

**REVERE PUBLIC SCHOOLS
POLICIES AND PROCEDURES SUBCOMMITTEE
AGENDA**

Date: Wednesday, May 27, 2026

Time: 3:30 p.m.

Location: Ferrante School Committee Room

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- March 11, 2026 Policies and Procedures Subcommittee Meeting Minutes

3. POLICIES READY FOR VOTE

- IKFE – Competency Determination
- GBEB – Gifts to and Solicitations by Staff / Booster & Parent Organizations
- JJE – Student Fundraising Activities
- KBE – Relations with Booster and Parent Organizations
- EFBA – School Food and Nutrition
- KBG – Parent Advisory Councils
- JJH – Student Travel

4. POLICIES REQUIRING FURTHER WORK

- IKF – Graduation Requirements
- ECAB – Access to Buildings and Grounds
- KI – Visitors to Schools
- IHBH – Alternative School Programs
- Staff and Employee Use of Social Media

5. NEW ITEMS FOR DISCUSSION

- Cell Phone Policy
- Chromebook Policy
- School Committee Member Code of Conduct
- School Committee Operating Protocols
- Policy BHC – Staff and School Committee Communications
- Equal Employment Opportunity Policy

- Field Trip Abatement
- Meal Charge Policy Review
- Staffing Levels
- Possible development of Academic and Curriculum Subcommittee (Stephen D.)
- Quarterly reports on any grievances and litigation risks (Anthony C.)

6. ITEMS FOR FUTURE MEETINGS

- Additional policy review scheduling
- Outstanding draft revisions

7. ADJOURNMENT

File: IHBH - ALTERNATIVE SCHOOL PROGRAMS

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

The School Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the Revere Public Schools.

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

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:37I](#); [71:37J](#)

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

File: IJNDD - SOCIAL NETWORKING POLICY OF THE REVERE PUBLIC SCHOOLS

1. Internet AUP still in force

This policy is adopted in addition to, and not as a substitute for, the Revere Public Schools (RPS) Internet Acceptable Use Policy, which governs use of the RPS technological resources.

2. General Concerns

The Revere Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the RPS is concerned, and the educator should be concerned, that such activities may undermine the educator's authority to maintain discipline, may encourage inappropriate behaviors, and may compromise the educator's ability to remain truly objective with his or her students.

In addition, any online communication using one's own personal resources, as opposed to RPS resources, compromises the teacher's, as well as the RPS' ability, to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive, or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school-sponsored web pages, such records are retained and archived through the RPS information technology department. If, however, a teacher communicates outside of these resources, such information is not retained. The burden falls on the teacher to comply with public records laws when s/he uses personal email or social network accounts to communicate with students and/or parents and guardians.

3. Expectations of Staff

With these concerns in mind, the Revere Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks such as Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

1. Before endeavoring to establish any social networking account, teachers should familiarize themselves with the features of any account they choose to use. For example, Facebook requires account holders to take specific steps to "privatize" the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be "private" becomes "public" due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.
2. You must also know that any information you share privately with a recipient could be redistributed by such recipient, without your knowledge or consent. The same principles you apply to in-person communication should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly "private."
3. The RPS expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before you use social networking for both

your professional and personal life, to be sure that these lines never become blurred. For example, if the RPS does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which s/he will communicate with students, s/he should establish a Facebook identity and email identity that is separate from his/her "personal" Facebook identity or personal email account. S/he should use only his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The "friends" associated with such educational Facebook account should be only members of the educational community, such as administrators, teachers, students, and parents of such students. It is strongly recommended that teachers will reject friend requests from individuals who do not fit into any of these categories.

4. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the "wall," the "information" section, or through any part of that Facebook account that would be accessible to other of the teacher's Facebook "friends" associated with that account. If a teacher wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

5. Teachers are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account or social networking account to discuss school business with students and parents is discouraged. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the RPS automatic email archiving system. We again remind teachers that information sent or received by them - even through personal email or social network accounts - that is related to their capacity as a school employee, is still subject to public records retention, exemption, and disclosure requirements.

