

A - SCHOOL DISTRICT ORGANIZATION

AA	School District Legal Status
AB	School Committee Legal Status
ABA	Authority (Cf. AB)
ABB	Powers and Duties (Cf. BBBA)
ABBA	Nondiscrimination and Equal Opportunity (Cf. GAAA, JCA)
ABBA-E	Section 504
ABBA-R	Grievance/Complaint Procedure
ABBB	Nondiscrimination on the Basis of Sex
ABC	School Committee Members
ABCA	Number
ABCB	Qualifications
ABCC	Terms of Office
ABCD	Method of Election
ABCDA	Unexpired Term Fulfillment
ABCE	Resignation (Cf. ABCDA)
ABCF	Removal from Office
ABD	School Superintendent Legal Status (Cf. CE)
AC	School District Organization Plan
AD	School District Attendance Areas (Cf. JBCCA)
ADA	School Census
AE	Time and Learning
AEA	School Calendar
AEAB	Holidays
AEB	Extended School Year
AEBA	Summer Sessions
AF	School Day
AFC	Emergency Closings/School Evacuation
AFC-R	Regulations Concerning Delayed Opening

SCHOOL DISTRICT ORGANIZATION

SCHOOL DISTRICT LEGAL STATUS

Through the medium of the Tenth Amendment, the Constitution of the United States assigns the responsibility for education to the states. In providing that "the powers not delegated to the United States by the Constitution nor prohibited by it to the states, are reserved to the states respectively, or to the people," education as an unmentioned power was established as a state function.

Under the General Laws of the Commonwealth of Massachusetts, each city and town shall have a school committee which has charge and superintendence of all public schools in said city or town.

Legal Reference: Massachusetts General Laws, Chapter 41, Section 1

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
First Reading December 18, 1989
Approved January 8, 1990
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL COMMITTEE LEGAL STATUS

Under the General Laws of the Commonwealth of Massachusetts, the school committee shall have general charge of all the public schools, including the evening schools and evening high schools, and of vocational schools and departments when not otherwise provided for.

Legal Reference: Chapter 71, Section 37, General Laws

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

AUTHORITY OF SCHOOL COMMITTEE

A school committee has the right to make policy as a basis for reasonable rules and regulations for the conduct of a school system.

Legal Reference: Chapter 71, Section 37, General Laws

First Reading February 28, 1972
Approved June 5, 1972
Reviewed and Revised, March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee shall act as the agent of the Commonwealth in carrying out the will of the people of North Reading in the matter of public education. It shall be responsible for carrying out certain mandatory laws, and shall consider and accept or reject the provisions of permissive laws. In all cases where the General Laws of the Commonwealth do not provide or prohibit, the School Committee shall consider itself the agent responsible for establishing and appraising the educational activities. In general, the School Committee shall be responsible for policy making, with the advice of the Superintendent, and for the evaluation of these policies.

Note: See General Laws Relating to Education of the Commonwealth of Massachusetts 1970, Chapter 43, Section 33

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

NONDISCRIMINATION AND EQUAL OPPORTUNITY

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

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

North Reading Public Schools will require all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance.

1. The School Committee directs the Superintendent of Schools to establish a formal grievance process and to notify all staff, students, and parents of such grievance process on an annual basis.
2. Furthermore, the Committee directs the Superintendent to appoint a coordinator for nondiscrimination compliance and a 504 coordinator to oversee the implementation of this policy, regulations and grievance procedures.

3. Grievances will be dealt with in accordance with School Committee regulations.
4. All administrators and supervisors will receive training in this policy, and all related policies. Such training will be conducted no less than every three years. New administrators and supervisors will receive training within ninety (90) days of the first day of work in the new position.

SOURCE: MASC

LEGAL REFS:

Title VI of the Civil Rights Act of 1964

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

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

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

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

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

M.G.L. 76:5; Amended 2011

M.G.L. 76:16 (Chapter 62) of the Acts of 1971

Board of Education BESE regulations 603CMR 26.00 Amended 2012

BESE regulations 603CMR 28.00

First Reading February 25, 2002

Approved March 11, 2002

Reviewed March 28, 2011

Revised, First Reading November 19, 2012

Approved December 3, 2012

SCHOOL DISTRICT ORGANIZATION

SECTION 504

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools that receive federal funds. Section 504 provides that: “No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”

Section 504 protects all persons with a disability who:

1. have a physical or mental impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. have a record of such an impairment; or
3. are regarded as having such an impairment.

