

## BEVERLY PUBLIC SCHOOLS

### Policy Manual Historical Summary

This Historical Summary, begun in January 2005, is intended to track adoptions and revisions of all policies of the Beverly Public Schools and to briefly discuss the focus of the policy and any modifications.

#### **POLICY DEVELOPMENTS 2010**

Contracts for Individually Contracted Employees Section G – Personnel	June 16, 2010
This policy was refined to include language defining how salaries will be determined and how they will be communicated to the School Committee.	
Day Trips and Overnight (Domestic) Field Trips Section I – Instruction	June 16, 2010
The district had one policy on this general topic, but now it has been split into two policies, as shown by the titles. Language was to ensure compliance with regulations enforced by the State Ethics Commission.	
Foreign (Out-of Country) Trips & Foreign Exchange Programs Section I – Instruction	June 16, 2010
The district had one policy on this general topic, but now it has been split into two policies, as shown by the titles. Language was to ensure compliance with regulations enforced by the State Ethics Commission.	
Staff Ethics Section G – Personnel	May 12, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. This policy was further refined to include language the importance of ethical behavior among all employees and the requirement that the Superintendent distribute an ethics protocol to all employees.	
Tobacco Free Workplace Section G – Personnel	May 12, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Equal Employment Opportunity & Affirmative Action Section G – Personnel	May 12, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Naming of Buildings, Rooms, or Athletic Facilities Section F – Facilities Development	April 14, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. This policy was further refined to include spaces within buildings and also athletic fields and better define citizen involvement.	
Committee Membership – Filling of Vacancies Section I – Instruction	March 10, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
School Volunteers Section I – Instruction	March 10, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Textbook Selection and Adoption Section I – Instruction	January 13, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Evaluation of Instructional Programs Section I – Instruction	January 13, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Home Schooling Section I – Instruction	January 13, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	
Teaching Controversial Issues Section I – Instruction	January 13, 2010
This policy was reviewed in compliance with the district's schedule for policy reviews every five years. There were no substantive changes.	

## **POLICY DEVELOPMENTS 2009**

Committee Membership – Qualifications Section B – School Committee Governance and Operations This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	December 9, 2009
Contracts for Individually Contracted Employees Section G – Personnel This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	December 9, 2009
Instructional Materials Section I – Instruction This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	November 18, 2009
Student Dismissal Section J – Students This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	June 17, 2009
Child Abuse and Neglect Reporting Section J – Students This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	June 17, 2009
Negotiations Goals Section H – Negotiations This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	June 17, 2009
Discrimination and Harassment Section A – Foundations and Basic Commitments This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. The policy was modified to comply with current regulations.	May 20, 2009
Corporal Punishment Section J – Students This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	May 20, 2009
Code of Conduct Section J – Students This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	March 11, 2009
Student Records Section J – Students This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	March 11, 2009
Flag Displays and the Pledge of Allegiance Section I – Instruction This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	January 14, 2009
School Ceremonies and Observances Section I – Instruction This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	January 14, 2009
Non-Public Schools – Approvals and Relations Section L – Education Agency Relations An existing policy entitled “Relations with Non-Public Schools” was substantially updated and the titled changed. Changes reflect new guidelines from the Department of Elementary and Secondary Education for the approval process and criteria for approving non-public schools. The policy reflects these changes, and accompanying criteria were developed by the Superintendent of Schools.	January 14, 2009

## **POLICY DEVELOPMENTS 2008**

Creation of New Positions Section G – Personnel This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. A section was added to encourage the hiring of part-time staff whenever possible.	December 10, 2008
Report Cards & Progress Reports Section I – Instruction This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	December 10, 2008
Pregnant Students Section I – Instruction This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	December 10, 2008

Religion & the Schools	November 12, 2008
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. A statement regarding monthly reporting of activity accounts was added.	
Student Activity Accounts	November 12, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. There were no substantive changes.	
Student Fees, Fines, and Charges	November 12, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every five years. The policy was changed to include specific actions that could be taken should payments not be made in according to payment procedures.	
Search and Seizure	September 3, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Education Agency Relations Goals	September 3, 2008
Section L – Education Agency Relations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Relations with Non-Public Schools	September 3, 2008
Section L – Education Agency Relations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Relations with Education Research Agencies	September 3, 2008
Section L – Education Agency Relations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School – Community Relations Goals	September 3, 2008
Section K – Community Relations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Media Relations	September 3, 2008
Section K – Community Relations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Policy Process	September 3, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The policy was changed to provide regular review every five years unless a substantive need for change is apparent.	
Payment Procedures	June 18, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Renovation and/or Improvements to Schools or School Sites	June 18, 2008
Section F – Facilities Development	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Tobacco Use by Students	June 18, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Physical Restraint	June 18, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Drug and Alcohol Use	June 18, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Committee Membership – Resignation	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Language was added clarifying that a resignation leads immediately to a vacancy and filling according to the City Charter.	
School Attorney	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	

