

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Policy – 2nd Reading/Adoption

Date: January 22, 2019

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

Policy – Second Readings/Adoption

I recommend adoption of the following policies as discussed:

- i. (NEW) INJDD – Social Media Policy
- ii. JFAA-E1 – Residency Statement
- iii. LB – Relations with Other Schools & School Districts

Action Requested of the School Committee:

Majority vote of the School Committee is required.

<u>Vote Tabulator</u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

INJDD Social Media

12/4/18: Edits at Policy Subcommittee

12/11/18: Sent to Staff for comments by 12/21

1/3/19: Updated family member provision to align with appropriate sections

1/3/19: Updated Section 3.D

INJDD

Policy on Social Media

Social media, which includes websites and applications that enable users to create and share content or to participate in social networking, can provide both educational and professional benefits.

The Franklin Public Schools is committed to ensuring that all District stakeholders who utilize social media for educational purposes, including employees and students, do so in a safe and responsible manner. As such, employees may utilize social media in their professional capacity to the extent that it supports the academic and extracurricular goals of the schools.

In recognition of the importance of maintaining proper decorum and appropriate communication in the online, digital world as well as in person, employees must conduct themselves in ways that model professional standards and support the educational process.

The Superintendent of Schools and the School Principals shall annually remind employees and orient new employees concerning this policy. The orientation and reminders shall give special emphasis to the conduct expectations and prohibitions set forth below.

I. Privacy of Online Content

- A. At all times, and in the use of any form of communication, employees may not disclose information that is confidential or proprietary to the District, its students, or employees that is protected by personnel, student, or other data privacy laws.
- B. All photographs, videos, or work samples which may identify individual students require permission from the subject, or in the case of minor children, the parent or guardian.
- C. Employees are reminded that items placed online are never fully private. The Superintendent or designee may periodically conduct Internet searches to see if employees have posted inappropriate content online. When inappropriate use of computers, websites, or social media is discovered, the School Principals and Superintendent will promptly bring that use to the attention of the employee and may consider and apply appropriate disciplinary action up to, and including termination.
- D. In order to maintain safety, live-streaming video of students from classrooms and school spaces is prohibited without prior permission of the Principal or

appropriate District administrator.

- E. When utilizing professional social media accounts and/or the District's network, employees are responsible for following all applicable laws, regulations, District policies, school rules and codes of conduct, just as they are for other modes of communication. Employees should have no expectation of privacy with respect to electronic devices or digital media used in school or for school activities.

II. General Expectations for Use of Social Media

- A. District employees are cautioned that speech on or off-duty, made pursuant to their official duties, being speech which owes its existence to the employee's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the District.
- B. When employees post information related to, or comment about the activities of their classrooms, school and District activities, including but not limited to students, student work, or classroom or school activities, they should assume that they "speak for the District" and are expected to conduct themselves accordingly and should do so with the appropriate permissions. Employees shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District, unless specifically authorized to do so by an appropriate administrator.
- C. Employees will be oriented about the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct. Additionally, law enforcement officials may be notified if abuse, neglect, or other criminal conduct is suspected.

III. Expectations for Use of Professional Social Media

- A. Employees may maintain professional social media accounts for educational purposes and/or for the purpose of communicating about school and District-related activities, as well as professional educator learning. The District reserves the right to monitor all content on professional social media accounts and to remove any inappropriate material.
- B. Employees shall not post items with obscene, vulgar, sexually suggestive or explicit content; with false or defamatory information about the District, its employees or others who have a relationship to the District; which exhibit or advocate the use of drugs or alcohol; or which harass, threaten, demean, defame, bully, haze or otherwise violate the District's discrimination and/or harassment policies. Employees shall not post examples of inappropriate behavior, even as behavior to avoid.
- C. Employees shall not use professional social media accounts for any commercial, political, religious activity or for fundraising for non-Franklin Public Schools activities.
- D. Employees who manage professional social media accounts on behalf of the district, school, or school group must share administrative privileges to share responsibility over the account. For security purposes, employees shall not

otherwise share administrative privileges or passwords unless authorized by an appropriate administrator.