The North Reading Public School district recognizes a responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services which allow the student to participate in the general education program.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to file an internal grievance with the Building 504 Coordinator, the Principal, or the District 504 Coordinator, the Pupil Personnel Services Director. A copy of the grievance/complaint form is in the Student/Parent Handbook. You may request the grievance procedures from the Pupil Personnel Services Office.

If the parent/guardian disagrees with the identification, evaluation or placement decision, he/she may request an impartial hearing before a hearing officer at the Bureau of Special Education Appeals, whether or not the party has pursued or is pursuing an internal grievance. Parents may examine the records relevant to the District’s identification, evaluation, and placement actions.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent/guardian the right to:

1. Inspect and review his/her child’s educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, violates the child’s rights; and
6. A hearing, before the Superintendent, on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Director of Pupil Personnel Services and District 504 Coordinator at 978-664-7823.

Approved June 23, 2009

Updated August 19, 2011

Reviewed November 13, 2012

SCHOOL DISTRICT ORGANIZATION

GRIEVANCE/COMPLAINT PROCEDURE (Non-Discrimination Compliance)

The Superintendent of Schools annually appoints a Coordinator for Non-Discrimination Compliance who will be vested with the authority and responsibility of processing all complaints and grievances of discrimination and sexual harassment. All matters involving discrimination and sexual harassment complaints and grievances will remain confidential to the extent consistent with the North Reading Public Schools' obligations relating to investigations and due process rights of individuals affected.

Any member of the school community who believes that he or she has been subjected to discrimination or sexual harassment is urged to report any incident of discrimination or harassment to the building principal or supervisor and the Coordinator for Non-Discrimination Compliance within thirty business days of the alleged incident. Every effort should be made to provide the name(s) of anyone involved; the date, time, place, location of any alleged misconduct; a description of the alleged misconduct; and an account of any circumstances which may be relevant to the particular situation. The complainant may wish to have a supportive faculty member (and/or parent or guardian, if he/she is a student) present at all discussions involving the case. In addition, the complainant is urged to keep written notes on all things relevant to the complaint, and make at least two copies of these notes for reference purposes. Staff members who receive complaints are expected to call them to the attention of the building principal or supervisor and the Coordinator of Non-Discrimination Compliance immediately or as soon as possible thereafter and follow the guidelines established above. The Non-Discrimination Compliance Coordinator will take appropriate steps to investigate and/or resolve the complaint within ten business days of the initial report made by the charging party. Such steps may include, but are not limited to the following:

- a. The Non-Discrimination Compliance Coordinator (NDCC) will confer with the charging party (the complainant) in order to obtain a clear understanding of that party's statement of the facts. Depending on the circumstances, the NDCC may request the complainant write a letter to the charged party (respondent) summarizing the nature of the behavior and requesting that it stop;
- b. The NDCC will then attempt to meet with the respondent in order to obtain his or her response to the complaint and may request the respondent write a letter to the complainant. The NDCC will explain to the respondent that retaliation against someone who has filed a complaint is prohibited.
- c. The NDCC will hold as many meetings with the parties as is necessary to gather facts;
- d. The NDCC will also interview any and all persons named by either party in the course of the investigation, to determine the validity and/or scope of the claim;
- e. The NDCC will submit a written report of the findings to all parties;
- f. On the basis of the NDCC's perception of the situation he or she may:

GRIEVANCE/COMPLAINT PROCEDURE

1. Attempt to resolve the matter informally through conciliation,
2. Report the incident and transfer the record to the Superintendent or his/her designee and so notify the parties by certified mail,
3. Report the matter to the local police if criminal activity is potentially involved.

After reviewing the record made by the Non-Discrimination Compliance Coordinator, the Superintendent or designee has ten business days to gather the evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation for a letter of reprimand or warning or a suspension of one to ten days. Termination or expulsion is subject to the requirements of due process. Notwithstanding, it is understood that in the event a resolution involves disciplinary action against an employer or a student, the complainant will not be informed of the disciplinary action unless it directly involves the complainant (i.e. a directive to “stay away” from the complainant, as might occur in a harassment complaint).

A written report of the findings will be submitted to all parties.

All parties have ten business days to appeal the decision of the findings to the School Committee. A written statement in response to the findings may be submitted on appeal, but one is not required.

The School Committee will hear the Appeal on the date of the next regularly scheduled School Committee meeting. The Appeal process is limited to a review of the existing record, unless the Committee determines that there are exigent circumstances calling for consideration of additional information. Within fifteen (15) school days of the meeting, the School Committee will provide a final disposition of the Appeal to the parties.

All the timelines, above, will be implemented, unless the nature of the investigation or other exigent circumstances prevent such implementation. In which case, the parties will be notified, and the investigation completed as quickly as possible.

