

## **STUDENT POLICIES GOALS**

~~The student is the focal point of all operations of a school system.~~

~~The School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.~~

~~The Committee and staff will work together to promote the attainment of the following goals:~~

- ~~1. ——— To differentiate instruction in order to provide for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.~~
- ~~——— To protect and observe the legal rights of students.~~
- ~~2. ——— To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.~~
- ~~2. ——— To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.~~
- ~~2. ——— To deal with students in matters of discipline in a just and constructive manner.~~
- ~~2. ——— To provide in every way possible for the safety, health, and welfare of students.~~
- ~~2. ——— To encourage good attendance.~~
- ~~2. ——— To challenge students with a standards-based curriculum.~~

~~LEGAL REF.: ——— 603 CMR 26:00~~

~~SOURCE: Weymouth~~

## **STUDENT POLICIES GOALS**

### Active Efforts

~~(0) — The School Committee of each school district shall establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to endure that all obstacles to equal access to school programs for all persons regardless of race, sex, color, national origin, religion or limited English speaking ability, no matter how subtle or unintended are removed. Such policies shall include a requirement for an annual evaluation of all aspects of the K through 12 school program to insure that all students regardless of race, color, sex, religion, disability, sexual orientation or national origin are given an opportunity to develop skills, competence, and experience, and to receive appropriate guidance so that they may be able to participate in all programs offered by the school including athletics and other extra-curricular activities. Special attention shall be given in this examination to schools and programs in which students of either sex or of racial or national origin groups present in the community are markedly under-represented.~~

~~(0) — The School Committee shall make active efforts to insure that equal access to all school sponsored programs or activities be provided within the system.~~

~~(0) — It shall be the responsibility of the School Committee and the Superintendent to provide necessary information and in-service training for all school personnel in order to:~~

~~(-) — Advance means of achieving educational goals in a manner free from discrimination on account of race, color, sex, religion, disability, sexual orientation, or national origin.~~

~~(-) — Enhance consciousness of the kinds of discriminatory and prejudicial practices and behavior which may occur in the public schools.~~

~~(0) — The Superintendent, as an agent of the School Committee, shall promote and direct effective procedures for the full implementation of 603-CMR 26.00, and shall make recommendations to the Committee for the necessary policies, program changes, and budget resource allocations needed to achieve adherence to 603-CMR 26.00.~~

~~(0) — At the beginning of the school year, Superintendent of each school system shall be responsible for sending to the parents of all school age children, in their primary language, a notice of the existence of s. 1971 c. 622 and its implications. Such notice shall include the information that all courses of study, extra-curricular activities, and services offered by the school are available without regard to race, color, sex, religion, disability, sexual orientation or national origin. This notice may be included with other communications sent to parents by the school system. Upon request, the Department of Education shall provide a translation in requested languages to assist superintendents in complying with this section. The superintendent shall inform the community of the existence of the law and of its implications through newspaper releases or radio or television announcements.~~

~~(0) — The Superintendent shall ensure that all students are annually informed in a manner certain to reach them of the existence of St. 1971, c.622 and its implications. Students shall be informed that all courses of study, extra-curricular activities, services, and facilities offered by the school are available without regard to race, color, sex, religion or national origin.~~

~~(0) — The Superintendent of each school system shall make certain that employers who recruit new employees in and through the schools of that district, do not discriminate on account of race, color, sex, religion, disability, sexual orientation, or national origin in their hiring and recruitment practices within the schools. Before any employer is allowed to recruit at or through any school, the employer shall be required to sign a statement that he/she does not discriminate in hiring or employment practices on account of race, color, sex, religion, disability, sexual orientation, or national origin.~~

~~(0) — Since adults serve as role models for students, school authorities shall utilize adults in a variety of jobs, and as members of policy making committees, to the extent consistent with their contractual obligations, without regard to race, color, sex, religion, disability, sexual orientation, or national origin.~~

~~(0) — Adults serving on athletic regulatory boards shall fairly represent the interest of both male and female students.~~

~~(0) — Because selective secondary schools have had atypical student bodies in the past, such selective secondary schools, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, shall admit qualified applicants of each sex and racial and ethnic groups in numbers proportionate to the existence of members of such class in the secondary school population of the geographic area served by that school. After the period for application to the school has closed, if it is found that qualified applicants of one of the above classes have not applied in numbers sufficient to maintain this proportion, qualified students of the other categories may be selected to fill the remaining openings.~~

~~(0) — Any contributions to a school for activities and monetary awards within or sponsored by the school or for scholarships administered by the school made after the effective date of 603 CMR 26.00 by any person, group or organization shall be free from any restrictions based upon race, color, sex, religion, disability, sexual orientation, or national origin.~~

~~(0) — The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.~~

LEGAL REF.: — 603 CMR 26:00

SOURCE: — Weymouth

## **EEQUAL EDUCATIONAL OPPORTUNITIES**

In recognition of the diversified characteristics and needs of our students and with the desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity religion, national origin, pregnancy or pregnancy related condition, disability, sexual orientation or homelessness.

To accomplish this, the Committee and its staff will make every effort to comply with the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, pregnancy or pregnancy related condition, disability, sexual orientation or homelessness.

This will mean that every student will be given equal opportunity in school admission, admission to courses, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
DESE regulations 603 CMR 26:00  
DESE regulations 603 CMR 28:00  
Pregnancy Workers Fairness Act Issued 1/23/18

CROSS REF.: AC, Nondiscrimination

***School Committee Approved 12/20/18***

**SOURCE: ~~Weymouth~~**

## **~~EQUAL EDUCATIONAL OPPORTUNITIES~~**

~~In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.~~

~~To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.~~

~~This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.~~

~~All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.~~

~~SOURCE: MASC February 2019~~

~~LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28:00  
The McKinney Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015~~

~~CROSS REF.: AC, Nondiscrimination~~

**~~NOTE: The cross reference is to a related statement in this manual.~~**

## STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Weymouth Public Schools. 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 activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, color, sex, gender identity religion, national origin, pregnancy or pregnancy related condition, disability, sexual orientation or homelessness. ~~race, sex, 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.

Harassment means conduct of a 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;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- 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:

- Verbal, physical or written 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.

The district will promptly and reasonably investigate allegations of harassment. The Principal, or principal's designee, will be responsible for handling all complaints by students alleging harassment.

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

Administrative guidelines and procedures for the implementation of this policy are found in the student handbook.

LEGAL REF.: M.G.L. 151B:3A  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

| SOURCE: ~~Weymouth~~

## STUDENT SEXUAL HARASSMENT

### TO BE UPDATED BY NEW TITLE IX REGULATIONS

It is the position of the Weymouth School Committee and the Weymouth Public Schools that all students have the right to attend school in an environment free from sexual harassment.

Sexual harassment is a violation of both federal and state law under Title VII of the Civil Rights Act of 1964 and Chapter 151 B, Section 4 (16a) of the Massachusetts General Laws. Further, it is unlawful to retaliate against, a student involved in a sexual harassment case whether by filing a complaint or for cooperating in an investigation of sexual harassment.

#### Definitions

Sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of schooling or is used as the basis for an educational decision; or
2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating or sexually offensive schooling environment.

Complainant is the person bringing the complaint of sexual harassment; i.e., the victim.

Respondent is the person charged with the sexual harassment; i.e., the accused.

The Sexual Harassment Investigator is the person appointed by the Superintendent to investigate all charges of sexual harassment. The process for reporting any instances of sexual harassment is outlined in the student handbook.

Reprisal is an action that is retaliatory in nature. That is, a reprisal shall be considered to be any other form of harassment.

#### Examples:

Sexual harassment may take many forms including, but not limited to:

- staring or leering with sexual overtones or sexual implications, or that is sexually suggestive;
- spreading gossip of a sexual nature;
- unwanted sexual comments;
- pressure for sexual activity;
- any unwanted physical contact of a sexual nature;



- intentional brushing against another's body;
- sexually degrading words used to describe a person,
- the display in a school building of sexually suggestive objects or pictures;
- graphic verbal comments about a person's body.

### Procedure

If a student believes that he/she has been sexually harassed, or that he/she has witnessed such harassment, he/she shall report it immediately to his/her Principal, to the sexual harassment investigator (Assistant Superintendent of Schools, 111 Middle Street, Weymouth, MA 02189 (781) 335-1460 x317) or to the Superintendent of Schools. If the investigator is party to the harassment charge, either as the accused or a witness, the Superintendent or the School Committee will designate an alternate investigator.

### Investigation

In all cases involving sexual harassment, all parties involved will be given the utmost protection of privacy.

After a report of an incident of sexual harassment, the sexual harassment investigator shall immediately begin the investigation. The investigation shall consist of interviewing both the complainant and the alleged harasser, individually and privately. The investigator shall document the statements of both the complainant and the alleged harasser.

The alleged harasser shall be informed of the complainant's identity. The alleged harasser will also be informed that recriminations/reprisals against the complainants shall not be tolerated and shall be the basis for independent disciplinary action.

If there are any witnesses to the incident of harassment, they will be interviewed, individually or privately, without either the complainant or the alleged harasser present. The investigator shall document the statements of the witnesses.

After the investigation is completed, the sexual harassment officer shall file a written report with the Superintendent and the School Committee.

If it has been determined by the investigation that sexual harassment has occurred, in the case of a student, the harasser shall be subject to discipline. In the case of students, the harasser shall be subject to options of discipline available to the building Principal or expulsion by the Weymouth School Committee and the recommendation of the Superintendent of Schools. Report of the discipline shall be filed in the harasser's personnel file, in the case of an employee, or in the students file. Also, corrective action shall be taken. Both the disciplinary action and the corrective action shall be taken as quickly as possible.

If the investigator concludes that the charge of sexual harassment is not substantiated, then nothing is placed in the alleged harasser's personnel file or student file. It should be noted that recrimination/reprisal against a complainant even after a finding of no harassment shall not be tolerated.

Both parties shall be provided with a copy of the investigator's report.

If either party is dissatisfied with the results of the investigation of the harassment charge, he/she may discuss his/her dissatisfaction directly with the Superintendent of Schools.

State and Federal Employment Agencies

If you believe that you have been subjected to sexual harassment, you may file a formal complaint with either or both of the following government agencies.

The United States Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200

The Massachusetts Commission against Discrimination  
One Ashburton Place – Room 601  
Boston, MA 02108  
(617) 727-3990

SOURCE: Weymouth

## ASSIGNED SCHOOL ZONES

Assigned School Zones shall be designated by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of assigned school zones are school capacity and transportation considerations. Generally, students attend the school in the assigned school zone in which they live.

In establishing a zone, the following general guidelines shall apply:

1. Ability of students to have safe walking conditions consistent with the Committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. Where possible, assigned school zones will incorporate community patterns.

Overcrowding in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established assigned school zones.

The Committee will confer with community representatives prior to adding or modifying assigned school zones. However, the Committee's primary basis for adding or modifying assigned school zones must consider the equality of educational opportunity for all students.