6. If a teacher conveys school-related messages to students and parents on his/her private account, s/he should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as s/he would any other document concerning that student. The teacher should forward copies of any such emails or online communications to his or her school-based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

7. No matter what medium of communication a teacher selects, s/he should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend; you are his/her teacher, and you should always conduct yourself in accordance with this understanding.

8. This policy is not intended to infringe upon a teacher's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen; restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

9. Teachers are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the RPS or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student, such contact is not outside of the RPS authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the RPS reserves the right to impose discipline for such behavior. A teacher may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school-sponsored events for which teachers serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school-based email accounts, school-provided telephones, or school-based web pages. In such limited circumstances, the RPS anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time-sensitive information on scheduling issues and the like.

10. If you are communicating as an employee of the RPS in your online communications, you must be aware that readers will assume you "speak for the RPS." Therefore, all your online communications, when you are actually acting on behalf of the RPS, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the RPS.

11. In the use of your Facebook account or other social networking site, you may not, without express permission from the superintendent of schools, use the RPS or any district school's logo, likeness, or any school photographs or other property that belongs to the school.

12. References to "Facebook" are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change, it is not possible to identify all proprietary or commonly named or identified means of such communications.

Approved by Revere School Committee on 10/25/11

SOURCE: Revere Faculty Handbook

File: IJNDF - ELECTRONIC DEVICE POLICY

Students may have silenced mobile devices (e.g., cell phones, laptops, wireless tablets, smart phones, personal digital assistant, digital cameras, and iPads) on their person during the school day.

Students may use digital devices, including laptops, wireless tablets, iPads and related personal data assistants in class and other educational settings (e.g., library, field trips) for instructional purposes providing that they have permission from their classroom teachers. The use of communication features (e.g., calling, texting, accessing mobile web, IMing, transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients) is categorically prohibited.

Students may use cell phones and other personal audio devices during lunch in the cafeteria. The use of mobile devices in hallways, locker areas, bathrooms, and other unauthorized locations is prohibited.

Video cellular phone use is categorically prohibited at any time without prior approval of a school administrator. Failure to comply may result in suspension.

The use of cell phones and other electronic devices is strictly prohibited during examinations, including state testing. On testing days, students should leave these items at home or turn them off in their lockers. The proctor/classroom teacher will collect all electronic devices, including cellular phones, from students, tag them with the student's name for identification, place them in an envelope, and return them to the Vice Principal's office once testing is completed. Students must turn their devices off prior to collection.

Students who use cellular phones or other mobile devices in a manner that is inconsistent with this policy will be referred to the vice-principal for progressive discipline, which may include one of the following:

First Offense: The electronic device is confiscated and returned to the student at the end of the school day. The confiscator warns the student of further consequences if the offense persists.

Second Offense: The electronic device is confiscated and returned to a parent/legal guardian at the end of the school day. The student will incur one (1) day detention.

Subsequent Offenses: The electronic device is confiscated and returned to the parent/legal guardian at the end of the school day. Consequences may include additional detentions, In-House suspensions, and Out of School suspensions depending on the circumstances and number of occurrences involved.

Failure to surrender an electronic device to school authorities is considered insubordination and will result in school suspension. Confiscated electronic devices will be safely stored in the vice principal's office and will be available for pick-up after school hours from 2:30 p.m. - 3:30 p.m.

Note: Revere Public Schools/RHS does not assume any responsibility for any items lost or stolen.

SOURCE: Revere High School Student Handbook 2012-13

ELECTRONIC DEVICE PROCEDURE

The School Department recognizes that students' ability to self-regulate behaviors and mitigate distractions develop as they grow. As such, we have differentiated our policies and procedures regarding personal electronic devices to meet levels of social and emotional maturity.

Elementary and Middle Schools:

Students in elementary and middle schools are not allowed to have cellphones on their person during school hours. They may store them in a backpack or locker as appropriate by school and grade. Devices must be turned off during the school day. Parents who need to reach their child during the school day must do so by calling the main office and seeking assistance from an administrator or other staff member.

