put to bid.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 30B

BIDDING REQUIREMENTS

The Executive Director of the EDCO Collaborative and other Board approved signators are authorized by the Board of Directors to arrange for the purchase of goods and services for the Collaborative. The Executive Director is authorized to solicit bids and award contracts in a manner consistent with all local and state laws, including M.G.L. Chapter 30B. Accordingly, all procedures regarding procurement of goods or services for the EDCO Collaborative will comply with current bid laws and regulations.

Adoption Date: May 3, 2007

Revised: March 3, 2011

LEGAL REFS: M.G.L. 7:22; 30B

PAYMENT PROCEDURES

All claims for payment from Collaborative funds will be processed in accordance with procedures developed by the Executive Director and the members of his administrative staff. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and/or salary schedules approved in the budget.

The Executive Director will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

EDCO's administrators and supervisors will be responsible for observing budget allocations in their respective programs and/or units.

Adoption Date: May 7, 2007

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

TRAVEL EXPENSE REIMBURSEMENTS

Personnel and Collaborative administrators who incur expenses in carrying out their authorized duties will be reimbursed by the collaborative upon submission of a properly completed and approved voucher and any supporting receipts required by the Executive Director.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by state and federal contracts. However, a monthly travel stipend, in an amount established by the Board, may be paid to the Executive Director, his/her Senior Management Team and others authorized by the Board who are required to travel regularly on official business.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

ACCEPTANCE OF GIFTS AND GRANTS

The Executive Director of the EDCO Collaborative may, with the approval of the Executive Committee of the Board of Directors, accept gifts, grants and donations for educational purposes deemed consistent with the goals, policies, programs and the best interests of the Collaborative. All gifts which are accepted on behalf of the EDCO Collaborative shall be paid to the Board of Directors of the Collaborative and will become the property of the Collaborative.

Individuals or organizations wishing to donate to the EDCO Collaborative should indicate the purpose of the gift in an accompanying letter. It is understood that a gift is a voluntary transfer of property given gratuitously and without consideration. Any interest generated from the temporary investment of the gift shall remain with the principal and be used in a manner consistent with the gift. The Board reserves the right to decline restricted gifts that are not consistent with other policies and procedures or with the Collaborative's goals and priorities.

Any equipment and/or supplies to be donated must be reviewed by the Executive Director or his/her designee to determine acceptability with regard to safety, compatibility with other equipment, installation and maintenance costs, and general impact upon the function of Collaborative programs.

The Board of Directors encourages grant funding proposals and applications for any projects that support EDCO programs and services in beneficial ways. To this end, the Executive Director or his or her designee will seek to be informed about appropriate private, state and federal grant opportunities. Upon filing applications for such grant money, the Executive Director shall inform the Executive Committee of the Board of Directors via a memorandum explaining the purpose of the proposal and its relationship to the mission and programs of the Collaborative.

Adoption Date: May 12, 2011

SECTION V

Facilities and Classroom Space

**ACQUISITION OF CLASSROOM SPACE
RENTAL/LEASE OF CLASSROOM SPACE**

ACQUISITION OF CLASSROOM SPACE

Maintaining an adequate number of teaching classrooms is essential if the Collaborative is to continue and expand tuition-based programs for EDCO's member districts. To this end, and in fulfillment of its mission, Board of Directors endorses the following guidelines for making classroom space available for member-district programming:

1. All member districts will strive to set aside a minimum of 1% of their total instructional space for the Collaborative's programming.
2. All member districts of the Collaborative will anticipate the possibility that at some time or other (depending on enrollments and staffing), they may be called upon to house an EDCO program for a year or more.
3. Whenever contemplating the construction and/or construction/renovation of a new school or classrooms, member districts will include EDCO classrooms in their program specifications whenever possible. Similarly, EDCO will consider ways to contribute to the cost of construction and/or renovation whenever possible.

These guidelines carry no obligation other than to suggest how, as a Collaborative, EDCO districts can provide programs that will ultimately benefit all members.

Adoption Date: May 3, 2007

RENTAL/LEASE OF CLASSROOM SPACE

In an effort to share the costs associated with maintaining and operating classrooms used for tuition-based programs, the Collaborative will pay a rental fee to each district that houses a program or set of programs. The fee shall be based on a per-classroom assessment, or its square footage equivalent, set by the Board of Directors, drawing upon the recommendations of the Executive Director and the Standing Committee for Administration and Finance. These recommendations shall draw upon survey data gathered every three years on space availability and classroom rental costs in EDCO districts.

Adoption Date: May 3, 2007

SECTION VI

Personnel

EMPLOYEE HANDBOOK

STAFF CONDUCT

GIFTS TO AND SOLICITATIONS BY STAFF

DRUG-FREE WORKPLACE POLICY

STAFF PERSONAL SECURITY AND SAFETY

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

PERSONNEL RECORDS

PROFESSIONAL STAFF HIRING

STAFF DEVELOPMENT

EMPLOYEE HANDBOOK

The Executive Director shall annually update and publish The EDCO Employee's Handbook and distribute a copy of it to each employee at a regular staff meeting before the start of each school year. In addition to referencing all state and federal requirements governing employment in Massachusetts, the handbook shall specify any unique policies or procedures that govern the administration of one or several programs offered through EDCO. It shall also describe the various benefits programs and opportunities offered to employees through the Collaborative.

The policies and procedures outlined in The Handbook predate the creation of this larger manual and are an accepted part of the Collaborative's operations. Any changes and or additions to The Handbook hereafter will be brought before the Standing Committee for Administration and Finance for review and approval before moving on to the full Board for final acceptance. The adoption of personnel policies will conform to the procedures outlined in Section B for policy development, approval and dissemination.

Adoption Date: May 3, 2007
AMENDED/APPROVED 11.10.16

STAFF CONDUCT

All EDCO employees have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board of Directors, and the procedures designed by administration to implement them.

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

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

Essential to the success of Collaborative's operations and instructional programs are the following specific responsibilities, which will be required of all personnel:

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

Adoption date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

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

In keeping with this policy, no employee of the Board of Directors will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the Collaborative. This restriction does not relate to the acceptance of gifts for the Collaborative as an agency, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

Solicitations

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

Adoption Date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

DRUG-FREE WORKPLACE POLICY

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

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

AMENDED/APPROVED 11.10.16

SOURCE: MASC March 2016

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

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to Collaborative personnel, the Board will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prospective employees who will be taking the written examination for a teaching position must also file with the Executive Director's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination.