Questions may be referred to:

Kathleen M. Willis, Superintendent
Tel: (978) 664-7810

Dr. Patrick C. Daly, Coordinator for Non-Discrimination Compliance
Tel: (978) 664-9557

Dr. Valerie Ardi Flynn, Interim Director of Pupil Personnel Services
Tel: (978) 664-7823

Approved June 23, 2009
Updated August 20, 2010
Reviewed March 28, 2011
Reviewed November 13, 2012

RESOLUTION OF NON-DISCRIMINATION COMPLIANCE

GRIEVANCE REPORT FORM

DIRECTIONS: This form should be completed by both the complainant(s) and the Non-Discrimination Compliance Coordinator in the event of a grievance related to non-discrimination compliance.

NAME OF COMPLAINANT _____

EMPLOYEE OR STUDENT _____ BUILDING _____

DAY, DATE, TIME OF REPORT SUBMISSION _____

NAME OF COMPLIANCE COORDINATOR RECEIVING THIS REPORT _____

DAY, DATE, TIME REPORT RECEIVED _____

DAY, DATE, TIME OF ALLEGED INCIDENT _____

SPECIFY TYPE OF DISCRIMINATION ALLEGED

_____ TITLE I
_____ TITLE II
_____ TITLE VI

_____ TITLE XI
_____ SECTION 504
_____ MGL Ch. 76, SECTION 5

NAME(S) OF PERSON(S) PRESENT DURING ALLEGED INCIDENT _____

NATURE OF COMPLAINT (ATTACH ADDITIONAL SHEETS IF NEEDED) _____

SPECIFIC RELIEF DESIRED (WHAT DO YOU WANT DONE OR CORRECTED?) _____

FOLLOW-UP (CHECK ONE)

_____ LETTER*

_____ FACE-TO-FACE MEETING*

_____ ADMINISTRATIVE ACTION (EXPLAIN)_____

_____ OTHER (EXPLAIN) _____

SIGNATURES:

COMPLAINANT

NON-DISCRIMINATION COMPLIANCE COORDINATOR

OTHERS PRESENT

*Attach copy of letter and response, if any, or summary of face-to-face meeting.

October, 2003

Reviewed March 28, 2011

Reviewed November 13, 2012

SCHOOL DISTRICT ORGANIZATION

NONDISCRIMINATION ON THE BASIS OF SEX

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

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

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

SOURCE: MASC

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)
BESE 603 CMR 26:00

First Reading, November 19, 2012
Approved December 3, 2012

SCHOOL DISTRICT ORGANIZATION

SCHOOL COMMITTEE MEMBERS

School Committee members have authority only when acting as a body in an official meeting.

The Committee shall not be bound in any way by any statement or action on the part of any individual Committee member or employee of the School Department except when such statement or action is in pursuance of special instructions of the Committee.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Revised, First Reading November 25, 1996
Approved December 9, 1996
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

NUMBER OF SCHOOL COMMITTEE MEMBERS

The North Reading School Committee consists of five (5) members elected pursuant to law.

Legal Reference: Massachusetts General Laws, Chapter 41, Section 1

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
First Reading December 18, 1989
Approved January 8, 1990
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

QUALIFICATIONS OF SCHOOL COMMITTEE MEMBERS

In order to be eligible to stand for election to the School Committee, a person must be a registered voter of the Town of North Reading.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed, September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

TERMS OF OFFICE OF SCHOOL COMMITTEE MEMBERS

Members of the School Committee are elected for three (3) year terms. Two members' terms expire each year for two years and the fifth member's term expires the third year.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

METHOD OF ELECTION OF SCHOOL COMMITTEE MEMBERS

School Committee members are elected by direct vote of the people in the annual town election. The regular election for all town offices shall be by official ballot held on the first Tuesday after the first Monday in May of each year. Upon election, each member must be sworn to the faithful performance of his official duties by the Town Clerk before assuming these duties.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed and Revised March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

UNEXPIRED SCHOOL COMMITTEE TERM FULFILLMENT

If there is a vacancy in any elected board consisting of two or more members, the remaining members shall give written notice thereof to the Selectmen who with the remaining member or members of such board shall after one week's notice fill such a vacancy by ballot. A majority of the ballots of the ballots of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall perform the duties of the office until the next annual meeting or until another is qualified.

Legal Reference: Chapter 41, Section 11, General Laws

First Reading February 28, 1972

Approved June 5, 1972

Reviewed and Revised March, 1983

Reviewed September, 1995

Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

RESIGNATION OF SCHOOL COMMITTEE MEMBER

A School Committee member who wishes to resign will express his intention in writing to the Chairman of the School Committee and the Board of Selectmen.