School Committee Meetings – Open Meetings	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The title was changed to include “Open Meetings”.	
Electronic Correspondence Between Committee Members	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Language was added to indicate that members are issued a district email address..	
School Committee Executive Sessions	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Communications	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Member Services	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Language was added to express that all new members shall attend MASC’s orientation program.	
School Committee Memberships	May 14, 2008
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Student Rights and Community Responsibilities	April 9, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The word “Community” was added to the title, and references to MA General Laws were deleted (seen as unrelated).	
Student Due Process Rights	April 9, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Student Citizenship	April 9, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Homeless Children: Enrollment Rights & Services	March 12, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Purchasing	February 13, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Revolving Accounts	February 13, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Sales Calls and Demonstrations	February 13, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Cash in School Buildings	February 13, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Expense Authorization and Reimbursement	February 13, 2008
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Food Services	February 13, 2008
Section E – Support Services	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. It was clarified that the meals program is provided to students in full-day kindergarten through grade twelve.	
Anti-Idling Measures	February 13, 2008
Section E – Support Services	
This new policy ensures compliance with state law and regulations aimed to eliminate unnecessary idling of vehicles and to educate and inform employees and the public about the health and environmental effects of gasoline and diesel exhaust.	

Attendance	February 13, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Admissions	February 13, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Admission of Exchange Students	February 13, 2008
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Inclusive Schooling	January 16, 2008
Section I – Instruction	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Parent Notification Relative to Sex Education	January 16, 2008
Section I – Instruction	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Field Trips, Foreign Trips, & Foreign Exchange Programs	January 16, 2008
Section I – Instruction	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	

**POLICY DEVELOPMENTS 2007**

School Committee Operational Goals	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Legal Status	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Committee Membership – Election	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. A new Massachusetts General Law citation was added. There were no substantive changes.	
Committee Membership – Term of Office	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Member Code of Ethics	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The policy was slightly revised to agree with the updated standards of the Massachusetts Association of School Committees.	
Committee Member Conflict of Interest	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Committee Internal Organization	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The policy was modified to reflect that the Superintendent, not the most senior committee member, presides over the meeting until the president is elected.	
School Committee Subcommittees and Standing Committees	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The expectation for annual written reports from subcommittees was deleted.	
Temporary and Advisory Committees	December 12, 2007
Section B – School Committee Governance and Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Accounting System	December 12, 2007
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Reporting of the financial condition of the school district was changed from “periodic” to “monthly”.	
School Closings and Cancellations	December 12, 2007
Section E – Support Services	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	

Authorized Use of School-Controlled Equipment Section E – Support Services	December 12, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. In the policy title, the word “Material” was changed to “Equipment”. There were no substantive changes.	
School Bus Safety Section E – Support Services	December 12, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Year & School Calendar Section E – Support Services	December 12, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Creation of New Positions Section G – Personnel	December 12, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Minor modifications were made to add clarity to the process. There were no substantive changes.	
Safe Schools Section A – Foundations and Basic Commitments	August 29, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Substantive changes included deleting language that more procedural than policy, calling for an annual review of standards and procedures, and designating administrative responsibilities. References to applicable state laws were added.	
Funding Proposals, Grants, and Revenues Section D – Fiscal Management	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Sites for School Buildings Section F – Facilities Development	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. It was updated to be more in compliance with Massachusetts General Laws. The change added language that specifically identifies School Committee approvals of construction or alterations of a school building.	
Closing Schools Section F – Facilities Development	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Enrollment Projections Section F – Facilities Development	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Acceptable Use of Technology Section J – Students	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Changes included more specific language about the purposes of our computer system/network and revision of the paragraph on “privileges” to more accurately define “access”.	
School Choice Section J – Students	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Open Enrollment Section J – Students	June 13, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. References to open enrollment at the middle school level were deleted.	
Administering Medication to Students Section J – Students	May 9, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Pediculosis Section J – Students	May 9, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The only substantive change was to delete the reference requiring notification to the Beverly Public Health Department upon the third occurrence. The Health department no longer requires such notice.	
Elementary Redistricting Section F – Facilities Development	April 11, 2007
This policy previously addressed redistricting for middle schools as well as elementary schools. Having consolidated from two middle schools to one, there is no longer a need for policy language on this point. All references to middle school redistricting were deleted.	
Student Eligibility for Participating in Athletics and Co-Curricular Activities Section J – Students	April 11, 2007
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	