The Executive Director may require an employee to submit to a physical examination by a physician appointed by the Collaborative whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

Adoption date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy
LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board of Directors recognizes that employees of the Collaborative have the same fundamental civic responsibilities and privileges as other citizens. Among these privileges are campaigning for an elective public office and/or holding an elective or appointive office.

In connection with campaigning, employee must not: use school system or state facilities, equipment or supplies; discuss his campaign with Collaborative personnel or students during the working day; or use any time during the working day for campaigning purposes. Under no circumstances, should students be pressured into campaigning for any staff member.

Adoption date: May 3, 2007

AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71:44

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the Collaborative and/or its programs, for implementing salary and other personnel policies, for budget and financial planning; for responding to appropriate inquiries about employees; and for meeting the Board of Directors' education reporting requirements. To meet these needs, the Executive Director will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

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

Adoption Date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

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

PROFESSIONAL STAFF HIRING

Through its employment policies, the Collaborative will strive to attract, secure, and retain the highest qualified personnel for all professional positions. The selection process will be based in part on seeking candidates who will devote themselves to the education and welfare of the students and or adults participating in EDCO programs..

It is the responsibility of the Executives Director, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the Collaborative and to locate qualified candidates. No position may be created without the approval of the Executive Director and/or his designee. The Collaborative's goal is to employ and retain personnel who are motivated, who will strive always to do their best, and who are committed to providing the best educational environment for every client.

It will be the duty of the Executive Director to see that persons considered for employment will meet the certification and contract requirements called for in position sought.

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

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member is urged to establish a representative screening committee for reviewing applications and interviewing candidates. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.
4. Final determination of salary and benefits for new hires shall rest with the Executive Director and/or is/her designee.

Adoption Date: May 3, 2007

AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B

Massachusetts Board of Education Requirements for
Certification of Teachers, Principals, Supervisors,
Directors, Superintendents and Assistant Superintendents in the
Public Schools of the Commonwealth of Massachusetts, revised 2003
603 CMR 7:00 and 44:00

STAFF DEVELOPMENT

Professional development is one of EDCO's most important activities and an essential part of recruiting and retaining highly qualified personnel. All staff members will be encouraged to increase their skills and competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors

Opportunities for professional growth may be provided through such activities as: follow:

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

The Executive Director and/or his/her designees will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

Adoption date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

SECTION VII

Instructional Practices

BASIC INSTRUCTIONAL PROGRAM

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

PROGRAMS FOR STUDENTS WITH DISABILITIES

ENGLISH LANGUAGE LEARNERS

ALTERNATIVE SCHOOL PROGRAMS

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

ACCEPTABLE USE POLICY

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

CEREMONIES AND OBSERVANCES

BASIC INSTRUCTIONAL PROGRAM

State law requires that all Massachusetts schools:

...shall give instruction and training in orthography, reading, writing, the English language and grammar, geography, arithmetic, drawing, music, the history and Constitution of the United States, the duties of citizenship, health education, physical education and good behavior. . .

The law further states that American history and civics, including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government will be taught as required subjects in the public schools.

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

The Fundamental Skills

The business of the Collaborative is to equip all children served with the skills, tools, and attitudes that will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The first claim of the community's resources will be made for the realization of these priorities. Collaborative dollars, talent, time, and whatever innovations is required must be focused on these essential priorities. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes.

Curricula

- (1) The curricula of all EDCO Collaborative programs shall present in fair perspective the culture, history, activities, and contributions of persons and groups of different races, nationalities, sexes, and colors.
- (2) All school books, instructional and educational materials used in Collaborative programs shall be reviewed for sex-role and minority group stereotyping. Appropriate activities, discussions and/or supplementary materials shall be used to counteract the stereotypes depicted in such materials.
- (3) School books, instructional and educational materials purchased after the date of 603 CMR 26.00 shall in the aggregate, include characterizations and situations which depict individuals of both sexes and of minority groups in a broad variety of positive rolls.
- (4) Each school and/or program shall provide equal opportunity for physical education for all students. Goals, objectives and skill development standards, where used, shall neither be designated on the basis of sex nor designed to have an adverse impact on members of either sex.

Adoption Date: May 3, 2007

LEGAL REFS.: M.G.L. 71:1; 71:2; 71:3; 71:13
603 CMR 26:05

SOURCE: MASC Policy

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

The goals of EDCO's special education programs are to allow each child to grow and achieve at his/her own level, to gain independence and self-reliance, and return to the mainstream of school society as soon as possible.

The requirements of Chapter 71B and the Massachusetts General Laws and state regulations (603 CMR 28.00) will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma or its equivalent will be eligible for special education.

The Board of Directors believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities.

The Board recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary.

It is the desire of the Board that the Collaborative work closely with member schools in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process.

The Board will secure properly trained personnel to work with the children with special needs.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 94-142 adopted 1/1/91)
Rehabilitation Act of 1973
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through
7/1/81 also 603 CMR 28:00 inclusive

PROGRAMS FOR STUDENTS WITH DISABILITIES

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students which will enable them to lead fulfilling and productive lives, the Collaborative shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

ENGLISH LANGUAGE LEARNERS

As required by Chapter 71A, the Board of Directors will establish the protocols established by law for teaching English Language Learners enrolled in EDCO programs. Accordingly, any student enrolled in an EDCO program shall be provided the services, rights and privileges associated with Chapter 71A, and the teachers assigned to classes in which ELL students are enrolled shall be qualified to teach them.

Adoption date: May 3, 2007

Legal Refs: M.G.L. c. 69, sect. 1B and M.G.L. c. 71A

ALTERNATIVE SCHOOL PROGRAMS

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The Board of Directors will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible within the classroom spaces made available by member districts, and where the proposed programs fall within the function normally associated with the Collaborative's public schools.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

Adoption Date: May 3, 2007

LEGAL REFS.: M.G.L. 71:37I; 71:37J

Board of Education Regulations Pertaining to
Section 8 of Chapter 636 of the Acts of 1974,
Regarding Magnet School Facilities and Magnet
Educational Programs, adopted 2/25/75

SOURCE: MASC Policy

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

From time to time, parents, parent advocacy group, or concerned citizens may challenge the appropriateness and suitability of instructional materials being used in an EDCO program. Following are the policies and procedures for reviewing the materials in question.

