NOTICE OF MEETING

Date of Meeting: November 10, 2021

Day of the Week: Wednesday

Location: Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public will not be allowed to access this School Committee meeting physically. Members of the public can access the meeting remotely via telephone conference by calling 216-525-9662 PIN: 979 499 359# or via Google Meet at https://meet.google.com/qyy-ufno-qvw?hs=122&authuser=0

To prevent background noise from disrupting the meeting and ensure the best sound quality during the call, please mute your line whenever you are not speaking.

The School Committee reserves the right to implement additional remote participation procedures and notify the public of these procedures as soon as possible.

AGENDA

1. Roll Call
2. Call Meeting to Order

APPROVAL OF MINUTES – VOTES MAY BE TAKEN
1. October 20, 2021

OLD BUSINESS – VOTES MAY BE TAKEN
1. BEDH Public Participation at School Committee Meetings
2. FF Naming School Facilities
3. FF-R2 Criteria and Procedure for Naming School Facilities

NEW BUSINESS – VOTES MAY BE TAKEN
1. IJNDC Internet Publication
2. IJNDD Social Media

FIVE YEAR REVIEW CYCLE POLICIES – VOTES MAY BE TAKEN
1. AB The People and Their School District
2. AC Nondiscrimination
3. ACA Nondiscrimination on the Basis of Sex
4. ACE Nondiscrimination on the Basis of Disability
5. ACF Discrimination and Harassment Grievance Procedures
6. ACF-R Discrimination and Harassment Grievance Procedures
7. ACAB Harassment

ADJOURNMENT
PRESENT
Chairperson  Randee Rusch  Member, Townsend
Michael Morgan  Member, Pepperell ~ Absent
Lisa Martin  Member, Pepperell
June McNeil  Member, Ashby
Brad Morgan  Superintendent of Schools ~ Arrived @ 10:03 a.m.
Nancy Milligan  Assistant Superintendent ~ Left @ 10:30 a.m.
Robin Eibye  Recording Secretary

CALL TO ORDER
1. Chairperson, Randee Rusch, opened the meeting at 10:02 a.m. and announced the Committee was meeting in a virtual setting, fully remote via teleconferencing, practicing social distancing, and in accordance with the Governor’s suspension of specific open meeting laws.

2. Roll Call

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MINUTES
Following review, Lisa Martin motioned, and June McNeil seconded to approve the September 10, 2021 minutes as presented.

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Vote: The motion unanimously passed 3/0/0.
OLD BUSINESS
1. BEDH Public Participation at School Committee Meetings
   Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

NEW BUSINESS
1. IHBG-R Home Schooling
   Following review and discussion, Lisa Martin motioned, and June McNeil seconded to recommend the School Committee approve policy IHBG-R Home Schooling for a first reading as amended.

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   Vote: The motion unanimously passed 3/0/0.

2. FF Naming School Facilities
   The Committee agreed to continue the conversation to the next meeting.

3. FF-R2 Criteria and Procedure for Naming School Facilities
   The Committee agreed to continue the conversation to the next meeting.

FIVE YEAR REVIEW CYCLE POLICIES
1. AA School District Legal Status
   Following review and discussion, Lisa Martin motioned, and June McNeil seconded to recommend the School Committee approve policy AA School District Legal Status for a first reading as amended.

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   Vote: The motion unanimously passed 3/0/0.

2. AB The People and Their School District
   Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

3. ABA Commitment to Accomplishment
   Following review and discussion, Lisa Martin motioned, and June McNeil seconded to recommend the School Committee rescind policy ABA Commitment to Accomplishment.
Roll Call Vote:

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Vote: The motion unanimously passed 3/0/0.

4. AC Nondiscrimination

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

5. ACA Nondiscrimination on the Basis of Sex

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

6. ACE Nondiscrimination on the Basis of Disability

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

7. ACF Discrimination and Harassment Grievance Procedures

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

8. ACF-R Discrimination and Harassment Grievance Procedures

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

9. ACAB Harassment

Following review and discussion, the Committee agreed to continue the conversation to the next meeting.

The Committee agreed to meet again on November 10, 2021, at 10:00 a.m.

ADJOURNMENT
Lisa Martin motioned, and June McNeil seconded to adjourn the meeting at 11:01 a.m.