IV. Expectations for Use of Personal Social Media

- A. District employees are free to express themselves as private citizens on social media sites and pages to the degree that their speech does not violate state or federal law or the policies of the District.
- B. Employees should maintain separate personal social media accounts if they wish to post appropriate personal information, including information relating to out-of-school activities or political activities beyond those used for related classroom purposes.
- C. The District expects employees to maintain clear boundaries between their personal and professional lives. Employees shall not post personnel information or student information, including photographs of students, student work, discussions about students, or other information that could be considered part of a student record, to personal social media accounts.

V. Contact with Students and Content of Social Media Posts

- A. Employees shall not fraternize with students using social media, including:
 - 1. Employees may not “friend”, “follow”, “like”, or use any similar method to link themselves with current students or their content on social media.
 - 2. All electronic contact with students and/or parents/guardians should be through school-sanctioned modes of communication, except in emergency situations.
- B. Employees shall oversee all class, team or student organization pages and shall maintain administrative access to and control of these pages.
 - 1. All contact and messages by employees with students through social media shall be sent to all members of the group (e.g. class, team, student organization). Employees shall not use the private message feature of social media to contact students.
 - 2. Employees shall not give their private cell phone or home telephone number to students without prior approval of the Principal or District.
 - 3. Inappropriate contact via phone or electronic means is prohibited.

VI. Use of Social Media during School/Work Time

- A. Employees may use professional social media accounts during school time to the extent that it supports the educational process and complies with the policies of the Franklin Public Schools.
- B. The use of personal social media accounts during school and/or work time, and/or on the District’s network, is expressly prohibited.

Employees are reminded that social media content is subject to electronic records requirements. Content shared on the District's public-facing social media platforms may be subject to the Massachusetts Public Records Law.

This policy shall not be construed to limit communications protected under M.G.L. c.150E, specifically, comments which involve protected, concerted activities for the purpose of collective bargaining or other mutual aid or protection. Furthermore, this policy shall not be construed so as to limit the First Amendment rights of all employees to engage in free speech when such speech involves a matter of public concern, is not made in the employee's official capacity as a District employee and does not possess the potential to affect the District's operations.

The provisions of Sections I.B, V.A.1, V.A.2, V.B.1, V.B.2 of this policy shall not apply to communications that are exclusively among and/or between family members.

Employees whose family includes students in the Franklin Public Schools should take special care to avoid potential conflicts of interest and violations of this policy through inappropriate contact with non-familial students via social media.

Legal Ref: Family Educational Rights and Privacy Act of 1974; 603 CMR 23.00 et seq.; M.G.L. c.149, §52C; M.G.L. c.150E; M.G.L. c.66, §10

Cross Ref: AC-Discrimination/Harassment;
GBAB-Acceptable Use for Students
GBI-Political Activities of Staff
IJNDB-Internet Terms and Conditions of
Use JRA-Student Records
JRA-R-Student Records
JT - Electronic Device Policy
JU - Electronic Device Policy Between Students and
Staff/Teachers/Coaches
Student Photo/Video Release in Student Handbooks

For First Read by School Committee 11/27/2018; 1/8/2019

For Second Read/Adoption by School Committee 1/22/2019

Date: _____ **School:** _____ **Grade:** _____

Franklin Public Schools Residency Statement

Check One: ☐ **New to Franklin Public Schools** ☐ **Changing address only within district**

I/we, the parent(s), legal guardian(s) or responsible adult of _____
 hereby certify as follows: _____
 (Print student's full name)

DOB: _____
 (Student's date of birth)

1. *I/we* wish to enroll the above named student in the Franklin Public Schools. *I/we* understand that pursuant to Massachusetts law and Franklin Public School Committee Policy, students who actually reside in the Town of Franklin may attend the Franklin Public Schools and students who do not actually reside in the Town of Franklin may not attend the Franklin Public Schools.
2. *I/we* hereby certify that effective _____, 20____, *I/we* began residing at the following address in Franklin, Massachusetts.

Printed Name(s) of Parent(s)/Guardian(s)/ Responsible Adult(s)

			Franklin, MA	02038
No.	Street	Apt/Unit No.		