Teaching and/or multimedia material that is challenged as unsuitable for students usually belong to one of three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas are as follows:

- Religion -- Factual, unbiased material on religions has a place in school libraries.
- Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.
- Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time by the Executive Director and/or his/her designee, after consulting with the Executive Committee. No questioned materials shall be removed from the school pending the Executive Director's final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the Executive Director is that the questioned instructional resource be retained, the Collaborative will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Executive Director shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

Adoption date: May 3, 2007

SOURCE: MASC Policy

ACCEPTABLE USE POLICY

The EDCO Collaborative has established certain protocols to ensure the safety of our school communities, the security of computer networks, and compliance with applicable law. All users should be aware of the following provisions:

1. Network and Internet monitoring: The EDCO Collaborative locations and/or their host districts have software and systems in place that monitor and record all Internet usage. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using other electronic resources.
2. Filtering: In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (Public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access. The EDCO Collaborative, its schools, and districts certify that a policy of Internet safety and technology protection measures shall be enforced. Users are restricted from accessing visual depictions of subject matter that are obscene, pornographic, or harmful to minors. In compliance with CIPA, EDCO Collaborative policy, and, if applicable, host districts policy, shall, in furtherance of this set of Acceptable Use Procedures regarding Internet safety, monitor the online activities of users.

EDCO Collaborative and host districts cannot be held responsible for misuse of material downloaded from any online service, or for inappropriate or sexually explicit material being obtained through the network.

User-specific Provisions

Students, administrators, staff and faculty shall **not**:

1. Use the network to access and/or transmit material in violation of any U.S. or Commonwealth law, including copyrighted material.
2. Access, download, display, transmit, produce, generate, copy or propagate any material that is obscene or pornographic; advocates illegal acts; contains ethnic slurs or racial epithets; or discriminates on the basis of gender, national origin, sexual orientation, race, color, ancestry, religion, handicap or age.
3. Degrade, damage or disrupt equipment or system / network performance (for example excessive bandwidth use that disrupts the network for other users).
4. Gain unauthorized access to network resources.
5. Permit or authorize any other person to use their name or login password.
6. Use an account of any other person or vandalize another user's data.
7. Waste electronic storage space by saving unnecessary files or programs.
8. Download, install, load or use programs without written permission of the Director of Information Technology or their designee.
9. Use the Internet for personal commercial purposes or for political lobbying.
10. Use inappropriate, offensive, foul or abusive language.
11. Harass or annoy any other party with obscene, libelous, threatening or anonymous messages, objectionable information, images or language.
12. Knowingly make use of pirated software or violate software-licensing agreements.

13. Engage in the practice of “hacking” or knowingly engage in any other illegal or inappropriate activity using the network.

Students, staff and faculty **must**:

1. Use the Internet and other electronic resources only for legitimate educational and Collaborative business purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks by, at minimum, logging off the network when a computer is unattended and reporting all unauthorized use of one’s account to the Director of Information Technology
4. Avoid bulk e-mailing and forwarding e-mails of broad interest, such as virus alerts to the larger community without prior approval from the Director of Information Technology.
5. Treat all computer areas and equipment with the utmost care and respect
6. Protect their own and respect other users ID's and passwords including practicing regular replacement of passwords
7. Students may access the Internet only with adult supervision for a specific task.
8. Abide by this procedure and specific host district policies where applicable.

Electronic Communication

School and district resources for electronic communication shall be used for educational purposes. Electronic communication done for and on behalf of the EDCO Collaborative must be done with official EDCO Collaborative email accounts provided to users and should not use any personal accounts. Prohibited electronic communications include, but are not limited to:

1. Use of electronic communications to send copies of documents in violation of privacy or copyright laws.
2. Use of electronic communications to intimidate others or to interfere with the ability of others to conduct school/district business.
3. Constructing electronic communications to appear to be from someone else.
4. Obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial school/district business purpose.
5. Users will conform to the rules of e-mail archiving and document retention set forth by policy or applicable laws.

Software

Software which the EDCO Collaborative has standardized and use widely will be given priority in terms of installation, troubleshooting and training.

Installation, troubleshooting and training for all other software used by faculty, staff and students will be supported as time permits. Software to be used in the curriculum or in a lab environment must be purchased in “lab packs” of sufficient quantities to account for the greatest number of simultaneous users or as site licenses, and must be owned by the EDCO or host school/district. Single copies of software are considered evaluation copies and will not be supported, installed on multiple computers, or made available from the network to multiple computers.

Software that makes the computers and network harder to maintain and support and that offers little or no benefit over comparable software will not be supported. Do not install any software on any EDCO Collaborative computer without prior permission from the Director of Information Technology or their designee. The Director of Information Technology reserves the right to uninstall unsupported software or reimage any computer as necessary.

Data Storage and Backup:

The Technology Department has the right to reimage any computer as necessary. No personal data or files should be stored on a local machine or network server.

EDCO Collaborative makes every effort to run regular backups on data and e-mail hosted on its systems and networks; however, it cannot guarantee that in the event of data loss or catastrophic failure all information will be recovered.

Hardware:

Use of equipment other than that owned by the EDCO Collaborative or the host school/district:

1. The EDCO Collaborative provides limited support for equipment brought in from the outside by any user.
2. If a computer network is provided that is designated for guests, users must only connect outside devices to these networks.
3. The Director of Information Technology has the right to confiscate or disconnect any outside equipment that interferes with operation of the system/network.
4. The EDCO Collaborative and host school/district are not responsible for damage to or loss of equipment brought in from the outside.

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

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

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by program-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

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

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

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Executive director and approved by the Board of Directors.

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

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L. [71:1](#);71:96

CROSS REFS: GBEC, Drug Free Workplace Policy

JICH, Drug and Alcohol Use by Students

CEREMONIES AND OBSERVANCES

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established

The observance of religious holidays is not the responsibility of the Collaborative.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

Music programs given at times close to religious holidays should not use religious aspects of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

Adoption Date: May 3, 2007

LEGAL REF.: 603 CMR 26:05

SOURCE: MASC Policy

SECTION VIII

Students

HARASSMENT

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

STUDENTS' RIGHTS AND RESPONSIBILITIES

HAZING

BULLYING PREVENTION AND INTERVENTION

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

PREGNANT STUDENTS

STUDENT FUND-RAISING ACTIVITIES

STUDENT TRAVEL

RESTRAINT PREVENTION AND INTERVENTION

ADMINISTERING MEDICINES TO STUDENTS

MANAGEMENT OF POTENTIAL LIFE THREATENING OPIOID OVERDOSE PROGRAM

STUDENT RECORDS MANAGEMENT

SPECIAL EDUCATION PROGRAM OBSERVATION

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

HARASSMENT

Harassment of students by other students will not be tolerated in EDCO Collaborative programs. This policy is in effect while students are on program grounds, Collaborative property or property within the jurisdiction of the Collaborative, school buses, or attending or engaging in collaborative activities.