Roll Call Vote:

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Vote: The motion unanimously passed, 3/0/0
Documents Reviewed / Referred To:

- 2021 10-20 Policy Subcommittee Agenda
- Minutes dated: September 10, 2021
- BEDH Public Participation at School Committee Meetings
- IHBG-R Home Schooling
- FF Naming School Facilities
- FF-R2 Criteria and Procedure for Naming School Facilities
- AA School District Legal Status
- AB The People and Their School District
- ABA Commitment to Accomplishment
- AC Nondiscrimination
- ACA Nondiscrimination on the Basis of Sex
- ACE Nondiscrimination on the Basis of Disability
- ACF Discrimination and Harassment Grievance Procedures
- ACF-R Discrimination and Harassment Grievance Procedures
- ACAB Harassment

Respectfully submitted,
Robin Eibye, Recording Secretary

**APPROVED: November 10, 2021**
Public Participation at School Committee Meetings

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The North Middlesex Regional School District Committee welcomes public comment on matters within its purview. Accordingly, the Committee makes available a maximum 10-minute period at its regular meetings for individuals in the audience to address the Committee for no longer than three (3) minutes per person. Only district residents may participate in public comment. The exceptions to the foregoing are:

1. Officials of any of the three-member towns of the district who do not reside in the district and who have official responsibility for matters in those towns
2. Parents/guardians who live out of district but have children who attend NMRSD.

Written material of any length may be submitted in advance or at the meeting. Preference will be given to persons who seek to address the Committee on specific agenda items for the upcoming Committee meeting. Agendas for upcoming Committee meeting are generally posted several days prior to the meeting on the District website. Persons wishing to speak are strongly encouraged to submit their request before the day of the meeting; contact information is provided below. If time permits, the chairperson will allow members of the public who have not contacted the Committee in advance to speak in the public comment period. Those individuals must sign in prior to the start of the meeting. The chairperson may limit the number of speakers due to time constraints and may increase or reduce the time allocated per speaker of for the session. All agenda topics will be determined by the chairperson and referred to subcommittee as appropriate.

While there is no requirement to submit written testimony, a speaker who elects to do so should submit 10 copies of the testimony prior to or at the meeting for distribution to Committee members. Requests to address the Committee, written testimony, and other inquiries may be transmitted by mail, e-mail, fax or telephone to:

School Committee Secretary
North Middlesex Regional School District
66 Brookline Street, Townsend, MA 01469
Tel - 978-597-8713
Fax - 978-597-6534
Email - info@nmrsd.org (email)

Approved: February 11, 2019
The North Middlesex Regional School Committee believes that naming a school, or school facility, or anything on school property is an important matter that deserves thoughtful consideration, established processes, and has the support from the local community.

The name of a public school or public school facility, as well as any property or item on school property should be an appropriate representation and reflection of the school and community.

**School Building or Facility:**

It is appropriate to name schools for physical locations; geographical area; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name.

Any member of the school or community shall have the opportunity to present suggestions for names of public schools or public school facilities. All suggestions should be forwarded with supporting information to the superintendent’s office.

The school committee may acknowledge generous donors by designating appropriate spaces within the school district’s facilities consistent with the level of financial commitment. Any acknowledgment shall follow the procedure in Policy FF-R and Policy KHB.

A public hearing shall be held on any proposed names before the school committee takes a vote. A two thirds (2/3) vote of the school committee is needed to name an area of a school. A unanimous vote of the school committee is required for the naming of a new building.

**Naming School Property or Items on School Property:**

School property and items on school property include such things as playgrounds, benches, trees as well as plaques hung in schools or any item meant to honor a specific person or persons.

Any member of the school or community shall have the opportunity to present a suggestion or offer a donation for dedication to a specific person or persons. All suggestions should be forwarded to the superintendent’s office.

The school committee shall vote on all requested dedications. A two thirds (⅔) vote is needed to approve.

CROSS REF: FF-R Naming School Facilities Criteria

KHB Advertising in Schools
Adopted by the NMRSD School Committee:

Informational Review: July 8, 2021
NMRSD First Vote:
NMRSD Adoption:
CRITERIA and PROCEDURE for Dedications

Naming public schools and public school facilities (facility) in the North Middlesex Regional School District:

1. Public school and public school facilities shall be defined as a building, any part of a building (e.g., auditorium, gymnasium, library, individual classrooms, etc.) or any part of the school grounds (e.g., playground, sports field, etc.)