Home Telephone: _____ email: _____

Cell Phone: _____ Work Phone: _____

3. Interstate Compact on Educational Opportunity for Military Children

Please check the appropriate box if you voluntarily identify that your child's parent/guardian is:

- ☐ Full time Duty members in the uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.
- ☐ Members or Veterans of the uniformed services who are severely injured and medically discharged Or retired for a period of one year after medical discharge or retirement.
- ☐ Members of the uniformed services who die on active duty or as a result of injuries sustained on Active duty for a period on one year after death

4. *I/we* acknowledge that *I am/we* are required to notify the Franklin Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address.
5. *I/we* understand that this *Residency Statement* will be relied upon by the Franklin Public Schools for the purpose of determining the above student's eligibility to attend the Franklin Public Schools on the basis of residency. If said student is enrolled in the Franklin Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Franklin, *I/we* understand that the student's enrollment in the Franklin Public Schools will be promptly terminated and *I/we* will be jointly and severally liable to the Franklin Public Schools for the student's tuition for the full academic year(s).
6. *I/we* further certify that *I am/we* are the parent(s), legal guardian(s) or caregiver of the above student. (If signing as a "Caregiver", you will be required to complete the notarized Caregiver Affidavit, pursuant to M.G.L. C-201F 1-6, provided by the Franklin Public Schools.)

7. *I/we understand that all applicants must reside in the Town of Franklin (Massachusetts General Laws, Chapter 76, sec 5 every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No School Committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.*
Amended by st.1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33)

8. *I/We understand that student grade placement at the time of enrollment will be consistent with Franklin Public School Entrance Age Policy. Final student grade placement is contingent upon verification of records received from sending school district.*

Signed under the pain and penalties of perjury on this _____ day of _____, 20__:

Parent/Guardian/ Caregiver

Parent/Guardian/ Caregiver

This form and proof of residency must accompany this form with at least one document from each of the following two columns: A, and B.

Column A	Column B
<u>Evidence of Residency</u>	<u>Evidence of Identification</u> (Photo ID)
Record of recent mortgage payment and/or property tax bill	Valid MA Driver's License Valid MA Photo ID Card
Copy of Signed Lease <i>and</i> record of recent rental payment (School district reserves the right to verify with Landlord)	Valid Passport
Landlord Affidavit <i>and</i> recent rental payment	Valid Other Government issued Photo ID
Section 8 Agreement	
Signed HUD Settlement Statement	

Official Franklin Public Schools stamp:

Reviewed, revised 2/7/12

Reviewed, revised, adopted by School Committee 8/26/2014

Reviewed, no revisions 8/18/16

For Second Read/Adoption 1/22/2019

Relations with Other Schools and School Districts

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions to educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision making.

This cooperation may extend to research, arranging for transportation for children to special schools or programs, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee shall fully comply with all applicable laws, and shall take any and all actions as appropriate and as required by law. With respect to educational collaborative programs, the School Committees responsibilities shall include the execution of a collaborative agreement compliant with M.G.L. c. 40, §4E as amended, the appointment of either a member of the school committee or its superintendent of schools to serve as its appointed representative on the collaborative board of directors, and to the extent possible, support for the provision of appropriate space to support collaborative programs in the least restrictive environment to ensure compliance with civil rights and special education laws and regulations.

The School Committee strives to ensure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

Private Schools

The Committee recognizes that many worthwhile contributions are made to the community by private schools. Therefore, the Franklin Public Schools are encouraged to cooperate with these schools in matters of mutual benefit when this cooperation is not expressly prohibited by law.

Any person seeking to establish a private school within the Franklin community must submit an application, along with any supporting documentation, to the Superintendent. Upon submission of an application the School Committee will endeavor to review any application materials and/or take a vote on whether to approve the application at its next regularly scheduled meeting or in a timely manner thereafter.