The vacancy will be filled in accordance with Chapter 41, Section 11, of the General Laws.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

REMOVAL FROM OFFICE OF SCHOOL COMMITTEE MEMBER

Any elective officer of the town may be recalled and removed from public office by the voters of the town as herein provided. Any voter of the town may file with the town clerk a petition containing the name and title of the elective officer whose removal is sought, together with a statement of the grounds for his removal. Said petition shall be filed with said clerk and shall be signed in ink or indelible pencil by qualified voters of the town equal in number to at least fifteen percent of the voters registered at the last regular municipal election, provided that no recall petition may be filed against any officer until he has held his office for at least six months. Said petition shall be accompanied by affidavits signed and sworn to by each circulator. If, within five days after receipt of the petition the town clerk shall determine the petition and the affidavits to be sufficient, a recall vote shall be taken within one hundred and ten days but not sooner than ninety days after such final determination, provided that no such vote shall be taken if the term of office of such elective official shall expire within one hundred and fifty days after such determination, or if such elective officer shall resign from such office before the taking of such vote. Said recall vote shall be called and conducted in the same manner as is provided by general law for the call and conduct of a special election. The form of the question to be voted upon shall be substantially as follows: "Shall (here insert the name and title of the elective officer whose recall is sought) be recalled?" A majority vote of the voters to recall such elective officer shall not be effective unless a total of at least thirty per cent of the electors entitled to vote on the question shall have voted. Recall of such elective officer shall become effective upon certification of the results of the voting thereon, regardless of any defect in the recall petition. If any elective officer shall be recalled, the vacancy created thereby shall be filled in accordance with the provisions of general law.

Chapter 6, Section 3, Charter of the Town of North Reading

First Reading February 28, 1972

Approved June 27, 1972

Reviewed March, 1983

Reviewed September, 1995

Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL SUPERINTENDENT LEGAL STATUS

The School Committee of a town not in a superintendency union or district shall employ a superintendent of schools and fix his compensation. A superintendent employed under Chapter 71, Section 59 of the General Laws shall be the executive officer of committee, and under its general direction, shall have the care and supervision of the public schools, shall assist it in keeping its records and accounts and in making such reports as are required by law, and shall recommend to the Committee teachers, textbooks and courses of study.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL DISTRICT ORGANIZATION PLAN

The instructional program shall consist of three levels. Effective September 1, 1991, the elementary school level shall include grades kindergarten through grade five, the middle school level shall include grades six, seven and eight. The senior high school level shall include grades nine, ten, eleven and twelve.

First Reading June 5, 1972
Approved June 27, 1972
Revised May 22, 1977
Reviewed and Approved May 22, 1978
Reviewed March, 1983
First Reading December 18, 1989
Approved January 8, 1990
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL DISTRICT ATTENDANCE AREAS

The School Committee shall establish the attendance areas for each of its schools and may, from time to time, redistrict the attendance areas in order to maintain an equitable enrollment balance.

First Reading February 28, 1972
Approved June 5, 1972
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL CENSUS

In accordance with Chapter 51, Section 4 of the General Laws as amended by Chapter 367 of the Acts of 1977, the Town Clerk shall annually in January or February communicate with the residence of every building in town and ascertain as nearly as possible the name, age or date of birth, occupation, nationality and residence on January first in the preceding year and in the current year of every person three years of age or older residing in town. A list of all persons three through twenty- one years of age shall be transmitted by the town Clerk to the School Committee not later than April first in each year.

That proportion of any expenses incurred by the Town Clerk under this Act, equal to the portion that the number of persons under seventeen years of age bears to the total number of persons listed, shall be carried as an item in the School Committee budget.

Reviewed and Approved May 22, 1978

Reviewed March, 1983

Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

TIME AND LEARNING

The School Committee supports the relationship between student learning and instructional time. Time is an essential resource for student learning and time in school must be devoted to teaching and learning the knowledge and skills that students need to succeed in school and to further their education for meaningful employment and citizenship. Accordingly, the Committee will establish a yearly school calendar and school day which will ensure appropriate structured learning as determined by the Massachusetts Common Core of Learning and Curriculum Frameworks and North Reading's curriculum.