2. Criteria for naming a public school or school facility:
   a. A facility may be named for a physical area or after a geographic location.
   b. A facility may be named after a person posthumously; this requirement may be waived under extraordinary circumstances.
      1. That person shall have been of exemplary moral character; or made an outstanding contribution to education, humanity or the community; or displayed outstanding leadership; or be a person of historical significance.
   c. A facility may be named for a significant or pertinent event.

3. The naming of a facility shall be facilitated by the superintendent. The recommendation, with its supporting reasons, will be reviewed by the superintendent in consultation with the building principal. The superintendent will then make a formal recommendation to the school committee.

4. Criteria for naming a school facility when a benefactor is involved:
   a. To promote our community, where possible local companies/ families shall be given preference.
   b. Policy KHB Advertising in Schools and any applicable laws shall be followed.
   c. There must be a stated benefit to students; all short and long-term costs should be identified in advance.

5. In the case of the naming of school facilities by benefactors, the following procedure shall be used:
   a. The superintendent shall bring the proposed donation before the school committee for a vote to proceed.
   b. A public hearing shall be conducted for input from the community.
   c. The school committee shall take a vote to enter into contract negotiations. At a minimum the contract shall contain the following items:
      I. Description of donation.
      II. The stated benefit to the students.
      III. All short and long-term costs, including maintenance and upkeep, and the parties responsible for these costs shall be identified.
   Naming Rights:
      1. What is to be named?
      2. What name is to be used?
      3. Duration of naming rights.
      4. Conditions for maintaining those rights.

6. A facility name may be retired at any point with cause. A public hearing shall be conducted, and a unanimous vote of the school committee is needed to make this change.
Adopted by the NMRSD School Committee:

Informational Review: July 8, 2021
NMRSD First Vote:
NMRSD Adoption:
THE PEOPLE AND THEIR SCHOOL DISTRICT

The North Middlesex Regional School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community’s youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The North Middlesex Regional School Committee therefore affirms and declares its intent to:

1. Maintain two-way communication with citizens of the community. The public will be kept informed of the progress and problems of the school system, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to represent them in the management of public education.

2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by this Committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.

3. Act as a truly representative body for members of the community in matters involving public education. The Committee recognizes that ultimate responsibility for public education rests with the state, but individual School Committees have been assigned specific authority through state law. The Committee will not relinquish any of this authority since it believes that decision-making control over the children’s learning should be in the hands of local citizens as much as possible.

SOURCE: MASC
Adopted by the NMRSD School Committee:

NMRSD Adoption: 4/11/2011
Five-Year Review Cycle: 10/20/2021
NONDISCRIMINATION

It is the policy of the North Middlesex Regional School District not to discriminate against students, parents, employees, or the general public on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age in accordance with Title VI of the Civil Rights Act of 1964 (race, color, national origin, sex, religion); Title IX of the Education Amendments of 1972 (sex); Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability); M.G.L. c. 76, § 5 (race, color, sex, gender identity, religion, national origin, or sexual orientation); the McKinney-Vento Homeless Assistance Act (homelessness); and the Age Discrimination in Employment Act (age[1] ).

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, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age. If someone has a complaint or feels that they have been discriminated against because of their race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age, their complaint should be registered with the Title IX compliance officer.

Inquiries regarding compliance with these laws may be directed to the Superintendent of Schools, North Middlesex Regional School District (978) 597-8713, or to the Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 02148 (state laws) or to the United States Department of Education, Region 1, Office of Civil Rights, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, Massachusetts 02109 (federal laws).

_________________________________

Added 4 relevant statutes: Section 504, ADA, McKinney-Vento, and Age Act
NONDISCRIMINATION ON THE BASIS OF SEX

The North Middlesex Regional School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system 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 North Middlesex Regional 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)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Adopted by the NMRSD School Committee:

NMRSD Adoption: 4/11/2011
Five-Year Review Cycle: 10/20/2021
HARASSMENT

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the (Name of District) Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District 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 pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, 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 school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

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

- 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:

- Written, verbal, or physical (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.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct,
which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

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

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

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

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.
NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school’s education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school’s education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;

2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;

3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;

4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;

5) Written notice of allegations and an equal opportunity to review the evidence;

6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;

7) Equal opportunity for parties to appeal, where schools offer appeals;

8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other’s credibility before the decision-maker makes a determination. After the investigation, a written
determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

**RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school’s response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the [Name of District] School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District’s Title IX Coordinator
List the appropriate party by name and phone number to receive a complaint in each District School

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
  Boston, MA 02108.
  Phone: 617-994-6000.