Harassment prohibited by the Collaborative includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in collaborative programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
- Harassment as described above may include, but is not limited to:
- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The Collaborative will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Executive director will develop administrative guidelines and procedures for the implementation of this policy.

The Grievance Officer: Human Resources Director for the EDCO Collaborative
The Grievance Officer for issues of section 504/Americans with Disabilities: Associate Executive Director for EDCO Collaborative

Adoption Date: June 13, 2013

Revised: 11.10.16

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

Federal Regulation 74676 issued by EEO Commission

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

Board of Education 603 CMR 26:00

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the Collaborative will work with homeless students and their families to provide stability in program attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending program. Homeless students will be provided Collaborative services for which they are eligible, including Head Start and comparable pre-program programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and program nutrition programs. Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The executive director shall designate an appropriate staff person to be the Collaborative's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their program of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the program of origin, parents or guardians of homeless students may request enrollment in the program in the attendance area in which the student is actually living, or other programs. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-Collaborative choice options are available to homeless families on the same terms as families resident in the Collaborative.

If there is an enrollment dispute, the student shall be immediately enrolled in the program in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the Collaborative's decision and their appeal rights in writing. The Collaborative's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the program shall immediately enroll the student, pursuant to Collaborative policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as

soon as possible, and the Collaborative liaison is directed to assist. Records from the student's previous program shall be requested from the previous program pursuant to Collaborative policies. Emergency contact information is required at the time of enrollment consistent with Collaborative policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their program of origin or the program where they are to be enrolled. If the program of origin is in a different Collaborative, or a homeless student is living in another Collaborative but will attend his or her program of origin in this Collaborative, the Collaboratives will coordinate the transportation services necessary for the student, or will divide the costs equally.

The Collaborative's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other program Collaboratives on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in programs, family shelters and soup kitchens. The Collaborative's liaison will also review and recommend amendments to Collaborative policies that may act as barriers to the enrollment of homeless students.

AMENDED/APPROVED 11.10.16

SOURCE: MASC

LEGAL REFS.: Title I, Part C

No Child Left Behind Act, 2002

STUDENTS' RIGHTS AND RESPONSIBILITIES

EDCO protects the rights listed below for all members of the EDCO community. All rights are defined in accordance with current laws and regulations:

- Freedom from bullying, harassment and/or discrimination on the basis of race, gender, age, sexual preference, gender identity, religion, national origin, and/or disability
- Freedom of expression, except when such action causes any disruption or disorder to EDCO, such prohibited conduct to include, but not be limited to, conduct that constitutes slander, libel, obscenity, bullying, harassment or when such action violates the rights of others
- Freedom of assembly, except when such action causes any disruption or disorder to EDCO, such prohibited conduct to include, but not be limited to, conduct that violates the rights of others
- The right to due process to the extent provided for under Massachusetts and/or Federal Law

While attending program or program-sponsored events, students have the right to:

- Be free from harassment, bullying or discrimination
- Enjoy freedom of expression as provided above
- Be provided with due process in disciplinary matters as provided above
- Meet confidentially with program counselors
- Not have excessive homework over religious holidays
- Have access to program records in accordance with applicable Massachusetts and Federal Laws
- Be responsible for own attendance if 18 years old

While attending program or program-sponsored events, students do not have the right to:

- Harass or bully others verbally, physically or sexually
- Disrupt learning
- Smoke, drink, or do drugs
- Vandalize or litter
- Fight
- Cheat or plagiarize
- Skip class
- Swear
- Exercise unauthorized use of cell phones during program
- Violate other program codes of conduct

APPROVED 11.10.16

HAZING

Massachusetts General Laws Ch. 269, s.17 Hazing; organizing or participating; hazing defined
"Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

"Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665."

Massachusetts General Laws Ch. 269, s. 18; Failure to Report Hazing

"Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1000)."

Massachusetts General Laws Ch. 269, s. 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and

eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Consent to such treatment does not make it legal.

Legal Penalties for Hazing:

- Persons convicted of hazing are subject to a fine of not more than \$3000 and imprisonment for not more than a year or both fine and imprisonment (M.G.L. c.269, § 17). Knowledge of such actions as those described above and failure to report them to appropriate law enforcement officials shall be punished by a fine of up to \$1000 (M.G.L. c.269, §18).
- At EDCO, victims of any hazing behavior, or witnesses to such an act, shall make this behavior known to a staff person.
- The Program Director, in conjunction with the EDCO Associate Executive Director, shall determine if sufficient cause exists and, if so, file a Disciplinary Report and notify the Juvenile Officer of the Police Department.
- If students outside the EDCO classroom are involved, the Program Administrator will be notified.
- The appropriate administrators, in consultation with the Police Department, will determine whether to file charges.

AMENDED/APPROVED 11.10.16

BULLYING PREVENTION AND INTERVENTION

The EDCO Collaborative is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying within the program community. The Bullying Prevention and Intervention plan is summarized below and is posted in its entirety on the EDCO Collaborative website at www.edcollab.org.

The EDCO Collaborative recognizes that that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The Collaborative will take specific steps to create a safe, supportive environment for vulnerable populations including the following actions:

- Dissemination of a Bullying Prevention and Intervention Plan
- Annual staff training about the Plan and other legal and regulatory requirements
- Ongoing professional development
- Written notice to staff about the Plan
- Facilitating access to appropriate counseling supports for students
- A bullying prevention curriculum for students enrolled in EDCO programs
- Teacher training on instructional approaches that prevent bullying
- Procedures for reporting and responding to bullying and retaliation

“Bullying” is the repeated use by one or more students or a member of a program staff including, but not limited to, an educator, administrator, program nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that:

- Causes physical or emotional harm to the target or damage to that student’s property
- Places that student in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at program for that student
- Infringes on the rights of that student at program
- Materially and substantially disrupts the education process or the orderly operation of a program.

“Cyberbullying” is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. This policy conforms with and follows the legal definition of cyberbullying put forth in M.G.L. c. 71, § 37O. Bullying and cyber-bullying may occur in and out of program, during and after program hours, at home and in locations

outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used, it denotes either bullying or cyber-bullying. In addition, for the purposes of this policy, a student or staff person who perpetrates an act of bullying is referred to as the “aggressor,” and the student who is the focus of an act of bullying is referred to as the “target.”

Bullying is prohibited:

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

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

- Create a hostile environment at program for the target
- Infringe on the rights of the target at program; and/or
- Materially and substantially disrupt the education process or the orderly operation of a program.

