

**MEMORANDUM OF UNDERSTANDING,
BETWEEN THE ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOLS
AND ACTON AND BOXBOROUGH POLICE DEPARTMENTS**

I. GENERAL PRINCIPLES

The Acton Public and the Acton-Boxborough Regional Schools and the Acton and Boxborough Police Departments agree to coordinate their efforts to prevent violence involving the students of the Acton Public and Acton-Boxborough Regional Schools, to prevent illegal drug and alcohol distribution and abuse involving the students of the Acton Public and Acton-Boxborough Regional Schools and to promote a safe and nurturing environment in the school community.

We agree to respond effectively and cooperatively for everyone's protection to incidents of school delinquency, truancy, and criminal behavior. The joint effort of cooperative response will focus on incidents that take place on school grounds, within school property, at school sponsored events, and other locations in which students of the Acton-Public and Acton-Boxborough Regional Schools are involved.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and deals with issues of violence, attempted violence or threatened violence, illegal substance use or distribution or other incidents that would require:

- A law enforcement response in a school setting
- A law enforcement response during any school sponsored activity, even if the event is off school grounds; or
- A law enforcement response in the community involving students of the Acton Public and Acton-Boxborough Regional Schools.

It will be the sole prerogative of school officials to impose discipline for infractions of school rules and policies.

II. SCHOOL AND POLICE DEPARTMENT DESIGNATED LIAISONS

In order to facilitate prompt and clear communications between the school and police personnel, the Acton Public and Acton-Boxborough Regional Schools and the Acton and Boxborough Police Departments agree to identify individuals on their respective staffs who will function as Designated Liaisons.

- A. THE ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOLS DESIGNATED LIAISONS, BY SCHOOL, ARE:
Principal - Acton-Boxborough Regional High School
Principal – R.J. Grey Junior High School
Principals – Conant, Douglas, Gates, McCarthy-Towne and Merriam Schools
Superintendent of Schools

- B. THE ACTON AND BOXBOROUGH POLICE DEPARTMENTS DESIGNATED LIAISONS ARE:
Acton Police Chief
Boxborough Police Chief
Youth Officers

III. ISSUES OF CONCERN TO THE DESIGNATED LIAISONS

A. REPORTABLE INCIDENTS:

- (1) The Designated Liaisons from the School and Police Departments will review all incidents classified as Mandatory Reportable Incidents, as defined in Section IV of this agreement.
- (2) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well being of students, faculty, or administrative personnel.

B. PREVENTION STRATEGIES:

In addition to the above responsibilities, the Designated Liaisons from the School, the Police Departments and the Middlesex District Attorneys Office will meet regularly for the following purposes:

- (1) to discuss the incidents of violence in school, any illegal distribution or possession of drugs or alcohol or any other criminal activity affecting students;
- (2) to identify strategies to reduce such activities and to promote a safe and nurturing school environment;
- (3) to discuss community resources available for students at risk of harm from violence, abuse or neglect; and
- (4) to outline the necessary action plan for implementation of such strategies

IV. REPORTING GUIDELINES

A. SCHOOL REPORTS TO POLICE DEPARTMENTS

- (1) The following shall be considered Mandatory Reportable Incidents:
 - (a) possession, use, or distribution of alcohol by a student;
 - (b) possession, use, or distribution of an inhalant or any controlled substance, as defined in M.G.L. C. 94C;
 - (c) any incident in which any individual is reasonably believed to be selling or distributing drugs or alcohol;
 - (d) any incident involving intentional assault or negligent behavior that results in personal injury;
 - (e) possession of a weapon, as defined in the school handbook;
 - (f) any incident involving domestic abuse, dating violence, or a violation of M.G.L. c. 209A order;
 - (g) any incident involving the serious physical or sexual abuse of a child (in addition to a report filed with the Department of Social Services);

V. PROCEDURE GUIDELINES

A. INTRODUCTION

A concern of educators is to provide a safe and nurturing climate in which learning can take place. It is also a concern of local law enforcement to promote a safe environment in the public school community.

As recent events have shown, any school is at risk for incidents of violence, threatened violence or attempted violence, as well as illegal substance distribution, use or possession, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information. It is through the collaborative efforts of the Acton Public Schools and the Acton-Boxborough Regional Schools and the Acton and Boxborough Police Departments that this can occur.

In order to maintain a safe and, nurturing environment in its schools, the Acton Public Schools and the Acton-Boxborough Regional Schools reserve the right to search all school property for weapons, other contraband or controlled substances in accordance with State and Federal Laws.

B. REPORTING PROCEDURES FOR EMERGENCY SITUATIONS

Definition: An emergency situation is any incident that poses a threat to human safety or which may result in serious property damage.

A teacher or other employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the Acton and Boxborough Police Departments (911) and the School Principal or Assistant Principal.

C. REPORTING PROCEDURES FOR NON-EMERGENCY SITUATIONS

A teacher or other school employee having reasonable grounds to believe that a student has committed an act categorized as a mandatory reportable act, shall take or cause the student to be taken to the appropriate Designated School Liaison

D. NECESSARY FOLLOW-UP

A teacher or other school employee with knowledge of facts pertinent to the reportable act shall:

- (1) prepare and submit a report on the incident to the appropriate Designated School Liaison;
- (2) notify the Designated School Liaison of the existence of any physical evidence; and
- (3) take reasonable steps to maintain any pertinent physical evidence in a secure place.

E. RESPONSIBILITY OF THE DESIGNATED SCHOOL LIAISON

Once a Designated School Liaison has been made aware of a mandatory reportable incident, it is her/his responsibility to:

- (1) notify the Police Department Designated School Liaison and, when appropriate, parents;
- (2) notify the Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- (3) follow up by forwarding any related reports to the Acton/Boxborough Police Department.

VI. IMPLEMENTATION

A. TRAINING

The Acton Public and Acton-Boxborough Regional Schools and the Acton and Boxborough Police Departments agree to provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

B. EFFECTIVE DATE AND DURATION OF THIS AGREEMENT

The provisions of this Memorandum of Understanding shall be effective as of _____ and will remain in full force and effect until amended or rescinded by the parties.

FOR THE ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOLS:

Superintendent

Date

FOR THE ACTON POLICE DEPARTMENT:

Chief of Police

Date

FOR THE BOXBOROUGH POLICE DEPARTMENT:

Chief of Police

Date