The Superintendent or designee is authorized to approve out-of-zone placements for individual children when it is deemed to be in the best interest of the student and the school.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 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  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans Which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

**SC Approved: 1.5.17**

**SOURCE: ~~Weymouth~~**

## **ATTENDANCE AREAS**

~~Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.~~

~~In establishing an attendance area, the Committee will take into consideration safe walking conditions consistent with the Committee's transportation policies.~~

~~From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.~~

~~The Committee will confer with community representatives prior to setting new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.~~

~~The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.~~

SOURCE: MASC February 2019

LEGAL REFS.: ~~———— M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
603-CMR-17.00  
603-CMR-26.00~~

CROSS REF.: ~~———— JCA, Assignment of Students to Schools~~

~~NOTE: This category is for a statement on methods of establishing attendance areas. A map or written description of areas is sometimes included in a policy manual as an exhibit document coded JC-E.~~

~~The cross reference above is to a closely related category in the NEPN classification system. Use code JCA for any requirement for students to attend the school in their attendance area and any exceptions to the requirements.~~

## ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the assigned school zone in which they reside, unless special permission has been granted by the Superintendent or designee.

The School Department shall not provide school bus transportation for students attending schools outside their school zone when the change in assignment is made at the request of the parent or guardian.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 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  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans Which Involve Redistricting, adopted 4/24/73

~~CROSS REF.: JC, Attendance District~~

**SC Approved: 1.5.17**

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
603 CMR 17.00  
603 CMR 26.00

CROSS REF.: JC, Attendance Areas

~~SOURCE: Weymouth~~

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

~~Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.~~

~~Special permission may be granted for the following reasons:~~

- ~~1. — If the change involves a hardship case or if there are medical considerations.~~
- ~~2. — If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.~~
- ~~3. — If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in his former school; permission will not extend beyond the current school year.~~
- ~~4. — To permit school students to take courses not offered in their assigned schools.~~

~~School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the Superintendent.~~

~~SOURCE: MASC February 2019~~

~~LEGAL REFS.: — M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
603-CMR-17.00  
603-CMR-26.00~~

~~CROSS REF.: — JC, Attendance Areas~~

~~NOTE: The cross reference is to a related category in the NEPN classification system.~~

## **ENTRANCE AGE**

Children who enter kindergarten must be five years of age, and children who enter first grade must be six years of age by August 31st of the year of entrance. A certified birth certificate must be presented at registration.

Kindergarten and first grade transfers from other public or private school systems will be entered according to the age criteria given above. After twenty school days, the Principal, with the recommendation of the classroom teacher(s) involved, may reassign the child if a change in grade level is in the child's best interest. The Superintendent of Schools is authorized, if the transfer occurs during the second half of the school year, to waive the twenty school day period.

Registrations for kindergarten are held in the spring. Specific dates are announced in the local newspaper and on radio and television stations, and by notice from the individual primary schools.

No child will be admitted to a Massachusetts school without presentation of a physician's immunization certificate unless protected under the McKinney-Vento Act, or unless a medical or religious exemption is presented.

Children entering school for the first time must present proof of immunization against Diphtheria, Pertussis, Tetanus, Polio, Hepatitis B, Measles, Mumps, Rubella, Varicella and such other communicable diseases as may be specified from time to time by the Department of Public Health. All students entering must present evidence that they have been screened for lead poisoning.

CROSS REFS.:      JFA, Admission Procedures  
                             JLCB, Inoculations of Students

LEGAL REFS.:      M.G.L. 15:1G  
                             603 CMR 8.00

SOURCE: ~~Weymouth~~

**ENTRANCE AGE**

~~In an attempt to permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:~~

~~1. Children who will be five years of age prior to September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten for that school year.~~

~~— The admission of children whose birthdays fall after September 1<sup>st</sup> will be solely at the school's discretion.~~

~~2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.~~

~~SOURCE: MASC February 2019~~

~~LEGAL REFS.: M.G.L. 15:1G  
603 CMR 8.00~~



## **SCHOOL ADMISSIONS**

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal, proof of ~~inoculations~~vaccination and immunizations as required by the state and the School Committee, and proof of residency.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice

SOURCE: Weymouth

## SCHOOL ADMISSIONS

~~All children of school age who reside in the district will be entitled to attend the public schools, as will certain children who do not reside in the district but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.~~

~~Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of the individual holding legal guardianship may also be required by the school administration.~~

SOURCE: MASC February 2019

LEGAL REFS.: ~~———— M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A~~  
~~———— 603 CMR 26.00~~

CROSS REFS.: ~~———— JLCA, Physical Examination of Students~~  
~~———— JLCB, Immunization of Students~~  
~~———— JFBB, School Choice~~  
~~———— JFABD, Homeless Students: Enrollment Rights and Services~~  
~~———— JFABE, Educational Opportunities for Military Children~~  
~~———— JFABF, Educational Opportunities for Children in Foster Care~~

~~NOTE: Use this category for statements covering all school admissions. Statements on exceptions to general residency requirements, tuition charges for nonresident students, admission of students from neighboring towns on a transfer basis, should be filed under the appropriate following categories:~~

~~JFAB, Admission of Non-resident Students~~  
~~JFABA, Non-resident Tuition Charge~~  
~~JFABD, Admission of Homeless Students~~  
~~JFABB, Admission of Foreign Students~~

## **SCHOOL ADMISSIONS**

### Admission to Course of Study

~~(0) — Every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, disability, sexual orientation, or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one gender, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.~~

~~(0) — The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, disability, sexual orientation, or religion of that student.~~

~~(0) — The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, disability, sexual orientation, or national origin.~~

~~(0) — Each student, regardless of race, color, sex, national origin, disability, sexual orientation, religion, or primary language, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.~~

~~(0) — Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each gender when necessary in order to respect personal privacy.~~

~~LEGAL REFS.: — M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03~~

~~SOURCE: — Weymouth~~

## **ADMISSIONS PROCEDURES**

No child will be admitted to a Massachusetts school except upon presentation of a physician's immunization certificate unless protected under the McKinney-Vento Act.

Transfer students will not be admitted without a valid transfer record from the former school. If a parent is unable to present a complete valid transfer record, the school will evaluate the child by appointment to determine the child's instructional level in basic skill areas, as well as possible special needs as defined in Chapter 28 of the General Laws Relating to Education.

Any child admitted to the Weymouth Public Schools with or without a transfer record will be assigned to a grade, class, and program on a provisional basis for a period of twenty school days. This will allow the school an opportunity to assess the ability of the child to perform satisfactorily with the class, and to change the final grade, class, or program assignment if the provisional placement appears to be inappropriate in the judgment of the child study team.

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010

CROSS REF.: JLCB, Inoculations of Students

SOURCE: Weymouth



**ADMISSION OF TRANSFER STUDENTS**

~~The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.~~

~~To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make up certain graduation requirements.~~

~~LEGAL REFS.: Chapter 12, Section 11 of the Acts of 2010~~

~~SOURCE: MASC February 2011~~

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

~~To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including pre-school programs, Title I, special education, career and technical education programs, gifted and talented programs and school nutrition programs.~~

~~Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:~~

- ~~0.—— Sharing the housing of other persons due to loss of housing or economic hardship;~~
- ~~0.—— Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;~~
- ~~0.—— Living in emergency or transitional shelters;~~
- ~~0.—— Being abandoned in hospitals;~~
- ~~0.—— Awaiting foster care placement;~~
- ~~0.—— Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;~~
- ~~0.—— Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;~~
- ~~0.—— Migratory children living in conditions described in the previous examples.~~
- ~~0.—— Unaccompanied youth not in the physical custody of a parent or guardian.~~

~~The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.~~

~~To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.~~

~~If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.~~

~~Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist.~~

~~Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.~~

~~Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.~~

~~The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.~~

~~LEGAL REFS: ——— Title I, Part C  
No Child Left Behind Act 2002~~

~~SOURCE: Weymouth~~



## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

| ~~SOURCE: MASC~~

LEGAL REFS.:       The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015

## EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents'/guardians' frequent moves and deployment.

### Definitions

**Children of military families** means school aged children, enrolled in kindergarten through 12<sup>th</sup> grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment** means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

**Education(al) records** means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel. Children are eligible to receive services for one year following discharge due to severe injury, retirement or death of an active military parent. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS:       M.G. L. 15E;  
                      Interstate Compact on Educational Opportunity for Military Children

~~SOURCE: MASC February 2019~~

## **EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

### **Transportation**

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

### **Immediate Enrollment**

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS:        *Every Student Succeeds Act* (ESSA);  
                         Fostering Connections to Success and Increasing Adoptions Act of 2008  
                         (Fostering Connections Act)

**SOURCE: MASC 2018**

## **SCHOOL CHOICE**

It is the policy of this school district not to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12).

1. The administration will determine by May 1 every year the number of spaces in each school available to choice students, if any.
2. By June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.

If the School Committee elects to participate in the Interdistrict School Choice Law, the following conditions apply:

That resident students be given priority placement in any classes or programs within the district.

1. That the selection of non-resident students for admission when the number of requests exceed the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
2. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
3. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, pregnancy or pregnancy related-condition, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
MA Pregnant Workers Fairness Act Issued 1/23/18

CROSS REF: AC-NONDISCRIMINATION

*Approved by School Committee: 12/20/18*

| **SOURCE:** ~~Weymouth~~

**SCHOOL CHOICE**

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

- 1.—— That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
- 2.—— That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
- 3.—— That resident students be given priority placement in any classes or programs within the District.
- 4.—— That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
- 5.—— Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
- 6.—— The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

SOURCE: MASC March 2018

LEGAL REFS.:—— M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
—— BESE Regulations 603 CMR 26.00



## **SCHOOL CHOICE**

It is the policy of this school district ~~not~~ to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

- 1.—— That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
- 2.—— That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
- 3.—— That resident students be given priority placement in any classes or programs within the district.
- 4.—— That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
- 5.—— Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
- 6.—— The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

SOURCE:—— MASC February 2019

LEGAL REFS.:—— M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
—— BESE Regulations 603 CMR 26.00

## **~~STUDENT ABSENCES AND EXCUSES~~**

~~Regular and punctual school attendance is essential for success in school. The Committee does recognize, that parents of children attending our schools have rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.~~

~~Each school's student handbook contains specific guidelines for student absences and excuses.~~

~~LEGAL REFS.:—— M.G.L. 76:1; 76:16; 76:20~~

~~SOURCE: Weymouth~~

## **STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly. Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

### **Student Absence Notification Program**

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

### **Dropout Prevention**

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if

applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

| ~~SOURCE: MASC February 2019~~

LEGAL REFS.: M.G.L. [76:1](#); 76:1B; [76:16](#); 76:18; [76:20](#)

**EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

Denial of Admission

~~Denial of admission means the withholding of the privilege of enrolling in a school of the District.~~

~~The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:~~

~~Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;~~

~~Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;~~

~~Having been expelled during the same school year from this district or any district in the Commonwealth;~~

~~Not being a resident of the District and the District has opted not to participate in the School Choice Law;~~