Students who are found to be in violation of the above policy will have their device(s) confiscated. A parent or caregiver will need to retrieve the electronic device from the principal's office after the school day. Repeated instances will result in progressive discipline as determined by the school administration.

Failure to surrender an electronic device to school personnel upon request is considered insubordination and will result in disciplinary action as prescribed by MGL CH. 71, s.37H $\frac{3}{4}$ (b).

Revere High School:

Students in Grades 9-12 may bring personal electronic devices (e.g., cell phones, earbuds/pods, headphones, iPads, Chromebooks, tablets, smart watches and other electronic devices) into the school building during the school day; however, these devices must be turned off and stored appropriately according to the following guidelines. At the beginning of every class period, students must place their cell phones in the designated locker box provided in the classroom and retrieve them only at the conclusion of the class. Cell phones may only be used during students' assigned lunch period in the cafeteria and are not permitted for use in the hallways or when leaving the classroom with a pass, such as for bathroom breaks. Only devices distributed by the school department may be used for academic purposes during the school day.

Students who are consistently unable to follow the cell-phone docking procedure or use cell phones or other electronic devices in a manner that is inconsistent with the policy above will receive logical and progressive consequences ranging from docking their phone in the main office for up to 10 school days, caregiver phone retrieval, or other consequences up to and including suspension. Examples of behavior that may lead to such consequences include, but are not limited to the following:

- refusal to place a phone in the locker;
- docking a secondary or imitation device (e.g., phone case);
- denial of possession when a phone is present;
- unauthorized access to the classroom phone locker;
- use of a phone in the hallway during class time.

Failure to surrender an electronic device to school personnel upon request is considered insubordination and may result in disciplinary action as prescribed by MGL CH. 71, s.37H $\frac{3}{4}$ (b).

The **possession** of personal cell phones and other personal electronic devices is prohibited during state and standardized examinations. On these testing days, students should leave these items at home or turn them off and

leave them in their lockers. Should a student inadvertently bring a device to an exam, prior to the start of the exam the student must turn it/them in to the proctor who will then return the device when testing is completed for the whole group of students. Students must turn their devices off prior to collection. Proctors will prompt students to turn in any electronic devices before starting the exam period.

CityLab High School:

Students in Grades 9-12 may bring personal electronic devices (e.g., cell phones, earbuds/pods, headphones, iPads, Chromebooks, tablets, smart watches and other electronic devices) into the school building during the school day; however, these devices must be turned off and stored appropriately. At the beginning of every class period, students must place their cell phones in the designated location provided in the classroom and retrieve them only at the conclusion of the class. The use of communication features is prohibited except in the cafeteria during the student's assigned lunch period. Devices must be stored and out of sight during class periods. Only devices distributed by the school department may be used for academic purposes during the school day.

The **possession** of personal cell phones and other personal electronic devices is prohibited during state and standardized examinations. On these testing days, students should leave these items at home or turn them off and leave them in their lockers. Should a student inadvertently bring a device to an exam, prior to the start of an exam the student must turn it/them in to the proctor who will then return the device when testing is completed for the whole group of students. Students must turn their devices off prior to collection. Proctors will prompt students to turn in any electronic devices prior to starting the exam period.

Students who use cellular phones or other mobile devices in a manner that is inconsistent with the policy above will be referred to school administration for progressive discipline, which may include the following:

Classroom Use:

First Offense: Teacher tells the students to turn off the device and put it away

Second Offense: Teacher confiscates the device and calls parents for intervention. The phone is returned to the student at the end of the class period.

Third Offense: Teacher confiscates the device, calls parents for intervention and refers to a school administrator for disciplinary action. Infraction is recorded in the student's discipline log. Students can retrieve phones from the school administrator after the school day has ended.

When an administrator has recorded more than one infraction for a particular student across all classes, a parent/caregiver will need to retrieve the phone from the administrator. Students will be required to surrender their phone at the start of school for the subsequent ten (10) school days. They will do so by turning the phone in to their school administrator or his/her designee upon arrival.

Failure to surrender an electronic device to school personnel upon request is considered insubordination and may result in disciplinary action as prescribed by MGL CH. 71, s.37H $\frac{3}{4}$ (b).