- Office for Civil Rights (U.S. Department of Education)
  5 Post Office Square, 8th Floor
  Boston, MA 02109.
  Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,
  John F. Kennedy Bldg.
  475 Government Center
  Boston, MA 02203.

LEGAL REF.:  M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

Note: Further changes to the Harassment/ Sexual Harassment MASC Policies are under discussion, awaiting further guidance, principally at the federal level.

SOURCE:  MASC July 2020
Adopted by the NMRSD School Committee:

Five-Year Review Cycle: 10/20/2021
Informational Review:
NMRSD First Vote:
NMRSD Adoption:
Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District'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 District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

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

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

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

**Auxiliary Aids and Services:** "Auxiliary aids and services" includes (1) qualified interpreters, 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, Braille 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 District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, 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 District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

**Notice:** The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

**Compliance Coordinator:** The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District 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 school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified 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 the school community. Accordingly, employees of
the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

SOURCE: MASC

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

CROSS REFS.: IGB, Support Services Programs IGBA, Programs for Handicapped Students

Adopted by the NMRSD School Committee:

NMRSD Adoption: 4/11/2011
Five-Year Review Cycle: 10/20/2021
DISCRIMINATION AND GRIEVANCE REPORTING

The North Middlesex Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community. The School Committee believes that everyone should have a fair and equal opportunity to report any perceived discrimination or grievance and that every case shall have the opportunity to proceed through a defined and equal process.

Adopted by the NMRSD School Committee:

NMRSD Adoption: 4/6/2015
Five-Year Review Cycle: 10/20/2021
DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

The North Middlesex Regional School District is committed to maintaining a school environment free of harassment in accordance with the District’s nondiscrimination policy (AC). Harassment by administrators, teachers, certified and support personnel, students, vendors, and other individuals at school or school-sponsored events is unlawful and strictly prohibited. The North Middlesex Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students, and all members of the school community.

Definitions

For the purposes of this procedure:

A. A "complaint" is defined as an allegation that a student or employee has been discriminated against or harassed in accordance with the District’s nondiscrimination policy (AC).

B. "Discrimination" means discrimination or harassment in accordance with the District's nondiscrimination policy (AC) by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.

C. "Harassment" means unwelcome conduct in accordance with the District's nondiscrimination policy (AC) that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off-color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

D. "Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s
education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

**Harassment and Retaliation Prohibited**
Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the North Middlesex Regional School District.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

**How to Make a Complaint**
Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the school principal. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.
Students and employees will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal. Students and employees are encouraged to utilize the District’s Complaint Procedure. However, students and employees are hereby notified that they also have the right to report complaints to:

The United States Department of Education
Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, Massachusetts 02110-1491
Telephone: (617) 289-0111
Fax: 617-289-0150
TDD: 877-521-2172

Or

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
FAX: 781-338-3710

**Complaint Handling and Investigation**

A. The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the complaint that a complaint has been received.

B. After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.

C. Under the formal resolution procedure, the complaint will be investigated by the school principal or other individuals designated by the school principal or Civil Rights Coordinator.

D. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted
to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the complaint.

1. The Complainant shall have the opportunity to present witnesses and other relevant evidence to the investigator.
2. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator’s consideration.
3. The privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The investigator will keep a written record of the investigation process.
5. The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. The investigation and the notification of the outcome to the Complainant and the subject of the complaint shall be completed within fifteen (15) school days of the date of the receipt of the complaint.
7. The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.
8. If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
9. Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.

E. If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to: determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; determining what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate; and informing the Complainant and the person(s) who was the subject of the complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fifteen (15) school days of receipt of the complaint of the notice of the outcome of the complaint, unless the investigation is extended under the provision described above.

F. This notice of the outcome of the investigation must inform the Complainant as to whether or not the investigation determined that the conduct occurred, any individual remedies offered or provided to the Complainant or any sanctions imposed on the perpetrator that directly relate to the Complainant (e.g., stay away order or no contact order), and other steps the school has taken to eliminate the hostile environment, if one has been found to exist, and prevent recurrence. The perpetrator should not be notified of the individual remedies offered or provided to the complainant (e.g., counseling; alternative classes, etc.).

G. If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the appropriate Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion. The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within five (5) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee's determination, or reverse the principal or designee's determination. The Civil Rights Coordinator shall provide written
notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator’s decision shall be final, subject to further appeal to the Superintendent.