Prevention and Intervention Plan

The Executive Director and/or his/her designee shall oversee the development, monitoring and updating of a prevention and intervention plan, in consultation with all Collaborative program stakeholders, which may include teachers, program staff, professional support personnel, program volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention plan shall be updated at least biennially.

The Program Director, in conjunction with the Associate Executive Director, is responsible for the implementation and oversight of the bullying prevention and implementation plan within each EDCO Program.

AMENDED/APPROVED 11.10.16

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

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

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

SOURCE: MASC March 2016
AMENDED/APPROVED 11.10.16

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

PREGNANT STUDENTS

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave, provided however that a pregnant student comply with any and all requirements pertaining to all students with respect to physical examinations prior to participation.

The EDCO Collaborative does not require a pregnant student to obtain an additional certification of a physician that the student is physically and emotionally able to continue in program, provided however a pregnant student must adhere to any and all requirements pertaining to all students with respect to physical examinations required for attendance.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to program after leave is encouraged; and that every opportunity to complete high program is provided.

AMENDED/APPROVED 11.10.16

LEGAL REFS.: M.G.L. [71:84](#)

Title IX: 20 U.S.C. § 1681

34 CFR§ 106.40(b)

SOURCE: MASC

STUDENT FUND-RAISING ACTIVITIES

In general, the Board disapproves of fund-raising in the community by students for program activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and program dramatic and musical performances.
2. Sale of advertising space in program publications.
3. A fund-raising activity approved by the Executive Director or his/her designee.
4. Proposals to raise funds for charitable purposes or for benefit of the program or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building principal and executive director.

No money collections of any kind may be held in EDCO programs without the specific consent of the Board.

Adoption Date: May 3, 2007
AMENDED/APPROVED 11.10.16

SOURCE: MASC Policy

STUDENT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the Board of Directors. Initial approval by the Board of Directors is required before engaging students in fundraising activities. The Board of Directors will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The Board of Directors requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other program staff are prohibited from soliciting for privately run trips through the program system and in the programs. The Board of Directors will only review for approval program-sanctioned trips. The Board of Directors will not review or approve trips that are privately organized and run without program sanctioning.

SOURCE: MASC March 2004
AMENDED/APPROVED 11.10.16

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

RESTRAINT PREVENTION AND INTERVENTION

EDCO Collaborative complies with all applicable laws and regulations regarding the use of restraint within public school programs. 603 CMR 46.00 governs the use of physical restraint in publicly funded elementary and secondary education programs, including all Massachusetts public collaboratives, charter schools, virtual schools, collaborative education programs, and the school day of special education schools approved under 603 CMR 28.09, as provided in 603 CMR I 8.05(5)(h). . No student shall be denied admission to an EDCO Collaborative program solely on the basis of a parent's or guardian's objection to the EDCO Collaborative's policies and procedures regarding the use of restraint.

The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the use of physical restraint that is inconsistent with 603 CMR 46.00. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. Program personnel shall use physical restraint with two goals in mind:

- To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
- To prevent or minimize any harm to the student as a result of the use of physical restraint.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm.

The use of mechanical restraint, medical restraint, and seclusion is prohibited. The use of "time out" procedures, during which a staff member continuously observes and remains accessible to the student, shall not be considered seclusion.

Nothing contained in applicable regulations or EDCO Collaborative policies and procedures shall be construed as preventing a teacher, employee, or agent of the Collaborative from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm. .

Staff Training: All program staff must receive training with respect to the Collaborative's restraint policy and procedures including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, each program must identify specific staff to serve as resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Restraint Reporting Requirements: A program staff member who administered the restraint shall verbally inform the program director of the restraint as soon as possible and by written report no later than the next school working day. The written report shall be provided to the program director for review of the use of the restraint. If the program director has administered the restraint, the program director shall prepare the report and submit it to the Associate Executive Director. The program director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint.

The director of the program or his/her designee shall make reasonable efforts to verbally inform the student's parent within twenty (24) hours of the restraint, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. Parents will be provided an opportunity to comment orally or in writing on the use of the restraint and on information in the written report. Written reports will be provided in a language other than English if all other school related reports are provided in another language. The program director shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

A program director shall report to the Executive Director and to the Massachusetts Department of Elementary and Secondary Education all restraints that result in injury to either a student or a staff member within three (3) school working days of the restraint. Additionally, the Collaborative will provide DESE with an annual report of the use of physical restraint in EDCO Collaborative programs.

Complaints: Complaints and investigations regarding restraint practices should be directed to the Executive Director of the EDCO Collaborative or designee

Development of Program Policies and Procedures: The Executive Director will develop administrative policies and procedures to be implemented in EDCO Collaborative programs identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of the restraint;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00; and
- A procedure for the use of time-out that includes, but is not limited to, a process for obtaining approval of time-out for more than 30 minutes based on the individual student's continuing agitation.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Executive Director shall provide a copy of 603 CMR 46.00 to each Program Director, who shall sign a form acknowledging receipt thereof.

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

Procedures related to Restraint to be implemented across EDCO School Programs:

The EDCO Collaborative complies with the Department of Elementary and Secondary restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. Regulations require that collaborative procedures include the identification of personnel response in the italicized areas that follow.

- *Appropriate responses to student behavior that may require immediate attention;*
- *Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals*

All members of the EDCO community, faculty, staff and students, have the responsibility to demonstrate respect for themselves, respect for other individuals and respect for property, both personal and that belonging to others. In that spirit, an effective behavior support system is proactive and positive. Implementing behavioral interventions utilizing a positive behavioral support approach, taking into consideration individual student needs and working with parents as partners is critical in supporting student responsibility and success.

Each EDCO school program is unique and specialized in the population served. As such, each program is responsible for developing the distinctive responses to supporting students behaviorally, socially and emotionally that meets the needs of the students enrolled. Individual program Behavioral Support Plans are on file in each program and are provided to all students, faculty, parents and LEAs upon enrollment to the EDCO program. These Behavior Support Plans include delineation of appropriate responses to student behavior that may require immediate attention. Common amongst the procedures in all school programs is the use of a problem solving approach to behaviors that is designed to encourage student reflection and consideration of their behavioral responses. Through carefully designed systems integrating positive responses and tiered consequences, students develop strategies to facilitate their ability to manage themselves both emotionally and behaviorally.