~~Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.~~

~~LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B  
603 CMR 26:00~~

~~SOURCE: Weymouth~~

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

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Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

| ~~SOURCE: MASC February 2019~~

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B  
603 CMR 26:00

## STUDENT RIGHTS AND RESPONSIBILITIES

The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

**SOURCE: MASC/Weymouth**

## **DUE PROCESS**

~~Under the law, students are entitled to due process in matters dealing with possible suspension.~~

~~In general, the following is required for a fair hearing:~~

- ~~• Oral or written notice of the charges against him or her;~~
- ~~• An explanation of the evidence; and~~
- ~~• The opportunity to present his or her side of the story to an impartial decision-maker (e.g., the school administrator.)~~

~~In matters which involve a possible expulsion for over ten days the student's rights are extended to include the following:~~

- ~~• Written notice of the charges;~~
- ~~• The right to be represented by a lawyer or advocate (at the student's expense);~~
- ~~• Adequate time to prepare for the hearing;~~
- ~~• Access to documented evidence prior to the hearing;~~
- ~~• The right to have witnesses present at the hearing when it is deemed the witness's personal safety is not in jeopardy, and the right to question those witnesses.~~

~~In the case of exclusion or expulsion of high school students pursuant to General Law, Chapter 71, Section 37H, the hearing will be held before the building Principal. The student will have the right to appeal the decision to the Superintendent of Schools.~~

~~All other cases of exclusion or expulsion will be heard by the School Committee.~~

~~LEGAL REF.: M.G.L. 76:17~~

~~SOURCE: Weymouth~~



## **STUDENT INVOLVEMENT IN DECISION-MAKING**

As appropriate to the age of students, class, or school organizations and school government organizations, such as student councils may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

A Student Advisory Committee must be established to meet regularly with the School Committee. The purpose of such a committee is to maintain communication between the School Committee and students and to give students a voice in matters affecting them. The Student Advisory Committee will be composed of five students elected by the student body of the high school in a general election. The School Committee would like to encourage students from every grade level to participate.

The members of the SAC do not have the right to attend executive sessions unless it is expressly granted by the School Committee. Student Advisory Committee members are subject to all School Committee rules and regulations and serve without compensation. Since the Student Advisory Committee election is generally held at the same time as the Town election, it is customary to welcome and introduce the new members at the first meeting of the School Committee following the Town election.

CROSS REF.: BDF, Advisory Committees to the School Committee

LEGAL REF.: M.G.L. 71:38M

SOURCE: ~~Weymouth~~

## **~~STUDENT INVOLVEMENT IN DECISION-MAKING~~**

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~~The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.~~

~~Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.~~

### Student Advisory Committee

~~As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.~~

**SOURCE: MASC**

**LEGAL REF.:** ~~M.G.L. 71:38M~~

**CROSS REF.:** ~~BDF, Advisory Committees to the School Committee~~

**STUDENT CONDUCT**

~~Good citizenship in schools is based on respect and consideration for the rights of others.~~

~~Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.~~

~~Prohibited actions and consequences will be printed in a handbook or other publication and made available to students and parents.~~

LEGAL REF: \_\_\_\_\_ M.G.L. 71:37H

\_\_\_\_\_ Student Handbooks

SOURCE: ~~Weymouth~~

## **STUDENT DISCIPLINE**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

### **Suspension**

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

### **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

### **In School Suspension – not more than 10 days consecutively or cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

### **Principal's Hearing – Short Term Suspension of up to 10 days**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an

audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided



in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

## Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

~~SOURCE: MASC December 2014~~

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H ¾; 76:17; 603 CMR 53.00

~~NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.~~

## STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

Students in the Weymouth Public Schools are expected to dress in a manner that reflects the seriousness and purpose of the school setting. Students should take pride in their appearance and dress appropriately for school. Therefore, the Weymouth school district encourages reasonable standards of dress and personal grooming habits. In accordance with state law, footwear must be worn at all times.

Students may not wear any style or type of clothing that endangers the health, safety, or welfare of the school community. Students enrolled in specific classes such as science labs, PE and/or CTE classes, must dress in accordance with safety guidelines in order to participate.

The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

Student, faculty, or parent groups may request exemptions to this policy from building administration for special occasions. Students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress meets the requirements **as outlined in the handbook**.

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*School Committee Approved: 5/24/18*

| **SOURCE: ~~Weymouth~~**

**STUDENT DRESS CODE**

~~The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.~~

~~They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.~~

~~This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.~~

**SOURCE: MASC**

## STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents or guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

The policy of the School Committee regarding student conduct on school buses is that the school day begins when the student leaves home and ends when the student returns home. Consequently, students are under the jurisdiction of the school administration during this entire period and will be held to the Code of Conduct in the student handbook.

To ensure the safety of all students who ride in buses, it may be necessary to revoke the privilege of transportation from a student who abuses this privilege. Any violation of the rules and regulations for student behavior on school buses must be reported by the bus driver, on the school bus incident report form provided by WPS, at the end of each trip to the staff member in charge. This staff member must obtain all pertinent information and report it to the school principal. The report shall be forwarded to the school principal no later than the following school day of the occurrence of the incident. The principal or designee is responsible for communicating pertinent bus related information to transportation personnel within three school days of receiving the school bus incident report form.

Parents or guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations contained in the student handbooks which are approved by the School Committee. All decisions will be made by the principal, following a thorough investigation.

Cross Reference: EEAEC, Student Conduct on School Buses

*SC Approved: 1/19/17*

| **SOURCE:** ~~Weymouth~~

## **STUDENT CONDUCT ON SCHOOL BUSES**

~~The School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.~~

~~To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents/guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.~~

~~SOURCE: MASC~~

~~**NOTE: The coding of this statement indicates that the identical policy is filed in the E (Support Services) section.**~~

## STUDENT PUBLICATIONS

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

~~The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.~~

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

~~Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.~~

### Distribution of Literature

Students have a right to the distribution of literature on school grounds and in school buildings, except that the Principal may prohibit the distribution in school buildings and grounds of a specific issue or publication if it does not comply with rules for responsible journalism. The Principal may require that no literature be distributed unless a copy is submitted to him/her in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

| ~~SOURCE: Weymouth~~

## **STUDENT PUBLICATIONS**

~~Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.~~

~~The School Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.~~

~~Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.~~

~~Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."~~

### Distribution of Literature

~~The time, place and manner of distribution of literature will be reasonably regulated by the Principal.~~

LEGAL REF.: ——— M.G.L. 71:82

SOURCE: MASC April 2007



## **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committee is to keep district schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

### Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

### Secret Societies

Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

| **SOURCE: Weymouth**

## **GANG ACTIVITY/SECRET SOCIETIES**

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~~The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.~~

~~The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.~~

### Symbols

~~The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or their designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.~~

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## **SECRET SOCIETIES**

~~Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner.~~

~~A student may be suspended or expelled for failure to comply with the provisions of this policy.~~

**SOURCE: MASC**

## **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Principal, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

| **SOURCE:** ~~MASC February 2019~~

LEGAL REF.: M.G.L. 269:17, 18, 19

## HAZING

### **Ch. 269, S.17. Crime of Hazing; Definition; Penalty**

~~Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.~~

~~The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.~~

### Ch. 269, S.18. Duty to Report Hazing

~~Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.~~

### Ch. 269, S.19. Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required

~~Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.~~

~~Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.~~

SOURCE: Weymouth



## **HAZING**

### **CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### **CH. 269, S.18. FAILURE TO REPORT HAZING**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

### **CH. 269, S.19. COPY OF SECTIONS 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy

of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

| ~~SOURCE: MASC July 2018~~

## **BULLYING**

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

- 0. Intimidation, either physical or psychological
- 0. Threats of any kind, stated or implied
- 0. Assaults on students, including those that are verbal, physical, psychological and emotional
- 0. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and exclusion for students, and termination for employees.

The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying.

**SOURCE:** Weymouth



## **BULLYING PREVENTION**

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

#### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

### Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

### Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model  
Bullying Prevention and Intervention Plan

CROSS REFS.:      AC, Nondiscrimination  
                         ACAB, Sexual Harassment  
                         JBA, Student-to-Student Harassment  
                         JIC, Student Discipline  
                         JICFA, Prohibition of Hazing

|      ~~SOURCE: MASC August 2013~~

## **ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

~~A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.~~

~~Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.~~

~~This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.~~

~~LEGAL REFS.: M.G.L. 71:2A; 71:96; 272:40A~~

~~CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy~~

~~SC Approved: 10.13.16~~

~~SOURCE: Weymouth~~

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Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

### Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

**SOURCE:** ~~MASC February 2019~~

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited  
GBEC, Drug Free Workplace Policy  
GBED, Tobacco use on School Property by Staff Members Prohibited  
IHAMB, Teaching About Drugs, Alcohol, and Tobacco

## **PREGNANT STUDENTS**

~~School age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.~~

~~Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.~~

~~Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.~~

~~LEGAL REF.: M.G.L. 71:84~~

~~SOURCE: Weymouth~~



## **PREGNANT STUDENTS**

The School Committee wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The school district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.:       M.G.L. 71:84  
                          Title IX: 20 U.S.C. § 1681  
                          34 CFR § 106.40(b)

| ~~SOURCE: MASC January 8, 2009~~

## **INTERROGATIONS AND SEARCHES**

### Searches

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

### Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest is involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Refs.: Memorandum of Understanding between the Weymouth Police Department and the Weymouth Public Schools

**SOURCE:** ~~Weymouth~~

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

~~The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property and school property.~~

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- ~~2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.~~

~~SOURCE: MASC February 2019~~

## STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students—and their parents and/or guardians—who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee, which possesses the ultimate authority for discipline in the school system.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved.

LEGAL REF.: M.G.L. 76:17

| ~~SOURCE: Weymouth~~

## **STUDENT COMPLAINTS AND GRIEVANCES**

~~The School Committee recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.~~

~~Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.~~

~~Students and their parents and/or guardians who believe that a student has received unfair treatment may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.~~

~~SOURCE: MASC February 2019~~

~~CROSS REF: JIC Student Discipline~~

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the **parents/guardians**, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a **Principal-appointed** advisor.

LEGAL REF.: M.G.L. 71:47  
603 CMR 26:06

*Note: The MASC Reference Manual replaces “parents” with “parents/guardians” and “Principal Appointed” with “faculty”*

**SOURCE:** ~~Weymouth~~

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES RELEASE**

Prior to any student participating in voluntary athletic programs, the student and his/her parent(s)/guardian(s) must complete and submit to the Principal or designee the Release from Liability and Indemnity Agreement provided by the school.