H. If the employee or the student’s parents or legal guardians are dissatisfied with the decision of the Civil Rights Coordinator, an appeal may be submitted to the Superintendent within seven (7) calendar days after receiving notice of the Civil Rights Coordinator’s decision. The Superintendent will consider the appeal. The Superintendent’s decision shall be final.

The name of the District’s Civil Rights Coordinator is listed on the District’s website as well as in student handbooks.

**Adopted by the NMRSD School Committee:**

NMRSD Adoption: 4/6/2015
Five-Year Review Cycle: 10/20/2021
INTERNET PUBLICATION

I. PURPOSE

The School District has established a district-wide web page that links users to web pages for the district’s individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district’s educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or their designee) may select the person or persons (“the Webmaster”) responsible for overseeing the school district’s web pages and maintaining the web pages in a manner consistent with this policy and the school district’s Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district’s educational mission.

Staff members may publish web pages related to their class projects or courses on their school’s web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district’s web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school’s web page.

IV. SAFETY PRECAUTIONS

A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student’s last name may be used where appropriate.

B. Student photographs

- Student photographs may be published only with the written consent of the student’s parent or guardian.

- Student photographs will not be accompanied by identifying information about the student(s).
C. **Student work**

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

D. **Staff photographs, identifying information and work**

- Photographs of staff members, accompanied by the staff member’s full name, may be published only with the staff member’s written consent.

- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member’s written consent.

**SOURCE:** MASC

**Adopted by the School Committee:**

Informational review:

NMRSD first vote:

NMRSD second vote:
SOCIAL MEDIA

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1) Improper fraternization with students using social media or other electronic means.
   a. Teachers may not friend or follow current students on social media.
   b. All electronic contacts with students should be through the district’s computer and telephone system, except emergency situations.
   c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.
   d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
   e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
   f. Inappropriate contact via phone or electronic device is prohibited.

2) Inappropriateness of posting items with sexual content

3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4) Examples of inappropriate behavior from other districts, as behavior to avoid

5) Monitoring and penalties for improper use of district computers and technology

6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

SOURCE: MASC October 2016
**Adopted by the School Committee:**

Informational review:
NMRSD first vote:
NMRSD second vote:
Social Media Account Registration Form

We encourage all members of our community to engage with each other through independent social media accounts for schools, programs and departments. These accounts must be approved by the Communications office, and all posts and comments on these accounts are public record.

Please complete and return this form to the Communications office. The Communications office will send you an email with instructions on how to register with ArchiveSocial following approval of the account.

Since many staff have social media accounts that do not represent their school or program, but do represent them or their classrooms, if your account meets at least one of the following criteria it must be registered with the Communications office:

- The account is connected to your school provided email.
- The account’s primary purpose is to promote your classroom, a club or team you sponsor, your school, or the district.
- The account is used to discuss official school updates and to share information on behalf of the district, school, class, club, team, etc.

If you have any questions, please reach out! The Communications office would like to discuss and of your questions or comments as you work to build community and engagement.

Account Type: Please submit a separate form for each social media account.

___ Facebook Page ___ Twitter ___ Instagram ___ YouTube ___ Vimeo ___ Other

Leave the next section blank if setting up a Facebook Page. Instead of providing a password, please set the Communications office as a Page Administrator after the page is set up. The Communications office will provide instructions after approval.

If you choose other, Name of Platform: ____________________________
Proposed Social Media Name: ________________________________
Email Account Associated with Account: ________________________________

As the social media account administrator, I agree that:

The social media account I am setting up is for the purpose of communicating information about my school, program, or department with students, families, and/or staff. This page is not intended to replace a teacher page on a school website and will not be used to communicate course-specific information, such as assignment deadlines or grades. The purpose of this page will be for: (describe what will be shared and who the intended audience will be). ________________________________

______________________________
______________________________
My principal or department head has given me approval to start and maintain this social media account. My principal or designee will have administrative access to this social media account at all times and has agreed to periodically monitor the page. I will administer this social media account using my school email address as the contact email.

My Facebook page will be a “fan” page that allows students, staff and families to “like” my page, rather than “friend” my page. I verify that my page will not be an “individual” or “group” account that individual students, family members or staff can “friend.” (Note: This does not apply if you are registering a social media account that is not on Facebook).