Note: Revere Public Schools is not responsible for any lost, stolen or damaged personal electronic devices. Students who bring these items to school do so at their own risk.

File: BHC - SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee for administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

SOURCE: MASC

IPAD/Chromebook POLICY AND PROCEDURES

Teachers and administrators believe that excellence in education requires a seamless integration of technology into the curriculum and instruction and that iPads/Chromebooks constitute an innovative and powerful tool to increase students' access to technology and prepare them for college and the 21st century workplace.

iPad/Chromebook Goals:

- a) to support the implementation of the local curriculum and common core learning standards,
- b) to enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking, and
- c) to promote life-long learning.

Acceptable Usage:

In the interest of consistency and proper management of mobile digital devices, students using cell phones, iPads, Chromebooks, tablets, and other authorized digital learning devices must accept the iPad/Chromebook Usage Policy. The use of RPS technology resources is a privilege, not a right. The privilege of using the technology resources provided by RPS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in RPS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions outlined in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Student Code of Conduct shall be applied to student infractions. Teachers have the prerogative of setting additional requirements for iPad/Chromebooks and other digital device usage in their classrooms.

Note: Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources, such as television, telephones, movies, and radio.

School Responsibilities:

1. Provide internet and email access to your child.
2. Filter or block inappropriate or harmful materials transmitted via the internet.
3. Provide network data storage areas. Revere Public Schools reserves the rights to review, monitor, and restrict information stored on or transmitted via RPS-owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students are Responsible for:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad/related digital learning devices.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors, or omissions.
4. Contacting school administrators about any security problems they may encounter.
5. Turning off and securing their mobile device after finishing with their work to protect their work and information.
6. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, they are asked to print a copy and turn it into the Office.

Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials.
2. Taking any action that violates existing school policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Using chat rooms, sites selling term papers, book reports, and other forms of student work.
5. Messaging services, for example: MSN Messenger, ICQ, and playing internet/computer games
6. Using outside data disks or external attachments without prior approval from the administration.
7. Changing iPad/Chromebook settings (exceptions include personal settings, such as font size, brightness, etc.)
8. Spamming-Sending mass or inappropriate emails.
9. Gaining access to other students’ accounts, files, and/or data.
10. Using the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
11. Using anonymous and/or false communications, such as MSN Messenger, Yahoo Messenger.
12. Giving out personal information, for any reason, over the Internet. This includes, but is not limited to setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
13. Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
14. Vandalizing (any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment.
15. Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
16. Bypassing the RPS Web filter through a Web proxy.

IPad/chromebook Care:

Students are responsible for maintaining their individual iPads/chromebooks and keeping them in good working order.

1. iPad/chromebook batteries must be charged and ready for school each day.
2. Only labels or stickers approved by the school may be applied to the device.
3. iPads/chromebooks that malfunction or are damaged must be reported to the Tech Office/Help Desk. The school district will be responsible for repairing malfunctioning iPads/chromebooks. iPads/chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired at the student’s expense. Students will be responsible for the entire cost of repairs to iPads/chromebooks that are damaged intentionally.
4. Students are responsible for any and all damage.

5. iPads/chromebooks that are stolen must be reported immediately to the Office and the Police Department.

Legal Propriety:

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the RPS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the Student/Parent/Caregiver Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

iPads/chromebooks Left in Unsupervised Areas:

Under no circumstances should iPads/chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds/premises, lunchroom, computer lab, locker rooms, unlocked classrooms, dressing rooms, and hallways. Any iPad/chromebook left in these areas is in danger of being stolen. If an iPad/chromebooks is found in an unsupervised area, it will be taken to the Tech Office or to the main office. A student will be charged \$5.00 to retrieve their iPad/chromebooks that have been turned into the Tech Office or the office due to not being supervised.

Note: Unreturned iPads/chromebooks will be treated as unreturned books and related instructional materials to school, which means that students will be put on social probation. Students on social probation will be precluded from participating in school functions, activities, social events, including graduation/moving on ceremony.