The agreement will include the following statement:

~~"We the undersigned father and mother or guardian of (student name) a minor, do hereby consent to his/her participation in voluntary athletic programs and do forever RELEASE, acquit, discharge, and covenant to hold harmless the Town of Weymouth, a municipal corporation of the State of Massachusetts, and its successors, departments, officers, employees, servants and agents, of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of services, expenses and compensation on account of or in any way growing out of directly or indirectly, all known and unknown personal injuries or property damages which we may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the Weymouth Public Schools Physical Education Department's Voluntary athletic programs; FURTHERMORE, we/I hereby agree to protect the Town of Weymouth and its successors, departments, officers, employees, servants and agents, against any claims for damages, compensation or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in the Weymouth Public Schools Physical Education Department's voluntary athletic programs, and to INDEMNIFY, reimburse or make good to the Town of Weymouth or its successors, departments, officers, employees, servants and agents, any loss or damages or costs, including attorney's fees, the Town or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs."~~

~~The agreement must be signed by the student, his/her parent(s)/guardian(s) and include the students school and sport/activity.~~

**SOURCE: Weymouth**

## STUDENT ORGANIZATIONS

### Student Organizations

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, Board policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

### Student Organizations – High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.06

| **SOURCE:** ~~Weymouth~~



## **STUDENT ORGANIZATIONS**

### Student Organizations

~~Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.~~

~~Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.~~

~~The formation of any student organization that may engage in activities of a controversial nature shall require approval by the principal and superintendent.~~

~~All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.~~

~~All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school district or be degrading to the student.~~

~~The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.~~

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~~SOURCE: MASC February 2019~~

~~CROSS REF: JICF, Gang Activities/Secret Societies~~

~~LEGAL REF.: 603 CMR 26.00~~

## **STUDENT FUNDRAISING ACTIVITIES**

~~Student fundraising activities will be limited to the following:~~

- ~~0. Sale of tickets to scheduled athletic events and school dramatic and musical performances.~~
- ~~0. Sale of advertising space in school publications.~~
- ~~0. A fund-raising activity approved by the Superintendent.~~
- ~~0. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.~~

~~CROSS REFS. KHA, Public Solicitations in the Schools~~

~~SOURCE: Weymouth~~

## STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

School uniforms (athletic, band, etc) may only be worn while conducting fundraising activities if the activity has received prior written approval of the Superintendent. All fundraising requests must include the proposed site of the activity.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

**SOURCE: MASC October 2016**

CROSS REFS.: JP, Student Gifts and Solicitations  
KHA, Public Solicitations in the Schools

## **STUDENT ACTIVITY ACCOUNTS**

Funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the district and are subject to policies established by the School Committee and the office of the Superintendent. The funds shall be managed in accordance with sound business practices which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47:

0. — Such accounts are intended to provide support for student activities. Interest earned on such accounts shall be maintained in the Agency Account and annually distributed among Student Activity Accounts in a proportion based upon average monthly balances.
0. — Monies can be raised by conducting a program for which a fee is charged or donation solicited, by selling a product (i.e.: a candy bar) or by simply seeking donations from the community in support of a particular student activity.
0. — Expenditures shall be for the express benefit of students. Expenditures can include, but shall not be limited to:
- Supplies and materials used in the conduct of specific student activity.
  - Stipends or fees to individuals who are performing a service directly associated with the student activity.
  - Registrations or contracted services to provide workshops, speakers or entertainment for students.
0. — When a senior class graduates, monies in the Senior Class Student Activity account shall remain available for ninety days after the close of the school year to allow time for outstanding bills to be received and paid. After this waiting period, the remaining funds shall be transferred to the incoming freshman class account.
0. — Other monies such as interest earned, commissions received, portions of ticket sales or profits from such activities as a general school store and juice machines shall be expended only for the following purposes:
- Supplies for after-school activities, library materials, computers used in a supplemental fashion such as in a library.
  - Tokens of appreciation for those who volunteer to help with an activity.
  - Student incentives.
  - Scholarships
  - Speaker fees for student assemblies

LEGAL REFS.: — M.G.L. 71:47

SOURCE: — Weymouth

## **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

## **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

## **Inactive Student Activities**

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

## **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

**SOURCE: MASC July 2018**

LEGAL REFS: MGL 71:47

CROSS REFS: JJA – Student Organizations

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**

## **STUDENT ACTIVITY ACCOUNTS**

### *Chapter 71, Section 47*

~~Notwithstanding the provisions of the preceding paragraph or section fifty-three of chapter forty-four, the School Committee of a city, town or district may authorize a school Principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the School Committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the School Committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the School Committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school Principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.~~

~~The School Committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The Principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the Principal's faithful performance of his/her duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the School Committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account.~~

~~Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the School Committee. The Principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with the procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the department of education.~~

~~Amended by St.1935, c.199; St.1950, c.658; St.1951, c.411, 5.1; St.1952, c.316, 5.1; St.1954, c.271; St.1959, c.113; St.1962, c.301, 55.3-4; St.1969, c.66; St.1969, c.678; St.1970, c.721; St.1982, c.137; St.1996, ,.66.~~

~~LEGAL REF.: M.G.L. 71:47~~

~~SOURCE: Weymouth~~



## **STUDENT LATE NIGHT OR OVERNIGHT TRAVEL**

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school district and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

| **SOURCE:** ~~———— MASC March 2004~~

CROSS REFS.: IJOA, Field Trips

LEGAL REFS.: M.G.L. 69:1B; 71:37N

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

Private vehicles shall not be used for school sponsored trips that occur during the regular school day.

School sponsored trips that may include late night or overnight student transportation shall use commercial motor coaches and shall include a pre-trip check of companies, drivers, and vehicles, in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

### 2. Trip Scheduling

Overnight accommodations shall be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips shall be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education Publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

The amount of time to be devoted to fundraising shall be reasonable and shall consider students’ obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)  
<http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”)  
<http://www.uma.org/consumerhelp/studentguide.asp>

CROSS REFS.: IJOA Field Trips; EEAG Student Transportation in Private Vehicles

LEGAL REFS.: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00

Approved by School Committee: 4/27/17

| ~~SOURCE: Weymouth~~

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

~~The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.~~

~~Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws and School Committee Policy.~~

~~The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <https://ai.fmcsa.dot.gov/SMS/>.~~

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~~Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.~~

~~Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.~~

~~If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.~~

### 3. Fundraising

~~The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities, and jobs.~~

~~Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.~~

~~If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.~~

File: JJH-R

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

~~United Motorcoach Association—Student Motorcoach Travel Safety Guide (includes “Motorcoach  
Safety Checklist”  
[www.uma.org/consumer/student-transportation/](http://www.uma.org/consumer/student-transportation/)~~

Department of Defense’s approved list of motor carriers  
[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

SOURCE: \_\_\_\_\_ MASC February 2019

CROSS REFS.: \_\_\_\_\_ IJOA, Field Trips  
\_\_\_\_\_ ADDA Background Checks

LEGAL REFS.: \_\_\_\_\_ M.G.L. 69:1B; 71:37N; 71:38R  
\_\_\_\_\_ 603 CMR 27.00

## INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. The Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

LEGAL REFS.:       M.G.L. 71:47; 71:54A  
                          603 CMR 26.06

CROSS REFS.:       AC, Nondiscrimination (and subcodes)

**SOURCE:** ~~Weymouth~~

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~~The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.~~

SOURCE: MASC

LEGAL REFS.: — M.G.L. 71:47; 71:54A  
— 603 CMR 26.00

CROSS REFS.: — AC, Nondiscrimination (and subcodes)

**NOTE: Requirements for insurance coverage and physical examinations might be part of a policy in this category or they could be dealt with under Student Insurance (JHA) and Physical Examinations of Students (JHCA) and cross-referenced from this page. The cross reference on the sample policy above is to a related statement in this manual.**

## ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents/guardians.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents/guardians, and/or

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<sup>1</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.



teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be “fine” on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents/guardians and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.000

| ~~SOURCE: MASC December 2011~~

## **ATHLETIC CONCUSSION REGULATIONS**

### **Section I. What is a Concussion?**

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

### **Section II. Mechanism of Injury:**

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

### **Section III. Signs and Symptoms:**

#### **Signs (what you see):**

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

**Symptoms (reported by athlete):**

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

**Section IV. Management and Referral Guidelines:**

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
  - A. Amnesia lasting longer than 15 minutes
  - B. Deterioration in neurological function
  - C. Decreasing level of consciousness
  - D. Decrease or irregularity of respiration
  - E. Decrease or irregularity in pulse
  - F. Increase in blood pressure

- G. Unequal, dilated, or unreactive pupils
  - H. Cranial nerve deficits
  - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
  - K. Seizure activity
  - L. Vomiting/ worsening headache
  - M. Motor deficits subsequent to initial on-field assessment
  - N. Sensory deficits subsequent to initial on-field assessment
  - O. Balance deficits subsequent to initial on-field assessment
  - P. Cranial nerve deficits subsequent to initial on-field assessment
  - Q. Post-Concussion symptoms worsen
  - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
4. Any athlete who is symptomatic but stable is allowed to go home with their parent(s)/guardian(s) following the head injury.
- A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
  - B. If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
  - C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

#### **V. Gradual Return to Play Protocol:**

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test **(or other approved test identified by the School District)**. The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents/guardians and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law

states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
  - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
  - B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
  - C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days.**
  - D. If, after the first post-injury ImPact test, the athlete is not back to their baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
  - E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
  - F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
  - G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
  - H. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**

- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

**Exertional Post Concussion Tests:**

- A. Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).
- D. Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5: Full contact and return to sport with monitoring of symptoms.

**Section VI. School Nurse Responsibilities:**

1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
  - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents/guardians and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

**Section VII. School Responsibilities:**

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents/guardians with limited English proficiency.

#### **Section VIII. Athletic Director Responsibilities:**

1. Provide parents/guardians, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

#### **Section IX. Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.

5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
  - A. Loss of consciousness
  - B. Headache
  - C. Dizziness
  - D. Lethargy
  - E. Difficulty concentrating
  - F. Balance problems
  - G. Answering questions slowly
  - H. Difficulty recalling events
  - I. Repeating questions
  - J. Irritability
  - K. Sadness
  - L. Emotionality
  - M. Nervousness
  - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

#### **Section X. Student and Student Athlete Responsibilities:**

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.