Legal Reference: 603 CMR.27

First Reading June 5, 1972
 Approved June 27, 1972
 Revised May 22, 1977
 Reviewed and Approved May 22, 1978
 Reviewed March, 1983
 First Reading December 18, 1989
 Approved January 8, 1990
 First Reading November 17, 1997
 Approved December 8, 1997
 Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL CALENDAR

Each year, the Committee shall establish an annual school calendar which schedules a minimum of 185 days for students. The annual school calendar shall contain a minimum of 180 instructional days during which pupils and teachers shall be present and engaged in structured learning activities. In addition to the total number of instructional days, the annual school calendar will schedule an additional five (5) days for emergency school closings, as well as at least one day for teacher orientation and professional development. The Committee will make every effort to develop an annual school calendar which extends beyond the minimum number of 180 instructional days and instructional hours. The annual school calendar will be developed in such a way as to provide structured learning for a minimum of 900 hours for elementary (grades 1-5) and middle school (grades 6-8) students, 425 hours for kindergarten students, and 990 hours for high school students (grades 9-12)

Legal Reference: 603 CMR.27

First Reading June 5, 1972
Approved June 27, 1972
Revised May 22, 1977
Reviewed and Approved May 22, 1978
Reviewed March, 1983
Reviewed and Approved as Amended February 24, 1992
Revised November 17, 1997
First Reading December 8, 1997
Approved December 15, 1997
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

HOLIDAYS

The North Reading Public Schools shall be closed on any day declared by law to be a legal holiday:

Columbus Day
Veterans' Day
Thanksgiving
Christmas
New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day

Schools may be closed on other days at the discretion of the School Committee provided that the Department of Education regulations governing the length of school year are observed.

CF: 603 CMR 27.01

First Reading April 6, 1987
Approved April 27, 1987
First Reading November 12, 1991
Approved November 25, 1991
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

EXTENDED SCHOOL YEAR

The North Reading School Committee maintains a 180-day school year (or its legal equivalent in hours per year) normally commencing on or about September 1 and ending on or about June 30. Extended year programs, i.e., programs which would keep the schools open on a full time basis during the summer months, are not authorized by the Committee at this time.

Reviewed and Approved May 22, 1978
Reviewed March, 1983
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SUMMER SESSIONS

Summer sessions may be authorized by the Committee for the purpose of providing remedial and/or enrichment courses or activities.

Reviewed and Approved May 22, 1978
Reviewed March, 1983
Reviewed September, 1995
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

SCHOOL DAY

The School Committee shall cause school to be in session in accordance with the following school day regulations provided by the State Department of Education:

1. A school day to be counted must involve the physical presence of students for the required number of hours.
2. The elementary schools and the middle school shall operate not fewer than 5 hours daily, (exclusive of lunch periods and recess periods), and not fewer than 900 hours during the school year (425 hours/kindergarten)
3. The high school shall operate not fewer than 5 1/2 hours daily (exclusive of lunch or other recesses), and not fewer than 990 hours during the school year.
4. The early dismissal of students may be permitted to allow time for professional development, staff meetings, parent conferences and other activities. In all instances of early dismissal of students, school will be in session for at least one half of the required instructional hours of a full day.

Legal Reference: 603 CMR.27

First Reading June 5, 1972

Approved June 27, 1972

Revised May 22, 1977

Reviewed and Approved May 22, 1978

Reviewed March, 1983

Reviewed and Approved as Amended February 24, 1992

First Reading December 8, 1997

Approved December 15, 1997

Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

EMERGENCY CLOSINGS/SCHOOL EVACUATION

The Superintendent is empowered to take appropriate action in the event of hazardous weather, earthquakes, or other emergencies which threaten health and/or safety of students and staff. Dependent upon the specific event or conditions, school may be canceled prior to opening, delayed in opening, dismissed early, or evacuated and or relocated to an alternative site. The administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be affected.

In making the decision to close or evacuate, the Superintendent or his designee will consider many factors including the following ones relating to the fundamental safety and health of children and staff:

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

Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closing and/or evacuation. When schools are closed for emergency reasons, staff members will comply with Committee policy in reporting for work.

First Reading, March 26, 1984
Approved May 21, 1984
Reviewed September, 1995
First Reading March 25, 2002
Approved April 22, 2002
Reviewed March 28, 2011

SCHOOL DISTRICT ORGANIZATION

REGULATIONS CONCERNING DELAYED OPENING

1. The delay will be for ninety (90) minutes.
2. Morning pre-kindergarten and kindergarten classes will be cancelled.
3. Everyone on the telephone chain will be notified.
4. Persons responsible for calling TV and radio stations will state that the delay will be for ninety (90) minutes and that there will be no morning kindergarten classes.

May 23, 1994

Reviewed September, 1995

Reviewed March, 2002

Reviewed March 28, 2011