➤ *Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;*

EDCO programs have identified specific behaviors that may be managed by classroom teachers and those that require immediate referral to the administration/Program Director. EDCO staff use a structured behavior management response that highlights appropriate classroom behaviors. Expectations are posted in the classroom and reviewed frequently. Those behaviors warranting immediate administrative intervention and identified as such include (but are not limited to) threats of harm to self or others, fighting, hate speech, leaving school property without permission, possession of drugs, alcohol or weapons, persistent disruptive behaviors that interfere with the learning environment of others, property damage, persistent defiance, and abusive language. Program Director response to these incidents may vary across programs and/or students but in all circumstances, is addressed seriously and with the safety and security of the student and all students as a priority.

Responses to major behavioral infractions include the use of strategies such as, verbal and non-verbal de-escalation techniques, calm, empathic and non-judgmental staff responses, provision of clear and succinct limits, active listening with focus on feelings and time out (see special section on the use of time out in this document).

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

Prohibition on restraint:

- (a) Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.
- (b) Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:
 1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
 2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
 3. There are no medical contraindications as documented by a licensed physician;
 4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
 5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
 6. The program has documented 603 CMR 46.03(1)(b) 1 - 5 in advance of the use of prone restraint and maintains the documentation.

Physical restraint shall not be used:

- (a) As a means of discipline or punishment;

(b) When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

(c) As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or

(d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint

➤ *Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;*

Staff Training. All program staff receives training with respect to the Massachusetts state regulations governing restraint and the corresponding EDCO Collaborative restraint policy in the first month of school. Such training includes reporting requirements when restraint has been used, instruction in strategies for the prevention of restraint, interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student.

Additionally, each school program will identify specific staff to serve as program resources to receive more in depth training in physical restraint and to assist in ensuring proper administration of physical restraint.

Reporting requirements

Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2) as follows):

- The program staff member who administered the restraint shall verbally inform the program director of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the program director for review of the use of the restraint. If the program director has administered the restraint, the program director shall prepare the report and submit it to the Associate Executive Director for his/her review. The program director or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.
- Informing parents. The program director or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the school or program customarily provides a

parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language. The program director shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

- The written report required by 603 CMR 46.06(2) and (3) shall include:
 - a) The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the program director or designee who was verbally informed following the restraint; and, as applicable, the name of the program director or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).
 - b) A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
 - c) A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
 - d) Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student (a) The names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
 - e) Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.
 - f) Information regarding opportunities for the student's parents or guardians to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.

➤ *Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;*

Engagement of parents in discussions about restraint prevention and use of restraint solely as an emergency procedure may occur through the following mechanisms that are represented in each EDCO school program:

- Admissions appointments
- Annual Open House events
- Parent Advisory Council meetings'
- Parent Training events
- Individual student conferences or appointments

➤ *Procedures for receiving and investigating complaints;*

Complaints. Complaints and investigations regarding restraint practices should be directed to the Associate Executive Director of the EDCO Collaborative, 617-738-5600. X 5602.

➤ *Use of "Time Out"*

Definition: Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, *for the purpose of calming*. During time-out, a staff member must continuously observe a student. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

EDCO staff provides the necessary structures and supports so that students can be successful in class. EDCO uses a positive behavior support approach that highlights effective classroom behaviors. Expectations are posted in the classroom and reviewed frequently. Each program maintains its program specific positive behavior support plan designed to promote student engagement and assist students in working through challenges.

Given students' complex and varied profiles, there are times when successful participation in class or an activity is challenging for a student. Student attention and focus may be drawn away from the learning process to thoughts that trigger feelings of depression, overwhelm, or stressors. At this time, student ability to access academic information is reduced as attention is on other matters. When these feelings and associated distracted behaviors occur, if positive redirections are not successful, students may request the opportunity to visit a quiet area in or outside of the classroom or take a walk indoors. Staff checks in with students at frequent intervals. This is a strategy that students are taught to use as a method to regroup and refocus on the learning environment. This use of a quiet area or quiet walk is not considered time out as it is a positive behavioral strategy to be used prior to the student becoming dysregulated, disruptive and in need of calming.

If students are requested to leave class due to demonstrating substantially disruptive behaviors, this is considered a time out. At these times, students are monitored at all times in the quiet area and are not prevented from leaving the area if they choose to do so. This intervention is used to interrupt the behavior in a way that allows the student to calm and refocus by processing with classroom staff before returning to the classroom.

AMENDED/APPROVED 11.10.16

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at program unless such medicine is given to them by the program nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the program nurse is not present, a student who needs medication during the program day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the program nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The program shall, through the collaborative nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The program may, in conjunction with the Program Physician and the Program Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a program setting.

If the program wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the Board of Directors shall vote to approve such training and the Executive director shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the program nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

SOURCE: MASC March 2016
AMENDED/APPROVED 11.10.16

LEGAL REF.: M.G.L. [71:54B](#)
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

MANAGEMENT OF POTENTIAL LIFE THREATENING OPIOID OVERDOSE PROGRAM

In order to recognize and respond to a potential life threatening opioid overdose as part of the MDPH opioid overdose prevention pilot program, the EDCO Collaborative programs will maintain a system-wide plan for addressing potential threatening opioid overdose reactions.

This plan shall include:

- A building-based general medical emergency plan; for those programs that operate within a public school building, the directors of those programs will follow the school building's medical emergency plan.
- A designated registered nurse who is a DESE certified nurse will have the responsibility for the development and management of the naloxone administration program in the school setting in accordance with the MDPH protocols.
- The school physician will provide oversight to monitor the program and ensure quality improvement and quality control.
- Training per MDPH protocols will be provided for all school nurse responders.
- Integration with the local emergency medical services (EMS) system will be included in the implementation of this program.

Background

It is strongly recommended that school nurses have access to naloxone medication in the school setting to ensure its immediate availability to students, staff and building visitors.

Recognizing the fatal and non-fatal overdose from opioids play an increasing role in the mortality and morbidity of Massachusetts residents, the MDPH launched an Overdose Education and Naloxone Distribution (OEND) prevention program using intra-nasal Narcan (naloxone) in an attempt to reverse this trend. Naloxone is an opioid antagonist, which means it displaces the opioid from receptors in the brain. An overdose occurs because the opioid is on the same receptor site in the brain that is responsible for breathing. Naloxone usually acts dramatically, allowing slowed or absent breathing to resume. It is both safe and effective and has no potential for abuse. Naloxone has been used by paramedics in ambulances and by emergency room clinicians' for decades. While not a controlled substance, naloxone is what is known as a "scheduled" drug and therefore does require a prescription.

The Department of Public Health is operating a naloxone distribution program as a pilot program in accordance with M.G.L. c. 94C and DPH/Drug Control Program regulations at 105 CMR 700.00. The distribution of naloxone by approved trainers is authorized by the Department of Public Health and the standing orders issued by the Medical Director of the

naloxone pilot.