15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

#### **Section XI. Coach & Band Instructor Responsibilities:**

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

#### **Section XII. Post Concussion Syndrome:**

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress

- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

### **Section XIII. Second Impact Syndrome:**

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under their own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

### **Section XIV. Concussion Education:**

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents/guardians, athletic trainer and other school personnel. Every year student athletes and parents/guardians will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents/guardians of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

| ~~SOURCE: MASC December 2011~~

ExtraCurricular Activity Eligibility  
Students Attending Private School

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## STUDENT DISCIPLINE

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. Students at each level shall adhere to the code of conduct delineated in the student handbook.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS.: M.G.L. Chapter 71, S. 37H and 37L;  
M.G.L. Chapter 76, S. 16 and 17;  
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0  
Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January 27, 1994

~~SOURCE: Weymouth~~

## **STUDENT CONDUCT**

~~The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.~~

~~The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law nor in conflict with School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.~~

~~The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.~~

~~Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.~~

~~If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.~~

**SOURCE: MASC**

Updated July 2014

LEGAL REF.: ~~———— M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17~~  
~~———— 603 CMR 53.00~~

## **STUDENT DISCIPLINE**

~~Students are expected to act with proper behavior at all times while they are traveling to and from school, on school premises, on school buses, at bus stops or at school-sponsored or school-related events, including athletic events.~~

~~Violations or disregard for school rules and regulations will lead to disciplinary action which could result in a parental conference, suspension from one to ten days, exclusion from school or expulsion from school.~~

~~Student handbooks at each level contain specific information on discipline that is appropriate to that level.~~

**SOURCE: Weymouth**

## **CORPORAL PUNISHMENT**

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Established by law

LEGAL REF.: M.G.L. 71:37G

| ~~SOURCE: MASC/Weymouth~~



## **PHYSICAL RESTRAINT OF STUDENTS**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Weymouth School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603 CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

Chemical restraint – the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603 CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

LEGAL REF.:           603 CMR 46.00  
                              M.G.L. 71:37G

**SOURCE:** ~~Weymouth~~

## PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

~~Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.~~

~~In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.~~

~~Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.~~

~~Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication related disabilities, or risk of vomiting;~~

~~The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".~~

~~This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.~~

~~SOURCE: — MASC~~

~~ADOPTED: — August 2015~~

~~LEGAL REF.: — M.G.L. 71:37G; 603 CMR 46.00~~

## **SUSPENSION/EXPULSION**

~~Suspension is a very serious consequence for violations of school rules. An out-of-school suspension is a consequence that requires a student be sent home to be supervised by his/her parent/guardian. Parental contact must be made before home suspension is enforced.~~

~~An in-house suspension is a consequence which requires a student to remain under the direct supervision of a staff member. During that time, the student will be provided with school work by his/her teachers. The assigned work must be completed and returned to teachers by the end of the day.~~

~~In the case of either an in-house or out-of-school suspension, a parental conference is required with a school administrator before the student will be readmitted to his/her program.~~

### Suspension and/or Expulsion

~~The following provisions relate to the possible exclusion of students. These provisions are excerpted from recent statutes.~~

~~0. — Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the Principal.~~

~~0. — Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the Principal.~~

~~0. — Upon the issuance of a criminal complaint charging a student with a felony delinquency complaint, the Principal may suspend such student for a period of time determined appropriate by the Principal, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.~~

~~0. — Any student convicted of a felony or upon an adjudication or admission of guilt may be subject to expulsion as defined by Massachusetts law (s.37 H 1/2).~~

~~0. — Any student who is charged with a violation of the previous paragraphs shall be notified in writing of an opportunity for a hearing; the student may have representation, along with the opportunity to present evidence and witnesses at said hearing.~~

~~LEGAL REF.: — M.G.L. 71:37H; 71:37H1/2~~

~~SOURCE: Weymouth~~

## **SPECIAL EDUCATION STUDENTS – DISCIPLINE**

The disciplining of students with disabilities eligible for special education is governed by federal and state special education laws and the regulations promulgated thereunder. These laws include the Individual with Disabilities Education Act (20 U.S.C. 1401 et seq.), its implementing regulations (34 C.F.R. 300 et seq.), Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, and Massachusetts General Laws, chapter 71B and its implementing regulations (603 CMR §28.00).

Students with disabilities who violate school rules are entitled to due process and are subject to disciplinary removal (suspensions/expulsions) from their current educational placement to the same extent that such a removal would be applied to students without disabilities. However, a functional behavioral assessment must be completed before a student can be removed for more than ten (10) school days in a school year. In addition, when a disciplinary removal in excess of ten (10) school days would constitute a change in placement, the TEAM must decide whether or not a student's misconduct is related to his/her disability(ies).

School personnel may unilaterally order a change in the educational placement of a child with a disability to an appropriate Interim Alternative Education Setting (IAES) for the same amount of time that a child without a disability would be subject to discipline, but not more than forty-five (45) calendar days (unless there is a hearing at the Bureau of Special Education Appeals) if the student:

- Carries or possesses a weapon to or at school, on school premises or to or at a school function.
- Knowingly possesses or uses controlled substances without a physician's authorization at school, a school function, or school sponsored event.
- Sells or solicits the sale of a controlled substance while at school, a school function, or a school sponsored event.

School personnel may also seek an order from the Department of Education Bureau of Special Education Appeals (BSEA) or a court placing a student in an IAES for up to forty-five (45) calendar days when the student is a danger to himself or others.

For a copy of the Massachusetts Department of Education brochure on Special Education Parents' Rights, available in many languages visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or contact the Administrator of Special Education at (781) 335-1460, ext 316 or 320.

### **DUE PROCESS**

A student facing a suspension of up to ten (10) days shall be given written or oral notice of the charge(s) against him/her, with an explanation of the facts supporting the charges. The student will be afforded the opportunity to present his/her side of the story. The hearing precedes the suspension unless it is believed the student is a threat to the health and safety of the school community in which case the suspension can take place prior to the hearing.

LEGAL REF.: M.G.L. 71:37H, 71:37H ½; 71B

SOURCE: ~~Weymouth~~

## **STUDENT WELFARE**

### Supervision of Students

~~School personnel assigned supervision are expected to provide for the safety of the students in their charge.~~

~~No teacher or other staff member will leave his/her assigned group unsupervised.~~

### Student Safety

~~Instruction in courses in industrial technology, science, family consumer science, art, physical education, health, and safety will include and emphasize accident prevention.~~

~~Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.~~

### Safety on the Playground and Playing Field

~~The District shall provide safe play areas. Precautionary measures which the District requires shall include:~~

- ~~● A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;~~
- ~~● Instruction of students in the proper use of equipment;~~
- ~~● Supervision of both organized and unorganized activity;~~

**SOURCE:** Weymouth

## STUDENT WELFARE

### Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave their assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents/guardians or other persons authorized in writing by a parent or guardian.

### Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents/guardians, District personnel, and the community.

### Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

### Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

SOURCE: MASC 8/2006



File: JLA

## **STUDENT INSURANCE PROGRAM**

~~A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.~~

~~All students participating in competitive athletics shall be required to be covered by a medical insurance plan.~~

**SOURCE:** ~~Weymouth~~

## STUDENT HEALTH SERVICES AND REQUIREMENTS

hold

Activities may include identification of student health needs, health screening tests (including vision and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information including the name, address, and phone number of designated persons to be contacted in case the parent is not available; and any allergies or diseases the student might have.

The District shall maintain a Safety and Security Manual which shall be utilized by District personnel for handling emergencies.

Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or EMS is required, every effort shall be made to provide the EMS unit with the student's emergency contact card which lists any allergies or diseases the student might have.
- A plan for medication administration in the schools.
- Provisions for reporting all accidents and cases of injury. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the office of the Superintendent and the school nurse.
- Prompt reporting by teachers to the Principal or designee of any accident or serious illness.

### Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

SOURCE: Weymouth

## STUDENT HEALTH SERVICES AND REQUIREMENTS

hold

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parent/guardian(s) have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parent/guardian(s) shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parent/guardian(s). Requests made by parent/guardian(s) for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

### Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent/guardian cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC

Updated July 2012

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56; 57; 69:8A

CROSS REF.: EBB, First Aid  
EBC, Emergency Plans  
JLCD, Administration of Medications to Students

## PHYSICAL EXAMINATIONS OF STUDENTS

hold

Every student will be examined once every two years for screening in vision and hearing and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student must submit documentation of physical examination four times: upon entering school (K) and upon admittance to the fourth, seventh and tenth grades unless the student is protected under the McKinney-Vento Act or presents a religious exemption. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept by the school nurse.

In accordance with Massachusetts Interscholastic Athletic Association regulations, Weymouth School Committee policy requires that all students who participate in interscholastic athletics must pass a yearly physical examination by a physician before try-outs, practices, or games. The student may receive this physical examination from a family physician or when available, from the school physician. Weymouth school nurses will advise coaches of unique or special medical conditions with parental consent.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent if remedial treatment is recommended. Documentation of such notification will be kept on file by the school nurse.

The Coordinator of Health Services is responsible for oversight of all requirements regarding student health records.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions

SOURCE: Weymouth

## PHYSICAL EXAMINATIONS OF STUDENTS

hold

Every student will be examined for screening in sight, hearing, BMI\*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to them by the school nurse. They will examine school employees when, in their opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

*\* NOTE: Department of Health Regulations call for vision screenings in Grades 1-5, once between 6-8, and once between 9-12; hearing screenings in grades 1-3, once between 6-8, and once between 9-12; BMI in grades 1, 4, 7, 10.*

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57  
105 CMR 200

CROSS REF.: JF, School Admissions

## INOCULATIONS OF STUDENTS

hold

Every child before entering school must be immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella (German Measles), poliomyelitis, hepatitis B, chicken pox or produce a certificate from a physician stating that there is a physical reason why the immunization should not be done. Proof of a lead poisoning screening must also be presented.

Any student "whose parent or guardian states in writing that immunization conflicts with his/her sincere religious beliefs" or any student who is protected by the McKinney-Vento Act, may be exempted from these requirements.

The certificates of immunization should be presented either at the registration of the child in the spring or on the first day of school in September. Parents are urged to obtain this certificate before the registration in the spring.

After records are completed, immunization certificates should be returned to the parent or guardian.

Established by law

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JFA, Admissions Procedures

SOURCE: Weymouth



## **IMMUNIZATION OF STUDENTS**

| hold

Students entering school for the first time, whether at kindergarten or through transfer from another school district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 76:15

CROSS REF.: JF, School Admissions

## COMMUNICABLE DISEASES

### hold

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

LEGAL REF.: M.G.L. 71:55

SOURCE: Weymouth

## COMMUNICABLE DISEASES

hold

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SOURCE: MASC February 2019

LEGAL REF.: M.G.L. 71:55

## **AIDS POLICY**

| hold

Students with AIDS/HIV Infection have the same right to attend classes or participate in school programs and activities as any other student.

The student's parent(s) or guardian(s) are the gatekeepers of information relating to the student's AIDS/HIV status. They are not obliged to disclose this information to school personnel.

Disclosure of the student's HIV status by the school nurse or physician to the other school personnel requires the specific, informed, written consent of the student's parent(s) or guardian(s).

SOURCE: Weymouth

## AIDS/HIV GUIDELINES

hold

### INTRODUCTION

More scientific evidence about the transmission of HIV has become available since publication of the 1986 Massachusetts policy concerning school attendance of children with AIDS/HIV, which is based on the best medical evidence available at the time. This policy is in line with current knowledge about HIV transmissions. This policy offers recommendations for universal precautions when dealing with blood spills in a school setting. Further, it includes suggested procedures regarding the disclosure within a school of a student's AIDS diagnosis or HIV infection status in keeping with laws regulating the confidentiality of this information.

Students with AIDS/HIV infection have the same right to attend classes or participate in school Programs and activities as any other student.

HIV can be transmitted through unprotected sexual intercourse, through blood-to-blood contact (such as sharing of injection drug needles and syringes) and from an infected woman to her baby at or before birth. A large body of research has demonstrated that HIV is not transmitted through casual contact, such as in a school setting. Therefore, except in rare cases (Appendix A), there is no legitimate public health reason to exclude students with AIDS/HIV infection from attending school.

The student's parent(s) or guardian(s) are the gatekeepers of information relating to the student's AIDS/HIV status. They are not obliged to disclose this information to school personnel.