Fiscal Management Goals	March 14, 2007
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Communication of Budget Recommendations	March 14, 2007
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Facilities Development Goals	March 14, 2007
Section F – Facilities Development	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Recognition for Accomplishments	January 10, 2007
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
The People and Their District	January 10, 2007
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School District Legal Status	January 10, 2007
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Regular School Committee Meetings	January 10, 2007
Section B – School Committee Governance & Operations	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Organizational meetings will now only be held on the first Monday in January only following a local election. Otherwise, there were no substantive changes.	
Temporary Administrative Arrangements	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Administration in the Absence of Policy	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Communication of Policies and Procedures	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Policy Implementation	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
School Building Administration	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Leadership Team and Administrative Cabinet	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The composition of the two leadership groups was clarified.	
School Department Administrative Organization	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Superintendent of Schools	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. The process for the Superintendent’s performance appraisal was updated to conform to current practice.	
Administrative Goals	January 10, 2007
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Compensatory Private Tutoring	January 10, 2007
Section G – Personnel	
This new policy was developed to clarify the circumstances under which employees and private individuals may or may not provide additional instruction or lessons to students outside of the normal school day.	

Staff Ethics	January 10, 2007
Section G – Personnel	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Children and Adolescents with HIV/AIDS in School Settings	January 10, 2007
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Equal Educational Opportunities	January 10, 2007
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	

**POLICY DEVELOPMENTS 2006**

Drug Free Schools	December 13, 2006
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Student Policies Goals	December 13, 2006
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Food Safety	June 28, 2006
Section A – Foundations and Basic Commitments	
This new policy defines steps to assure that all food served by the school district is safe for consumption by children and adults.	
Wellness June 14, 2006	
Section J – Students	
The Child Nutrition and WIC Reauthorization Act of 2004 has called upon school districts to make major changes to help provide school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating, physical activity, and social/emotional well-being. Under this law, all school district are required to establish a wellness policy and related procedures.	
Student Involvement in Decision Making	May 10, 2006
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Smoking on School Premises	April 5, 2006
Section A – Foundations and Basic Commitments	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Approval of Handbooks	April 5, 2006
Section C – General School Administration	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Budget Deadlines and Schedules	April 5, 2006
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Advanced Approval of Expenditures and Encumbrances	April 5, 2006
Section D – Fiscal Management	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Naming of Buildings, Fields, or Rooms After Individuals	April 5, 2006
Section F – Facilities Development	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Fund Raising Activities	April 5, 2006
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Entrance Age requirements	April 5, 2006
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. There were no substantive changes.	
Care of School Property	February 8, 2006
Section J – Students	
This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Language was changed to more explicitly state that students will pay replacement costs.	

Hazing February 8, 2006  
 Section J – Students  
 This policy was reviewed in compliance with the district’s schedule for policy reviews every three years. Language was added to specify that student handbooks will define disciplinary action.

**POLICY DEVELOPMENTS 2005**

School Committee Powers and Duties; December 14, 2005  
 Relationship with the Superintendent  
 Section B – School Committee Governance and Operations  
 This policy was revised to adjust for the change in state law regarding approval of school improvement plans. Under the new law, the Superintendent, not the School Committee, approves such plans.

Building Maintenance December 14, 2005  
 Section E – Support Services  
 This new policy defines responsibilities of principals and custodians in the maintenance of school facilities.

Building Security December 14, 2005  
 Section E – Support Services  
 This new policy defines security measures that will be employed at all school buildings during the school day.

Professional Staff Vacations & Holidays December 14, 2005  
 Section G – Personnel  
 This new policy defines expectations for the carryover of vacation days for those employees entitled to such days. It gives the Superintendent discretion in varying this policy. Paid holidays will be established when the School Committee approves the calendar for the school year.

Access to Personnel Files December 14, 2005  
 Section G – Personnel  
 This new policy defines employee rights to inspect the contents of their personnel folders and to make copies of such contents and records.

Recruitment and Selection of Professional Personnel December 14, 2005  
 Section G – Personnel  
 This new policy addresses the role of the School Committee in the hiring of the Superintendent of Schools, Assistant Superintendent, Administrator of Finance and Operations, and Administrator of Pupil Personnel Services.

Non-School Employment of Professional Staff December 14, 2005  
 Section G – Personnel  
 This new policy establishes that at no time may an employee engage in any employment that would in any way conflict with assigned duties or create a conflict of interest as an employee.

Long-Term Substitute Teacher Pay deleted December 14, 2005  
 Section G – Personnel  
 This policy, adopted in November 1997, defined rates of pay for long-term substitutes. It was decided that this is really a budgetary decision, not policy. Thus the School Committee voted to delete this from its policy manual.

Student Safety December 14, 2005  
 Section J – Students  
 This new policy establishes the priority attention that is paid to ensuring student safety. It describes responsibilities of the Superintendent, principals, teachers, and parents.

Public Concerns and Complaints December 14, 2005  
 Section K – Community Relations  
 This new policy defines the progression of steps that parents and/or residents should follow in presenting complaints.