AMENDED/APPROVED 11.10.16

STUDENT RECORDS MANAGEMENT

The Executive Director insures that student records under the supervision of EDCO Collaborative personnel are kept physically secure; that any computerized systems employed are electronically secure; and that authorized program personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality. Access to student records by students, parents, authorized and non-authorized personnel will comply with all federal and state laws and regulations.

All students attending EDCO Collaborative programs are publicly funded students enrolled in a Massachusetts program Collaborative; as such it is the responsibility of the local Collaborative to maintain a complete student record while the student is enrolled. EDCO personnel maintain copies of students' current IEP's and other information necessary to provide appropriate educational programming on site in EDCO programs. EDCO personnel send to the student's local program Collaborative all original documents generated by program staff that are required by state and federal laws and regulations for compliance with the IEP process. When a student graduates, withdraws or transfers from an EDCO program, EDCO personnel will forward the student records to the student's school district by registered mail.

The Board wishes to make clear that all individual student records of students attending EDCO programs are confidential. This extends to giving out individual addresses and telephone numbers.

Adopted: March 10, 2011
AMENDED/APPROVED 11.10.16

LEGAL REFS: Family Educational Rights and Privacy Act
M.G.L. 66:10 71:34A,B,D,E
603 CMR 23.00

SPECIAL EDUCATION PROGRAM OBSERVATION

Effective January 8, 2009, Massachusetts General Law Chapter [71B, Section 3](#), was amended to require school committees, upon request by a parent/guardian, to grant timely and sufficient access by parents/guardians and/or consultants designated by a parent/guardian to a child's current and/or proposed special education program so that the parent/guardian can observe the child in the current program and/or a program that has been recommended by the child's IEP Team. Section 3, as amended, limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents/guardians can participate fully and effectively in determining the child's appropriate educational program. The goal of the procedures outlined below is to support a parent/legal guardian, consultant to the collaborative, or evaluator in observing a student or program in order to gain the information the observer is seeking with as little disruption as possible to the students, staff and educational process.

1. Parent(s)/guardian(s)' request to observe (or to have their designee observe) their child's educational program or a program that has been recommended by the child's IEP Team must be submitted in writing to the Program Director or the Associate Executive Director no less than five (5) school days in advance of the proposed observation. If the IEP Team has not recommended the particular program that parent/guardian is requesting to observe, the Program Director will inform parent that the special education administrator of the collaborative of residence will be contacted to inform them of the observation.
2. The Program Director and/or designee will work with the observer to set up the specifics of the observation (including and not limited to scheduling and placement of the observer in the classroom).
3. The Program Director and/or designee shall contact the parent(s)/guardian(s) for an initial scheduling conversation within five (5) school days of receipt of the parent/guardian request for observation. Parents/guardians or their designees will be offered observation dates and times that are mutually convenient and without undue and unnecessary delay.
4. The Program Director or Associate Executive Director shall have the sole discretion to approve observations and to determine the number, times and dates of observations; such decisions will be determined on an individual student basis in accordance with law and regulation. Every effort will be made to accommodate the preferences of the observer when possible. The start and end time of observation periods and a schedule of observations periods will be stated in advance. Where appropriate and on a case-by-case basis, additional observation time shall be provided. Parents/guardians and/or their designees shall be allowed to observe the specific student's academic classes as well as the non-academic components of the child's educational program.
5. Under ordinary circumstances, observations are strongly discouraged during the first two weeks of school in September and January and during the month of June. Approval for an observation may only be withheld for those reasons outlined with law and DESE regulation. The number of observers at any one time may be limited to avoid disruption of the classroom to be observed and to ensure the integrity of the educational program for the students within the classes to be observed.

6. If the observer is not the parent/guardian, the parent/guardian must sign a release authorizing an observation by the parent(s)/guardian(s)' designee and permitting communication and the exchange of information regarding the child with the parent(s)/guardian(s)' designated observer. That written release shall be submitted to the building Program Director and/or the Associate Executive Director and/or designee prior to the scheduling of the observation.
7. The observing parent/guardian or designee shall be required to sign a Student Observation Confidentiality Agreement prior to the start of the observation.
8. The observing parent/guardian or designee will be accompanied at all times by a designated program staff person while in the program setting. The observer will not be permitted to interrupt, disrupt or otherwise interfere with the educational environment of the classroom. In the event of improper or disruptive conduct, program/classroom staff may suspend the observation and shall immediately notify the building Program Director. Upon such notice, the building Program Director or Program Director's designee may exercise the authority to terminate the observation.
9. The observer shall be situated in a location in the classroom that does not interfere with the class or the delivery of instruction/services to students.
10. The observing parent/guardian or designee will not be provided with access to the student record information of any student other than the specific student under observation. During any such observation, the program staff is encouraged to refrain from using students' last names and to avoid disclosing or revealing personal or private information pertaining to any student other than the specific child under observation.
11. The observing parent/guardian or designee will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his or her contractual job duties.
12. Requests for observations and access to a child's classroom or program by a non-custodial parent (parent without physical custody of the child) shall be responded to in a manner consistent with the requirements of M.G.L. c. [71, 34H](#).

AMENDED/APPROVED 11.10.16

LEGAL REFS.: MGL [71B:3](#)

Massachusetts Department of Elementary and Secondary Educational Technical Assistance
Advisory SPED 2009-2 dated January 8, 2009

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The EDCO Collaborative has established certain protocols to ensure the safety of our school communities, the security of computer networks, and compliance with applicable law. All users should be aware of the following provisions:

1. Network and Internet monitoring: The EDCO Collaborative locations and/or their host districts have software and systems in place that monitor and record all Internet usage. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using other electronic resources.
2. Filtering: In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (Public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access. The EDCO Collaborative, its schools, and districts certify that a policy of Internet safety and technology protection measures shall be enforced. Users are restricted from accessing visual depictions of subject matter that are obscene, pornographic, or harmful to minors. In compliance with CIPA, EDCO Collaborative policy, and, if applicable, host districts policy, shall, in furtherance of this set of Acceptable Use Procedures regarding Internet safety, monitor the online activities of users.

EDCO Collaborative and host districts cannot be held responsible for misuse of material downloaded from any online service, or for inappropriate or sexually explicit material being obtained through the network.