In accordance with state law, the School Committee will approve a private school within the Franklin community when it is satisfied that the instructional program of the school equals that of the towns public schools in thoroughness, efficiency, and progress made. *A review of any application to establish a private school may include, at the School Committee's sole discretion, a review of the following criteria:*

1. *Populatiuon to be Served*

- a. Admissions criteria; documentation of school's enrollment*
- 2. Physical Plant/Safety*
 - a. The school shows evidence of current:*
 - i. Certificate of Occupancy*
 - ii. Fire inspection*
 - iii. Safety inspection*
 - iv. Elevator inspection, if applicable*
 - v. Compliance with lead paint poisoning prevention (for children under 6 years old)*
 - vi. Compliance with other applicable federal and state health and safety standards (e.g., PCB, asbestos inspections, handicap accessibility)*
 - vii. Copies of valid safety and health inspection certificates*
 - b. The site, plant, and equipment adequately support the program and are operated to ensure the safety and health of the students.*
- 3. Curriculum*
 - a. The curriculum offered is "equivalent" to that offered in the local school system generally and, specifically, in terms of the following instructional areas:*
 - i. Mathematics*
 - ii. Science and technology*
 - iii. History and social science*
 - iv. English*
 - v. Foreign languages*
 - vi. The arts*
 - vii. Physical education*
- 4. Educational Materials*
 - a. Textbooks and individual instructional materials, including computers and other technology, are adequate.*
- 5. School Staff*
 - a. The instruction provided is "thorough and efficient" based on*
 - i. Teacher qualifications*
 - ii. Adequate student/teacher ratio*
 - iii. Regular evaluation of staff*
 - iv. The school principal reviews criminal offender record information (CORI) of current and prospective employees and volunteers, as required by law*
- 6. Administration*
 - a. The school has a clearly defined organization that facilitates its objectives*
- 7. Records*
 - a. The school maintains an adequate system of student records (e.g., attendance, health, discipline, progress reports).*
 - b. The student records are kept in a secure and organized manner that is consistent with federal and state student record laws to the extent applicable.*
 - c. The school maintains and timely provides transcripts in response to students and former students in accordance with G.L. c. 71, § 34A.*
 - d. The school is prepared efficiently to transfer transcripts of all students and former students to the Massachusetts Department of Elementary and Secondary Education and/or other schools should it cease operation in accordance with G.L. c. 71 § 34G.*
- 8. Student Services*
 - a. The school provides adequate pupil personnel services for all students (e.g., health care procedures, guidance and counseling programs, discipline policy).*
- 9. Financial Support*

- a. *The school provides evidence of financial solvency and resources to sustain the educational program.*
 - b. *The school presents documentation of its legal status. These may include copies of the articles of incorporation and the certification of tax exempt status.*
- 10. Student Learning Time*
- a. *The school provides adequate student learning time (length of school year and school day) and hours of instruction in each subject*
- 11. Student Performance Assessment*
- a. *The school periodically evaluates students' skills, competencies, and knowledge and documents their progress.*

Approval of any private school is subject to the sole discretion of the School Committee, and is conditional upon the private school's approval by and maintenance of good standing with any other public agency with jurisdiction over of the private school, including but not limited to the Department of Elementary and Secondary Education. The School Committee or its designated representative may conduct one or more site visits as part of its review of any application for the approval or re-approval or to ensure compliance with this policy.

In the event that the private school is a private special education school, the School Committee may designate a school representative, preferably a special educator, to participate in the Department of Elementary and Secondary Education site visit review of the private school program and grant or deny local approval to the school based on the information obtained from the joint site visit.

The School Committee's approval of any private school within the Franklin community shall remain valid until substantial changes are made in the private school's program, at which point the private school must seek re-approval from the School Committee. If the School Committee determines that any private school previously approved by the School Committee has deviated from the criteria upon which its approval was based or has otherwise failed to comply with the requirements of this policy or applicable law, the School Committee, at its sole discretion, may decide not to reapprove or may revoke the approval of such private school.

Upon approval of any private school within the Franklin community, the School Committee will provide timely notice of such approval to the Department of Elementary and Secondary Education in the manner specified by the Department. The School Committee will further provide timely notice to the Department if it has decided not to re-approve, or has revoked approval of a private school, or if the school has closed.

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A, 76:1; 603 C.M.R. 50.00 et seq.

Reviewed, Revised, Adopted by School Committee 4/8/14
For Second Read/Adoption 1/22/2019