Restricted Use of Tax Identification/Exemption Number August 24, 2005  
 Section D – Fiscal Management  
 This new policy defines the limits of use of our tax identification number.

Conservation August 24, 2005  
 Section E – Support Services  
 This new policy establishes our intention to participate in recycling and energy conservation measures.

Student Fees, Fines, and Charges August 24, 2005  
 Section J – Students  
 This new policy establishes the ability to charge students for replacement of books and other property and to establish fees for various activities on a yearly basis.

Community Use of School Facilities August 24, 2005  
 Section K – Community Relations  
 This new policy defines the guidelines for community use of school facilities.

Advertising in Schools August 24, 2005  
 Section K – Community Relations  
 This new policy defines the limits for distributing or displaying posters, notices, and other forms of communication in our schools or on school property.

Business and Industry Donations deleted August 24, 2005  
 Business Solicitation in Schools  
 Public Solicitation in Schools  
 Section K – Community Relations  
 These three policies were combined to form the policy on Donations and Solicitations in Schools described below.

Donations and Solicitations in Schools August 24, 2005  
 Section K – Community Relations  
 This new policy authorizes the Superintendent to accept or refuse donations and approve all solicitations of funds, whether from the public or from businesses.

School Committee Officers – Powers and Duties	May 11, 2005
Section B – School Committee Governance and Operations	
This policy defines the duties of the president, vice president, and secretary. Originally adopted in 2000, the policy was modified to clarify the role of the president in presiding over all meetings of the School Committee	
School Councils	May 11, 2005
Section B – School Committee Governance and Operations	
This policy defines the role of school councils and the guidelines under which they operate. Originally adopted in 2000, the policy was modified to include a change in the law that required council involvement with the District Accommodation Plan. Additionally, the previous policy indicated that no member of the School Committee could be a member of a school council. This was expanded to apply to all elected officials.	
School Committee Meeting Procedures	May 11, 2005
Section B – School Committee Governance and Operations	
This policy was modified in a number of ways to correspond to the current procedures used to prepare meeting agendas and conduct School Committee meetings.	
Food Services	May 11, 2005
Section E – Support Services	
This new policy indicates that the provision of meals for students, including free or reduced price meals, will operate in compliance with all state and federal laws and regulations.	
School Safety Drills	May 11, 2005
Section E – Support Services	
This new policy defines the expectation that principals will conduct school safety drills in accordance with state law and will maintain up-to-date evacuation and lockdown plans for their buildings.	
Student Transportation Services	May 11, 2005
Section E – Support Services	
This new policy presents guidelines for eligibility, routes, and authorized use of school buses in furnishing transportation services to students in Beverly.	
Academic Freedom	May 11, 2005
Section I – Instruction	
This new policy defines academic freedom for instructional staff of the district, presenting the limits under which that freedom is exercised in our schools.	
Summer School	May 11, 2005
Section I – Instruction	
This new policy defines our summer school program, including student eligibility, length of the program, grading guidelines, and limitations on the number of summer school courses that can be incorporated into a student’s educational program.	
Homebound Instruction	May 11, 2005
Section I – Instruction	
This new policy establishes the ability of the district to provide instruction in the home to children who are confined to home by illness for an extended period..	
Homework	May 11, 2005
Section I – Instruction	
This new policy expresses the purposes of assigned homework.	
Life-Threatening Food Allergies	May 11, 2005
Section J – Students	
This new policy establishes the requirement that the district maintain a consistent set of procedures for the treatment of students diagnosed with life-threatening allergies..	
Visitors to Schools	May 11, 2005
Section K – Community Relations	
This new policy defines expectations for parent and non-parent visitors to our schools.	
Discrimination and Harassment	January 12, 2005
Section A – Foundations and Basic Commitments	
This policy expresses the expectations and procedures that will ensure a safe and secure learning and work environment for all students and employees, without distinction. The policy was updated to comply with changes in the law and to make minor improvements in wording. One important addition is that acts of discrimination or harassment are prohibited on school grounds, during school activities, en route to and from school, either personally or electronically. Conduct that has the purpose of substantially or unreasonably interfering with a person’s “learning opportunities” was added to the definition of unlawful and prohibited conduct.	
School Committee Powers and Duties	deleted January 12, 2005
Committee – Superintendent Relationship	
Section B – School Committee Governance and Operations	
These two policies defined the powers and duties of the Committee and the relationships between those powers and duties and those of the Superintendent. The policies had a great deal of duplication. They have been combined into a new policy, School Committee Powers and Duties; Relationship with the Superintendent described below.	
School Committee Powers and Duties;	January 12, 2005
Relationship with the Superintendent	
Section B – School Committee Governance and Operations	
This new policy defines the powers, duties, and responsibilities of both the School Committee and the Superintendent as they relate to policy, finance, staffing, collective bargaining, performance standards, professional development, school councils, advocacy, curriculum, governance, and communication.	