A student who is diagnosed with AIDS is at a greater risk of contracting infections. This means there may be good reasons to inform the school nurse of the student's AIDS diagnosis or HIV infection status. Therefore, after consultation with the student's primary care physician, the student's parent(s) or guardian(s) may decide to inform certain school personnel about the student's AIDS/HIV status, particularly the school nurse. Parents of children with HIV are strongly urged to communicate with the school nurse in the building when there is an outbreak of a threatening communicable condition such as chicken pox until the outbreak is no longer a threat to their child.

- The student's parent(s) or guardian(s) may inform the school nurse.
- Alternatively, the student's parent(s) or guardian(s) may request that their primary physician make the disclosure. In this case, specific, informed, written consent of the student's parent(s) or guardian(s) is required.
- Further disclosure of the student's HIV status by the school nurse or school physician to the other school personnel requires the specific, informed, written consent of the student's parent(s) or guardian(s).

SOURCE: Weymouth

**MEDICAL GUIDELINES REGARDING STUDENTS WHO BLEED IN AN  
UNCONTROLLABLE FASHION IN A SCHOOL SETTING**

| hold

A number of serious infectious diseases are spread by contact with human blood. Among these blood-borne infections is my (the virus that causes AIDS).

Consequently, students who bleed uncontrollably should not have routine contact with other individuals in school settings.

As a public health measure, students who exhibit the following conditions should be advised not to attend school until such time as these conditions are resolved.

- If a student has weeping or bloody skin or mouth sores that cannot successfully covered or controlled with medications.
- If the student exhibits biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth.
- If a student exhibits bloody diarrhea.

These conditions are grounds for the exclusion of any student from a school setting, regardless of whether she/he is known or suspected to harbor a blood-borne infection.

REF: Updated from Medical Update to Policy Guidelines: (Department of Public Health)

SOURCE: Weymouth

## UNIVERSAL PRECAUTIONS FOR SCHOOL SETTINGS

hold

Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with my, the virus that causes AIDS.

They are universal because they refer to the steps that need to be taken in all cases, not only when a staff member or student is known to be HIV infected.

They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach or other disinfectant, hot water, hand soap, disposable towels and protective gloves) must readily be available to staff members who are responsible for the clean-up of body fluid spills.

- Treat human blood spills with caution.
- Clean up blood spills promptly.
- Inspect the intactness of skin on all body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Gloves contribute an added measure of protection, but are not essential if skin is intact.
- Clean up blood spills with a solution of one-part household bleach to ten parts water or other disinfectant, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh solution.
- Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
- Clean up other body fluid spills (urine, vomitus, feces) unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

All staff receive Universal Precaution Kits containing gloves and gauze sponges. These should be kept readily available and used in the event a staff person is involved in immediate first aid when a student has a laceration of the skin or a nosebleed or when a student has been involved in an altercation.

REF: Adapted from Universal Precautions for School Settings, Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines.

SOURCE: Weymouth

## ADMINISTERING MEDICATIONS TO STUDENTS

**hold**

Medication may not be administered to students while at school unless such medication is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician or school physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medication. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medication is to be taken. In addition, the student must be able to recognize the medication that he/she is taking.

No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

### **Exceptions:**

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training. The Superintendent shall ensure that said medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer prescription epinephrine.

LEGAL REF.: M.G.L. [71:54B](#)  
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

*Approved by S C: 11.10.16*

SOURCE: Weymouth



## ADMINISTERING MEDICINES TO STUDENTS

### hold

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

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SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations:  
105 CMR 210.00; 244 CMR 3.00

## SCHOOL-BASED PUBLIC ACCESS DEFIBRILLATION PROGRAM

### Introduction

*Each year approximately 250,000 people die from sudden cardiac arrest (SCA). The chance of survival decreases an estimated 10% each minute without defibrillation even when prompt bystander Cardiopulmonary Resuscitation (CPR) is initiated. Use of an Automated External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before emergency medical services (EMS) providers arrive and assume responsibility for the care of the patient. The following policy and procedures are designed to direct trained responders in the Weymouth Public Schools to deliver early defibrillation to victims of sudden cardiac arrest.*

### Purpose

The purpose of this policy is to define and establish standard operating guidelines in order for the Weymouth Public Schools Health Services to acquire maintain and utilize Automatic External Defibrillators (AED). The policy is intended to greatly increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event. This policy will identify the AED Medical Director, EMS Liaison, Program Coordinator/Weymouth Public Schools Nurse Leader and Site Coordinator/School Nurse. It will include, regulatory and documentation requirements, AED storage sites, use and training requirements as well as roles and responsibilities of all AED providers.

### Policy

- ~~0.0 — An AED will be available to faculty, staff, students and visitors in participating school buildings (Phase I: WHS, Phase II: Other school buildings as defibrillators become available)~~
- ~~0.0 — The Site Leader/School Nurse is responsible for the AED.~~
- ~~0.0 — The AED will be stored and maintained by the Site Leader/School Nurse in each participating nurse's office.—~~
  - ~~• The AED will be kept in the nurse's office during regular school hours and at the end of the regular school day until such time as designated alarmed wall cabinets can be installed.~~
  - ~~• After school hours, the AED may be moved from its designated location by an AED-trained athletic trainer for use during sports activities. A log will be kept in the designated location and the AED must be signed in and out with the name of the athletic trainer and the location of the athletic event.~~
- ~~0.0 — Whenever the school nurse is called to an emergency outside the confines of the Nurse's Office, the AED will be taken by him/her in addition to a medical emergency bag and walkie talkie if available.~~

- 0.0 — ~~Only trained AED-certified staff and bystanders are authorized to use an AED.~~
- ~~All AED-certified faculty and staff must maintain certification and participate in practice drills annually.~~
  - ~~Bystanders who are trained to use an AED may, after identifying themselves as being trained, request and use the AED if it is accessible in the event of a sudden cardiac arrest on school grounds.~~
- 0.0 — ~~The Weymouth Public Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation.~~
- 0.0 — ~~Responsibilities (as defined by the American Heart Association and as stated in the AED Program Memorandum of Agreement)~~
- ~~The Medical Director will:~~
    - ~~Oversee all medical aspects of the program~~
    - ~~Ensures compliance with appropriate regulatory requirements, including specific requirements of M.G.L. c.112 §12V and 12V ½~~
    - ~~Ensure proper skills training and maintenance of skills for targeted AED faculty and staff responders~~
    - ~~Establish and review procedures for AED use~~
    - ~~Establish a quality review and improvement program, that includes event information downloaded from the AED to obtain event information, post-drill and post-debriefing~~
    - ~~Establish and maintain a relationship with local EMS.~~
  - ~~The School Nurse Leader (Program Coordinator) will:~~
    - ~~Assist with the development and implementation of the AED program~~
    - ~~Act as a liaison among the AED program participants~~
    - ~~Coordinate and oversee non-medical aspects of the program~~
    - ~~Coordinate documentation (relating to training, maintenance, use and post incident data collection including downloading and transmission of event information from the AED by Fallon Ambulance Service~~
    - ~~Coordinate training of AED-certified Weymouth Public Schools staff~~
    - ~~Maintain a master list of all AED-certified Weymouth Public Schools staff and training records.~~
  - ~~The School Nurse (Site Leader) will:~~
    - ~~Be responsible for the day-to-day accountability of the AED program at his/her site during the contracted school year.~~
    - ~~Check AED equipment and accessories (by School Nurse and/or designees) and document, in accordance with maintenance procedures~~
    - ~~Maintain a list of and documentation of training for all targeted AED responders at the site and forward copies to the Nurse Leader~~
    - ~~Coordinate and document site-specific drills and refresher training~~

- Maintain documentation regarding use of AED
- Notify the Nurse Leader if the AED is out of service.
- The EMS Liaison will:
  - Act as a resource to the Medical Director and School Nurse Leader
  - Conduct immediate post incident debriefing
  - Retain a copy of usage report for documentation

## ~~0.0 Training~~

- All School Nurses are required to maintain certification by the American Heart Association: BLS for Healthcare Providers.
- All Building Medical Response Team Members* are required to have current documentation of successful completion of a course of basic life support (BLS) that includes cardiopulmonary resuscitation and the use of AED's according to standards and guidelines of the American Heart Association, preferably the Heartsaver AED Program. *First Aid training is an additional voluntary credential for Building Medical Response Team Members.*
- The Nurse Leader and School Nurses will be responsible for coordinating and documenting initial AED training and annual refresher and biennial training for Building Medical Response Team Members/AED responders.
- At each participating school the Medical Response Team Leaders will make recommendations as to the number and identity of targeted responders.
- All employees of the Weymouth Public Schools will be offered the opportunity to receive CPR/AED training.
- Upon request by the Nurse Leader or Medical Director, the EMS Liaison will assist the school district as needed to accomplish AED training requirements.
- On site drills will be conducted at least once during the school calendar year by the School Nurse and/or EMS Liaison. Documentation of the drills will be done by School Nurse. Drills will include but not limited to:
  - Review of site specific emergency communication and response plans
  - Use of specific AED device

## **Procedures**

### ~~0.0 Location of the AED~~

PHASE I:

~~Weymouth High School/Gold has one AED device which is located in an alarmed wall unit in corridor by the security entrance and maintained by the school nurse in the Gold building.~~

~~Weymouth High School/Maroon has one AED device which is located in an alarmed wall unit in the maroon lobby opposite the Humanities Center and maintained by the school nurse in the Maroon building.~~

PHASE II:

~~Maria Weston Chapman Middle School has one AED which is stored and maintained in the nurse's office.~~

~~Abigail Adams Middle School has one AED device which is stored and maintained in the nurse's office.~~

~~Weymouth High School has one AED which is stored and maintained in the office of the athletic trainer. The AED is available and will be taken to athletic events by the athletic trainer.~~

~~Other school nurses' offices will receive and store one AED as they become available. Each AED will be the responsibility of and maintained by the School Nurse.~~

PHASE III:

~~With the acquisition of additional AED's, the EMS Liaison, Medical Director and Program Coordinator will determine AED locations.~~

0.0 — Maintenance

- — Maintenance of the AED shall be the responsibility of the ~~Weymouth Public Schools.~~
- — See the AED manufacture's Operating Instructions Manual for detailed maintenance information and instructions. The School Nurse and/or designee responsible for an AED will perform and document, during the — school year as follows on the AED Log Sheet
  - — Daily and after each use:
    - — Check readiness display and confirm no indicator or service indicator displayed
    - — Visually inspect the AED: Proper location, clean, no tampering.
  - — Monthly and after each use:
    - — Inspect AED case, connectors, and battery according to Operator's Checklist
    - — Check station against inventory, and restock as needed

- ~~After each use:~~
  - ~~Inspect exterior for dirt and contamination, clean if needed (See Operating Instructions)~~
  - ~~Complete AED incident report~~
- ~~If the unit needs immediate service or supplies, remove from service and notify the Nurse Leader immediately. If the unit is still operational but requires service or supplies will expire soon, the School Nurse is to notify the Nurse Leader promptly.~~