I will not post or discuss individual student data on this social media account and will otherwise comply with the data-sharing requirements of the Family Educational Rights and Privacy Act (FERPA). I will note post pictures, video or information on this social media account associated with students who have a signed FERPA opt-out form. I will not discriminate against students or family members who choose not to participate on social media and who therefore do not have access to this account. I will not use this social media account as the exclusive form of communication for my school, program or department, to ensure that those who do not use this social media still have access to the information. I will ensure the account meets the social media provider’s terms of use.

I have read and understand this policy. I will provide updated username and password information to the Communications office if it is changed.

Employee Name (Please print): ________________________________________________
Employee Signature: _______________________________________________________
Date: __________________________

As the principal, designee, or central office department head, I agree that: I give approval to (Employee’s name) __________________________ to start and maintain this social media account. I will have administrative access to this social media account at all times. I will periodically monitor this social media account. I will ensure that this employee will follow the guidelines outlined above.

Name (Please print): _______________________________________________________
Signature: ______________________________________________________________
Date: __________________________
Social Media Policy Template For School Districts

Internal Policy

Purpose
This document defines the social networking and social media policy for [School District’s name], the “District.” To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, district departments may consider using social media tools to reach a broader audience. The district encourages the use of social media to further the goals of the district and the missions of its departments, where appropriate.

Personal VS. Professional Guidelines

Personal Use
All district employees may have personal social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and district views.

District employees must never use their district e-mail account or password in conjunction with a social media site.

The following guidance is for district employees who decide to have a personal social media or who decide to comment on posts about official District business:
• State your name and, if relevant, role, when discussing district business;
• Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the district for which I work.”

If social media are used for official district business, the entire district site, regardless of any personal views, is subject to best practice guidelines, and standards.

Professional Use
All official district-related communication through social media should remain professional in nature and should always be conducted in accordance with the district’s communications policy, practices and expectations. Employees must not use official district social media for political purposes, to conduct private commercial transactions, or to engage in private business activities. District employees should be mindful that inappropriate usage of official district social media can be grounds for disciplinary action.

Only individuals authorized by the District may publish content to a district website or district social media account.
Posting

Official social media sites need to be clear, precise and follow industry best practices for posting updates. All content posted to district social media should be:

- Relevant -- Information that engages residents and pertains to their daily lives
- Timely -- Pertains to deadlines, upcoming events, or current news
- Actionable -- Prompts residents to take an action

Please refer to the district style guide for specific guidelines on content format.

What Not to Post:

District employees may not publish content on district social media sites that includes:

- Confidential information
- Copyrighted material without permission
- Profanity, racist, sexist, threatening or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

Retention

Social media sites are subject to [applicable public records laws]. Any content produced or maintained on any district social media site, including communication posted by the district and communication received from citizens, is a public record.

The department maintaining a site shall preserve records pursuant to the relevant records retention schedule in a format that preserves the integrity of the original record and is easily producible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
• Each employee who administers one or more social networking sites on behalf of the district has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

The District utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The District archive is available at: archivesocial.com.

Registering a New Page
All [District] social media sites shall be (1) approved by [contact], (2) published using approved social networking platform and tools, and (3) administered by the contact or their designee.

Deregistering an Existing Page
If a social media page is no longer of use, (1) notify [contact], (2) ensure records have been archived according to district guidelines, (3) unpublish and delete page.

External

Purpose
To build communication and trust with our residents and visitors, and encourage participation through comments and feedback

Goals
[District Name] aims to effectively use Social Media Accounts to::
• Provide information.
• Support community engagement and outreach.
• Support marketing and promotional campaigns.
• Frame the public conversation around [District].
• Assist with recruitment efforts.

Please be aware that when engaging with this district through Social Media, you agree to the following:

Moderation of Third Party Content
The district does not necessarily endorse, support, sanction, encourage, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any Social Media Site.
This district social media site serves as a limited public forum and all content published is subject to preservation and disclosure in accordance with [State Public Record Law]. User-generated posts may be rejected or removed when the content includes any of the following:

- incitement of violence or violent behavior,
- defamation or spread of misinformation,
- copyrighted or commercial material
- fraudulent material or accusations, or
- obscene or illegal material.

We do not allow information intended to compromise the safety or security of the public or public systems. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.

Retention

Social media sites contain communications sent to or received by the District and its employees, and such communications are therefore public records subject to [applicable public records statute]. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule.

Emergency Postings

Social media sites are not monitored 24/7. If there is an emergency, contact 911.