User-specific Provisions

Students, administrators, staff and faculty shall **not**:

1. Use the network to access and/or transmit material in violation of any U.S. or Commonwealth law, including copyrighted material.
2. Access, download, display, transmit, produce, generate, copy or propagate any material that is obscene or pornographic; advocates illegal acts; contains ethnic slurs or racial epithets; or discriminates on the basis of gender, national origin, sexual orientation, race, color, ancestry, religion, handicap or age.
3. Degrade, damage or disrupt equipment or system / network performance (for example excessive bandwidth use that disrupts the network for other users).
4. Gain unauthorized access to network resources.
5. Permit or authorize any other person to use their name or login password.
6. Use an account of any other person or vandalize another user's data.
7. Waste electronic storage space by saving unnecessary files or programs.
8. Download, install, load or use programs without written permission of the Director of Information Technology or their designee.
9. Use the Internet for personal commercial purposes or for political lobbying.
10. Use inappropriate, offensive, foul or abusive language.
11. Harass or annoy any other party with obscene, libelous, threatening or anonymous messages, objectionable information, images or language.
12. Knowingly make use of pirated software or violate software-licensing agreements.

13. Engage in the practice of “hacking” or knowingly engage in any other illegal or inappropriate activity using the network.

Students, staff and faculty **must**:

1. Use the Internet and other electronic resources only for legitimate educational and Collaborative business purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks by, at minimum, logging off the network when a computer is unattended and reporting all unauthorized use of one’s account to the Director of Information Technology
4. Avoid bulk e-mailing and forwarding e-mails of broad interest, such as virus alerts to the larger community without prior approval from the Director of Information Technology.
5. Treat all computer areas and equipment with the utmost care and respect
6. Protect their own and respect other users ID's and passwords including practicing regular replacement of passwords
7. Students may access the Internet only with adult supervision for a specific task.
8. Abide by this procedure and specific host district policies where applicable.

Electronic Communication

School and district resources for electronic communication shall be used for educational purposes. Electronic communication done for and on behalf of the EDCO Collaborative must be done with official EDCO Collaborative email accounts provided to users and should not use any personal accounts. Prohibited electronic communications include, but are not limited to:

1. Use of electronic communications to send copies of documents in violation of privacy or copyright laws.
2. Use of electronic communications to intimidate others or to interfere with the ability of others to conduct school/district business.
3. Constructing electronic communications to appear to be from someone else.
4. Obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial school/district business purpose.
5. Users will conform to the rules of e-mail archiving and document retention set forth by policy or applicable laws.

Software

Software which the EDCO Collaborative has standardized and use widely will be given priority in terms of installation, troubleshooting and training.

Installation, troubleshooting and training for all other software used by faculty, staff and students will be supported as time permits. Software to be used in the curriculum or in a lab environment must be purchased in “lab packs” of sufficient quantities to account for the greatest number of simultaneous users or as site licenses, and must be owned by the EDCO or host school/district. Single copies of software are considered evaluation copies and will not be supported, installed on multiple computers, or made available from the network to multiple

computers.

Software that makes the computers and network harder to maintain and support and that offers little or no benefit over comparable software will not be supported. Do not install any software on any EDCO Collaborative computer without prior permission from the Director of Information Technology or their designee. The Director of Information Technology reserves the right to uninstall unsupported software or reimage any computer as necessary.

Data Storage and Backup:

The Technology Department has the right to reimage any computer as necessary. No personal data or files should be stored on a local machine or network server.

EDCO Collaborative makes every effort to run regular backups on data and e-mail hosted on its systems and networks; however, it cannot guarantee that in the event of data loss or catastrophic failure all information will be recovered.

Hardware:

Use of equipment other than that owned by the EDCO Collaborative or the host school/district:

1. The EDCO Collaborative provides limited support for equipment brought in from the outside by any user.
2. If a computer network is provided that is designated for guests, users must only connect outside devices to these networks.
3. The Director of Information Technology has the right to confiscate or disconnect any outside equipment that interferes with operation of the system/network.
4. The EDCO Collaborative and host school/district are not responsible for damage to or loss of equipment brought in from the outside.

AMENDED/APPROVED 11.10.16

SECTION IX

Community and Public Relations

NEWS MEDIA RELATIONS/NEWS RELEASES

PUBLIC COMPLAINTS ABOUT COLLABORATIVE PERSONNEL

COMPLAINT PROCEDURE ABOUT COLLABORATIVE PERSONNEL

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

VISITORS TO THE COLLABORATIVE'S PROGRAMS

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 programs, problems, planning, and activities of the Collaborative.

All representatives of the media will be given equal access to information about the Collaborative. 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 Collaborative 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 Board of Directors chairperson will be the official spokesman for the Board, except as thi
2. News releases that are of a state-wide or a sensitive nature or pertain to established Board policy are the responsibility of the Executive Director.
3. All statements made to the press by other staff members of the particular program must be cleared with the principal (if applicable) and program administrator.

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 Collaborative activities that will create and maintain a dignified and professionally responsible image for the agency.

Adoption date: MAY 3, 2007

SOURCE: MASC Policy

PUBLIC COMPLAINTS ABOUT COLLABORATIVE PERSONNEL

Complaints about program 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.

Whenever a complaint is made directly to the Board of Directors as a whole or to a committee member as an individual, it will be referred to the administration for study and possible solution.

The Executive Director will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

COMPLAINT PROCEDURE ABOUT COLLABORATIVE PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him to the building principal or other immediate supervisor to have his views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, he should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervision or the person criticized feels could contribute resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he should then be referred to the superintendent, who may handle the complaint personally or refer it to other personnel, as he may see fit.

7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled committee meeting. The decision of the Board will be communicated in writing to all interested persons.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board of Directors is ultimately responsible for all curriculum and materials (including library books) used for instructional purposes in the Collaborative. The Board also recognizes the need and right of students to free access to many different types of books and materials and the right of the professional staff to select books and other materials supportive of the Collaborative's educational philosophy and goals.

Criticism of a book or other materials used in classes may be expected from time to time. In such instances:

1. If a parent requests that his own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials that the Board has adopted.
2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he will document his criticism.
 - b. Following receipt of the formal complaint, the Executive Director will provide for a reevaluation of the material in question. He will arrange for the appointment of a review committee from among the faculty to consider the complaint.
 - c. The Executive Director will review the complaint and the Board's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he may appeal it to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

Adoption Date: May 3, 2007

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

VISITORS TO THE COLLABORATIVE'S PROGRAMS

The Board of Directors encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our Collaborative. Such visits can help promote greater school-home cooperation and community understanding of how we carry out the mission and goals of the Collaborative.

The following guidelines to classroom and school/program 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/administrator 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 that all visitors report to the principal's office upon entering and leaving the building and sign a quest 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.

Adoption date: May 3, 2007

SOURCE: MASC Policy