#### ~~0.0 Use of AED Chain of Survival~~

- ~~Early access to EMS (911 or 8-911)~~
  - ~~Assess responsiveness—tap victim and shout "Are you OK?"~~
    - ~~If unresponsive, activate emergency response system~~
    - ~~If alone, activate EMS by calling 911 and get AED~~
  - ~~If not alone, stay with victim and assign someone to activate EMS~~
  - ~~Implement WPS/Crisis Response Plan for Medical Emergency if during school hours~~
- ~~Early CPR~~
  - ~~Check ABC's (Airway, Breathing, Circulation)~~
  - ~~If no breathing, provide rescue breathing~~
  - ~~If no circulation:~~
    - ~~If AED is immediately available, attempt early defibrillation~~
    - ~~If AED is not immediately available, perform CPR and prepare to attempt defibrillation when AED arrives~~
- ~~Early Defibrillation~~
  - ~~NOTE: Do not use AED on victim <8 years old or <55 lbs/25kgs.~~
  - ~~Remove victim from contact with water and dry chest~~
    - ~~Power on AED~~
    - ~~Attach AED electrodes to victim's bare chest~~
    - ~~Allow AED to analyze (do not touch victim)~~
      - ~~Clear victim during analysis (I'm clear, you're clear, everyone's clear")~~
    - ~~If advised to shock (do not touch victim)~~
      - ~~Clear victim (I'm clear, you're clear, everyone's clear")~~
      - ~~Press shock button~~
  - ~~Continue to follow AED prompts until EMS arrives~~
- ~~Early Advanced Care~~
  - ~~EMS takes charge of victim upon arrival~~
  - ~~Provide victim information to EMS: name, age, known medical problems, details of incident, victim condition and aid provided including number of shocks administered~~

- ~~Electrodes remain in place on victim (detached from device) School's AED remains with representative of school who returns device to Site Leader as soon as possible~~

#### 0.0 Post Incident

- ~~Responder notifies Site leader. Site Leader notifies the Principal and the Program Coordinator.~~
- ~~Program Coordinator notifies the Superintendent of Schools, the Medical Director and the EMS Liaison.~~
- ~~Responder must complete the event summary form and return to Site Leader or provide the information to Site leader to complete the form. Site leader copies to Program Coordinator, who retains a copy and forwards a copy to the Medical Director. Site Leader documents additional information relating to the incident as appropriate. The Program Coordinator provides appropriate documentation to the Principal and Superintendent~~
- ~~Site Leader takes AED out of service. Any AED data will be downloaded or printed from AED by or under the direction of the Program Coordinator. The Program Coordinator will retain one copy of the data report and forward one copy to the Medical Director.~~
- ~~Before AED is entered back into service, Site Leader will inspect the AED according to "Maintenance"~~
- ~~The Medical Director, Program Coordinator and EMS Liaison will conduct a post incident review (including quality improvement) and debrief program staff and those involved in the incident. As appropriate, the Medical Director and program Coordinator will also ensure patient outcome monitoring and a trained rescuer emotional support process.~~

SOURCE: Weymouth

## GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin, gender identity, sexual orientation, disability homeless status, pregnancy or pregnancy-related issues, and religion shall not be considered as limiting factors in career determination.

No material or tests shall be employed for guidance purposes which discriminate and/or limit choices on the bases of Race, color, sex, national origin, gender identity, sexual orientation, disability homeless status, pregnancy or pregnancy-related issues, and religion~~race, color, sex, religion, sexual orientation, disability or national origin.~~

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04

SOURCE: Weymouth

***Weymouth Public Schools***





## **LIFE THREATENING ALLERGIES**

### **Background**

The number of students with life-threatening allergies has increased. As with all children with special health care needs, it is important that students with life-threatening allergies are able to access all education and education related benefits.

Every allergic reaction has the possibility to develop into a life-threatening and potentially fatal anaphylactic reaction. This can occur within minutes of exposure to the allergen. Some students who are very sensitive to their allergen may react to just touching or inhaling the allergen. For others, ingesting even the tiniest portion of their allergen or an insect sting can cause death.

### **Policy**

The Weymouth Public Schools recognizes that it is not possible to eliminate all possible exposures. The purpose of these guidelines are to minimize the risk of exposure to allergens that pose a threat to the students in the Weymouth Public schools, provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities, and to educate the school community about life-threatening allergies (LTAs). The focus of this district-wide allergy management plan is prevention, education, awareness, communication and emergency response.

In order to minimize the incidence of life threatening anaphylactic allergic reactions, the Weymouth Public Schools will maintain a system-wide plan for addressing life threatening allergic reactions. This plan shall include: building-based general medical emergency plans, an Individual Healthcare Plan (IHCP) for students with known Life Threatening Allergies (LTA), appropriate staff training, age appropriate meaningful guidelines for students with LTA, and other such guidelines that will ensure that students with LTA can participate fully in school activities.

### **Severe Allergic Reaction (Anaphylaxis)**

**Description:** This is a rare and extremely serious form of allergy. It usually develops suddenly and requires rapid management to prevent shock and possible death.

### **Some causes of allergic reactions include:**

1. Foods such as peanuts, tree nuts, shellfish, spices, milk, food dyes
2. Insect bite or sting, usually bee or wasp or fire ants
3. Idiopathic (unknown origin)
4. Medication – oral, injected or immunizations
5. An inhaled substance (dust, pollen, or chemicals)
6. An absorbed substance (certain chemicals when in contact with the skin such as latex)

### **Signs and Symptoms:**

1. Sudden onset
2. Hives, itchy red rash, swelling of the face or extremities
3. Tightness of chest, shortness of breath, wheezing
4. Itchy, tingling sensation or swelling of lips, tongue, throat, difficulty swallowing
5. Repetitive throat clearing, change in quality of voice
6. Sneezing, runny nose, itchy eyes, cough
7. Pallor or flushing, dizziness, feeling of apprehension
8. Nausea, abdominal cramps, vomiting
9. Sweating and weakness
10. Weak rapid pulse and low blood pressure
11. Loss of consciousness, shock or coma

**Injection of Epinephrine auto injector is the treatment of choice for allergic emergencies (anaphylactic reactions).** It quickly constricts blood vessels, relaxes smooth muscles in the lungs to improve breathing, stimulates the heartbeat, and works to reverse hives and swelling around the face and lips.

### **Procedures:**

The School Nurse will be responsible for coordinating the management of students with Life Threatening Allergies (LTA) in school. The management of LTA takes a multidisciplinary approach of collaboration between the family, student, principal/administrator, nurse, classroom teacher(s)/specialists, support staff, counselors, food services/cafeteria staff, lunch/recess paraprofessionals, transportation department, and custodial staff. Awareness, prevention and emergency preparedness are crucial elements in the management of a student with LTA. Each student with known LTA will have an Individual Healthcare Plan (IHCP) on file that is signed by the student's physician, parent/guardian and school nurse. An Individual Health Care/504 Plan will be developed as deemed necessary by the parent, school nurse and building 504 coordinator.

### **School Team Responsibilities**

The School Team shall be comprised of the student's parents/guardians and school personnel who may have direct contact with the student.

### **Family's Responsibility**

1. Notify the school nurse, Principal, and WeyCare Site coordinator, if necessary, of the child's allergies.
2. Provide written medical documentation and instructions as directed by a physician including completion of the Individual Healthcare Plan.
3. Provide a small photo, if possible of the child to be attached to the IHCP.

4. Deliver/provide physician ordered medications in properly labeled pharmacy containers to the school nurse on or before the first day of school.
5. Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, cafeteria, during field trips and on the bus.
6. Parent/Guardian is responsible for sharing all allergy information including a copy of the IHCP with all before and after school programs/activities and with the transportation department.
7. Participate in developing an Individual Health Care Plan and/or Section 504 plan with the school team as necessary.
8. Notify the school nurse of any changes in the IHCP including emergency contact phone numbers.
9. Parents/Guardians shall read The Allergen Alert Notification: Policy# JLDD-N letter (in classroom teachers responsibilities # 7), sent home when food is being used, and inform the School Team of any safety issues.
10. Educate their child in the self-management of their food allergy including:
  - Safe and unsafe foods
  - Strategies to avoid exposure to their allergens
  - Symptoms of an allergic reaction
  - How and when to tell an adult about an allergy related problem
  - How to read food labels (age appropriate)
11. Obtain a medical alert bracelet/necklace and encourage your child to wear it at all times.
12. Provide the school nurse with annual updates on your child's allergy status.
13. Work with the food services director and building cafeteria staff to ensure that a safe school meal option is selected if the student will eat food prepared by the school.
14. Sign release to share information with staff pertaining to LTA and to post information if appropriate.
15. Provide the school nurse with the licensed provider's statement if student no longer has allergies.
16. Provide medical documentation to the school team supporting the students right to carry his/her own epinephrine auto injector and the choice to do so.

### **Student's Responsibility**

1. Learn to recognize symptoms of an allergic reaction.
2. Do not share or trade food, drinks or eating utensils with others.
3. Avoid eating anything with unknown ingredients or known to contain any allergen.
4. Understand the importance of hand washing before and after eating.
5. Notify an adult immediately if he/she is experiencing signs/symptoms of an allergic reaction.
6. Be proactive in the care and management of his/her allergies and reactions based on his/her developmental level.
7. Report teasing, bullying and threats to an adult immediately.
8. Carry his/her own epinephrine auto injector when deemed appropriate.

**The ultimate goal is that children with LTA will learn to keep themselves safe.**

### **Principal/Administrator (or designee) Responsibilities**

1. Support School Team in implementing all aspects of the LTA program.
2. Provide opportunities for training and education for faculty, staff and substitutes regarding:
  - Life threatening allergies (foods, insect stings, medications, latex)
  - Risk reduction procedures
  - Emergency procedures
  - How to administer an epinephrine auto injector in an emergency.

### **Health Services Coordinator Responsibilities**

1. Health Services Coordinator will inform the Transportation Supervisor of students who are being transported with documented life threatening allergies.

### **School Nurse Responsibilities**

The school nurse is the key resource for medical direction and staff/student training. The school nurse **MUST** be contacted as soon as a student is identified with an allergy.

2. Work with the parent/guardian and physician to develop an IHCP and if deemed necessary, a section 504 plan prior to the student starting school or immediately after the diagnosis of a LTA condition.
3. Assure that the IHCP includes the student's name, photo, allergens, and symptoms of allergic reaction, emergency procedures and required signatures.
4. Communicate the IHCP/504 plan with school staff that have a "need to know" designation (e.g. principal, classroom teachers, specialists, food service personnel, lunch/recess paraprofessionals, custodian, coaches)
5. As necessary, arrange and convene a meeting with the school team to explain the IHCP/504 and other accommodations that the student may require.
6. At the beginning of each school year and in February, offer education and training to all school personnel in the administration of emergency epinephrine. (See medication policy for training protocol)
7. Maintain open and frequent communications between home and school. Review the IHCP annually and update as needed.
8. Monitor emergency medication expirations dates.
9. Meet with student and show him/her how to get to the health office and where the epinephrine medication is stored (unlocked).
10. Student education on LTA will be based on individual need within the schools and classrooms. The school nurse will facilitate and conduct programs, as the need is determined. (Video is available)
11. If an epinephrine auto injector is administered, the Massachusetts Department of Public Health form must be completed and mailed to the address on the form. A copy is to be sent to the Health Services Coordinator and a copy placed in the student's health record.
12. Debrief with School Team within 24 hours of an emergency event.

### **Classroom Teacher/Specialist Responsibilities**

The teacher has the greatest impact on the student and classroom environment. Making the school a place where the student can be accepted is very important. Key responsibilities are:

1. Review the IHCP with the school nurse and incorporate any classroom accommodations as specified in the IHCP/Section 504 plan.
2. Participate in a meeting with the school team members as deemed necessary to develop a plan for the student with LTA.
3. Review the signs and symptoms of anaphylaxis.
4. Follow the medical emergency policy if a student develops symptoms associated with anaphylaxis. Faculty/staff who have been trained in administration of emergency epinephrine may do so and then immediately notify the school nurse.
5. Develop a system for notifying a substitute teacher of which students have LTA in the classroom.
6. Avoid the use of foods for classroom activities such as craft and science projects as well as special celebrations.
7. Notify the school nurse of the possible presence of allergens, based on school IHCPs and receive the approval from the school administration for curriculum alignment.
8. Notify parents using the Allergen Notification Letter Policy# JLDD-N at least five school days in advance that lesson materials may contain an allergen from an IHCP or that use the lesson that may use food.
9. Review plans for field trips and avoid high-risk places. Consider eating situations on field trips and plan for prevention of exposure to the student's LTA.
10. Notify the nurse as soon as a field trip is planned so a substitute nurse can be obtained. If a nurse is unavailable, then at least one staff member must be trained in the administration of emergency epinephrine auto injector and in emergency procedures. At the elementary level, invite the parent of the child with LTA to attend the field trip if possible.
11. In grades Pre-K through 6 discourage students from sharing and trading foods.
12. Reinforce hand washing before and after eating whenever possible.
13. If outdoors, take a walkie-talkie or have cell phone available for emergencies.

### **Food Service Manager Responsibilities**

1. Participate in a meeting with the school nurse and other care team members as deemed necessary to develop a plan for the student with LTA.
2. Know the ingredients of school food items and recheck labels routinely for potential food allergens.
3. Review and follow sound food handling practices to avoid cross contamination. Train all food service staff and their substitutes to read product labels and recognize food allergens as per United State Department of Agriculture (USDA) requirements.

**Transportation Supervisor Responsibilities**

1. Maintain information provided by the Health Services Coordinator if/when student with a life threatening allergy is receiving transportation.
2. Inform appropriate School Bus Drivers that he/she is transporting a child with a life threatening allergy. Information will be provided by Health Services Coordinator to the Transportation Supervisor if or when a student with a life threatening allergy is receiving transportation.
3. Provide time for training in emergency response as deemed necessary by the Health Service Coordinator.
4. Enforce a “no eating” policy on school buses with exceptions made only to accommodate Americans with Disabilities Act of 1990.

LEGAL REF:           Public Law 108:337 Asthmatic School Children’s Treatment and Health Management Act of 2004

*Approved by SC: 5/10/18*

| ~~SOURCE: Weymouth~~

JLDD-N

**ALLERGEN ALERT NOTIFICATION**

(On school letterhead)

Date: (at least 5 school days ahead of lesson)

Dear Parents/Guardians,

I am writing to inform you that on (lesson date) our class will be using the following products as part of a lesson in (content area) class.

Product \_\_\_\_\_ Brand Name \_\_\_\_\_


This lesson has been approved by the principal (principal initials) \_\_\_\_\_ as aligned to the curriculum and the nurse (nurse initials) \_\_\_\_\_ has been notified of the materials to be utilized in this lesson.

Please contact me if there are any safety issues present for your child, by \_\_\_\_\_ so the materials can be purchased prior to the lesson

Sincerely,

Teacher Name, grade

School Name

***Approved by SC 5/10/18***

SOURCE: Weymouth



File: JLF

## **REPORTING CHILD ABUSE AND NEGLECT**

~~Massachusetts General Laws requires that administrators, school nurses, and teachers report suspected cases of child abuse. Teachers and all other staff should report suspicion of child abuse orally to the building Principal.~~

~~The principal or designee shall file a written report with the D.S.S. Office, 541 Main St., So. Weymouth (331-6600) within 48 hours of the initial call. A copy should be forwarded to the Superintendent's Office. The appropriate forms are available in each building or in the Administration Building.~~

~~SOURCE: Weymouth~~

## STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees; principal or designee will assist families who request, through a written waiver, payment plan or reduction of fees.

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Economically disadvantaged students are not exempt from charges for lost and damaged books, locks, materials, supplies, uniforms and equipment.

All student fees and charges, both optional and required, will be listed and described annually as part of each school's fee schedule for primary and middle schools. High School fee schedules will be distributed by the assigned appropriate department, as determined by the building principal or designee. Permissible penalties for non-payment include the loss of privilege to participate in extracurricular activities.

All outstanding debts must be resolved (payment, payment plan or waiver) in order for students to participate in any extracurricular activities.

***SC approved: 5.24.18***

***SOURCE: ~~Weymouth~~***

## **STUDENT FEES, FINES, AND CHARGES**

~~The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.~~

~~A school may exact a fee or charge only upon Committee approval. The schools, however, may:~~

~~**Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.**~~

~~**Charge for lost and damaged books, materials, supplies, and equipment.**~~

~~Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.~~

~~All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District.~~

~~Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.~~

SOURCE: MASC October 2016

## **STUDENT RECORDS**

~~In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families.~~

~~It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.~~

~~The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.~~

~~The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.~~

~~LEGAL REFS: ——— Family Educational Rights and Privacy Act of 1974,  
———— P.L. 93-380, Amended  
———— P.L. 103-382, 1994  
———— M.G.L. 66:10-71:34A, B, D, E, H~~

~~Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002  
———— 603 CMR: Dept. Of Education 23.00 through 23.12 also  
Mass Dept. Of Education Publication Student Records; Questions, Answers and Guidelines, Sept. 1995~~

~~CROSS REF: ——— KDB, Public's Right to Know~~

~~SOURCE: Weymouth~~

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS:       Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10; 71:34A, B, D, E, H  
                      603 CMR 23.00

SOURCE:           MASC February 2019

CROSS REF:        KDB, Public's Right to Know

## STUDENT RECORDS

~~603-CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that —the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth,§ and under M.G.L.c.71, s.34F which directs that —the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of School Committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.¶ 603-CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995 September 2006. 603-CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.~~

### Application of Rights

~~603-CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603-CMR 23.00 should be liberally construed for these purposes.~~

- ~~(0) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.~~
- ~~(0) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.~~
- ~~(0) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603-CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.~~
- ~~(0) Notwithstanding 603-CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a School Committee cannot extend the provisions of 603-CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.~~

### Definition of Terms

The various terms as used in 603-CMR 23.00 are defined below:

Access: ~~shall mean inspection or copying of a student record, in whole or in part.~~

Authorized school personnel: shall consist of three groups:

- ~~(0) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.~~
- ~~(0) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.~~
- ~~(0) The evaluation team that evaluates a student.~~

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a School Committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a School Committee maintains information relative only to the person's employment by the School Committee.

~~The student record:~~ shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

~~The temporary record:~~ shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

~~Third party:~~ shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

~~The transcript:~~ shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable); course credit, grade level completed, and the year completed.

### **Access to Student Records**

~~Log of Access:~~ A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- ~~(-) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;~~
- ~~(-) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and~~
- ~~(-) School nurses who inspect the student health record.~~

~~Access of Eligible Students and Parents:~~ The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.



- ~~(-) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.~~
- ~~(-) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.~~
- ~~(-) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.~~
- ~~(-) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.~~

Access of Authorized School Personnel: ~~Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.~~

Access of Third Parties: ~~Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.~~

- ~~(-) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.~~
- ~~(-) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.~~
- ~~(-) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.~~

- ~~(-) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.~~
- ~~(-) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.~~
- ~~(-) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.~~
- ~~(-) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.~~
- ~~(-) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.~~

~~Access Procedures for Non-Custodial Parents: As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions:~~

- ~~(-) A non-custodial parent is eligible to obtain access to the student record unless:
  - ~~0. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or~~
  - ~~0. The parent has been denied visitation or has been ordered to supervised visitation, or~~
  - ~~0. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.~~
  - ~~0. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.~~~~
- ~~(-) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).~~

- ~~(-) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school Principal annually. The initial request must include the following:
  - ~~0. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and~~
  - ~~0. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.~~~~
- ~~(-) Upon receipt of the request the school must immediately notify the custodial parent by certified and first-class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).~~
- ~~(-) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.~~
- ~~(-) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.~~
- ~~(-) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).~~

### **Notification**

~~At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:~~

- ~~(-) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.~~
- ~~(-) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.~~

LEGAL REFS: ~~Family Educational Rights and Privacy Act of 1974 P.L. 93-380, Amended P.L. 103-382, 1994~~  
~~M.G.L. 66:10-71:34 A, B, D, E, H~~  
~~Board of Education Student Record Regulations adopted 2/1077, June 1995 as amended June 2002.~~  
~~603-CMR: Dept. Of Education 23.00 through 23:12 also~~  
~~Mass Dept. Of Education Publication Student Records; Questions, Answers and Guidelines, Sept. 1995~~

~~CROSS REF: KDB, Public's Right to Know~~

~~Approved by SC: 6/7/18~~

~~SOURCE: Weymouth~~

## **STUDENT PHOTOGRAPHS**

~~Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.~~

~~Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.~~

~~Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.~~

~~The purpose of the policy is to:~~

- ~~• Enhance the safety of students through visual identification in an emergency situation.~~
- ~~• Facilitate the social, educational, and administrative activities conducted in the school.~~
- ~~• Provide a service to parents and students.~~
- ~~• Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.~~

**SOURCE:** ~~Weymouth~~

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Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

LEGAL REF.: M.G.L. 30B:1(b)(31)

~~SOURCE: MASC February 2019~~

## **DEATH OF A WEYMOUTH HIGH SCHOOL STUDENT**

Within two (2) months after the death of a WHS student, the high school principal will contact the Weymouth High School student's parents or guardians by phone. The principal will invite the parents or guardians to meet with the Weymouth Public School's "Remembrance Committee". This phone call will be followed up with written information within 7 days.

A Remembrance Committee will be convened and consist of the following:

Remembrance Committee:

- WPS Superintendent or his/her designee
- One member of School Committee
- WHS Principal or his/her designee
- One faculty member (who knew the student)
- One member of the counseling staff
- Parents/ guardians of the deceased student

The Remembrance Committee will provide the following options:

1. Receipt of a Posthumous Diploma\* at the WHS graduation held the year he or she would have graduated as part of the natural flow of the ceremony.
2. Receipt of a Posthumous Diploma\* at a private ceremony to be determined by the Remembrance Committee.
3. Receipt of a Posthumous Diploma in the mail.
4. None of the above

\*Wording on the WHS Posthumous Diploma will be determined by the Remembrance Committee.

*Approved by SC: 5/21/16*

| **SOURCE:** ~~Weymouth~~