

SECTION J: Students

File: JA - STUDENT POLICIES - GOALS 1

File: JA-E - STUDENT POLICIES - GOALS 2

File: JB - EQUAL EDUCATIONAL OPPORTUNITIES 5

File: JBA – STUDENT-TO-STUDENT HARASSMENT..... 6

File: JC - ATTENDANCE AREAS..... 7

File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS 8

File: JEB - ENTRANCE AGE..... 9

File: JF - SCHOOL ADMISSIONS..... 10

File: JF-E-1- SCHOOL ADMISSIONS..... 11

File: JF-E-2- SCHOOL ADMISSIONS..... 13

File: JFABA - RESIDENCY VALIDATION 14

File: JFABC - ADMISSION OF TRANSFER STUDENTS..... 15

File: JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES 16

File: JFBA - MODIFIED OPEN ENROLLMENT POLICY FOR GRADES 1-5..... 18

File: JFBB - SCHOOL CHOICE..... 20

File: JFBB-1 - SCHOOL CHOICE..... 21

File: JH - STUDENT ABSENCES..... 22

File: JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE 24

File: JI - STUDENT RIGHTS AND RESPONSIBILITIES 25

File: JIB - STUDENT INVOLVEMENT IN DECISION-MAKING 26

File: JIC - STUDENT DISCIPLINE 27

File: JICA - STUDENT DRESS CODE.....	34
File: JICB - CARE OF SCHOOL PROPERTY BY STUDENTS	35
File: JICC (<i>also EEAEC</i>)- STUDENT CONDUCT ON SCHOOL BUSES	36
File: JICC-R (<i>Also EEAEC-R</i>) - STUDENT CONDUCT ON SCHOOL BUSES – REGULATIONS.....	37
File: JICE - STUDENT PUBLICATIONS.....	39
File: JICFA - PROHIBITION OF HAZING	40
File: JICFA-E - PROHIBITION OF HAZING	41
File: JICFB - BULLYING PREVENTION AND INTERVENTION POLICY	42
File: JICG - TOBACCO USE BY STUDENTS.....	46
File: JICH – ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED	47
File: JICH-R - ADMINISTRATION GUIDELINES AND PROCEDURES REGARDING ALCOHOL AND OTHER DRUGS.....	48
File: JICI - DANGEROUS ARTICLES AND CONTROLLED SUBSTANCES	51
File: JIE - PREGNANT STUDENTS.....	52
File: JIH - SEARCH POLICY AND PROCEDURE	53
File: JII - STUDENT COMPLAINTS AND GRIEVANCES	54
File: JIK - LOST DAYS DUE TO STUDENT PRANKS.....	55
File: JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES	56
File: JJ-E - CO-CURRICULA AND EXTRACURRICULAR ACTIVITIES	57
File: JJA - STUDENT ORGANIZATIONS	59
File: JJE - STUDENT FUND-RAISING ACTIVITIES.....	60
File: JJF-R - STUDENT ACTIVITY ACCOUNTS.....	61

File: JJG - CONTESTS FOR STUDENTS	63
File: JJIB - INTERSCHOLASTIC ATHLETICS.....	64
File: JJIB-E - CONDITIONS GOVERNING PARTICIPATION IN INTERSCHOLASTIC ATHLETIC EVENTS.....	65
File: JJIE - CHEMICAL HEALTH POLICY.....	69
File: JJIF - ATHLETIC CONCUSSION POLICY	70
File: JK - STUDENT DISCIPLINE	72
File: JKA - CORPORAL PUNISHMENT	73
File: JKAA - PHYSICAL RESTRAINT OF STUDENTS.....	74
File: JKD - SUSPENSION	78
File: JKE - EXPULSION.....	79
File: JL - STUDENT WELFARE.....	80
File: JLA - STUDENT INSURANCE PROGRAM.....	81
File: JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS	82
File: JLCA - PHYSICAL EXAMINATIONS OF STUDENTS	84
File: JLCB - INOCULATIONS OF STUDENTS	85
File: JLCC - COMMUNICABLE DISEASES	86
File: JLCCA - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION .	87
File: JLCCA-E - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) SCHOOL ATTENDANCE POLICY	88
File: JLCD - POLICY FOR THE ADMINISTRATION OF MEDICATION	90
File: JLCD-1- WALPOLE PUBLIC SCHOOLS MEDICATION PROTOCOL.....	97
File JLCEA – Life Limiting Illness Policy.....	98

File: JLCEE - WALPOLE PUBLIC SCHOOLS AUTOMATED EXTERNAL DEFIBRILLATORS	99
File: JLCEE - AUTOMATED EXTERNAL DEFIBRILLATORS PROCEDURAL GUIDELINES.....	100
File: JLCEEE - WALPOLE PUBLIC SCHOOLS STUDENTS WITH LIFE-THREATENING ALLERGIES (LTA)	103
File: JLD - GUIDANCE PROGRAM	111
File: JLDDBB - POLICY FOR DEALING WITH TRAUMATIC INCIDENT.....	112
File: JLF - CHILD ABUSE REPORTING REQUIREMENTS	113
File: JP - STUDENT GIFTS AND SOLICITATIONS	114
File: JQ - STUDENT FEES, FINES, AND CHARGES	115
File: JRA - STUDENT RECORDS	116
File: JRA-R - STUDENT RECORDS	117
File: JRD - STUDENT PHOTOGRAPHS	122

File: JA - STUDENT POLICIES - GOALS

The student is the focal point of all operations of a school system. Consequently, 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 establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. 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.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

LEGAL REFS.: 603 CMR 26:00

File: JA-E - STUDENT POLICIES - GOALS

Active Efforts

1. 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 ensure that all obstacles to equal access to school programs for all persons regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness, 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness, 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.
2. If participation in any school sponsored program or activity has previously been limited to students based race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness, then the School Committee shall make active efforts to insure that equal access to all school sponsored programs or activities be provided within the system.
3. 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:
 - (a) advance means of achieving educational goals in a manner free from discrimination on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.
 - (b) enhance consciousness of the kinds of discriminatory and prejudicial practices and behavior which may occur in the public schools.
4. 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.
5. At the beginning of the school year, the 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. This notice may be included with other communications sent to parents by the school system.

Upon request, the Department of Elementary and Secondary 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.

6. 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.
7. The superintendent 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.
8. 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.
9. Adults serving on athletic regulatory boards shall fairly represent the interest of both male and female students.
10. 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.
11. 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, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.

12. 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 REFS.: 603 CMR 26:00; S. 1971, c. 622

File: JB - 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, creed, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, homelessness or intellectual differences.

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.

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, sexual orientation, disability, limited English-speaking ability, or homelessness.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, 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.

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 Executive Order 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
BESE 603 CMR 26:00
BESE regulations 603 CMR 28.00

CROSS REFS.: AC Nondiscrimination

File: JBA – STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Walpole 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, creed, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. 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 (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building 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.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

LEGAL REF.: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
BESE 603 CMR 26:0

File: JC - 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 following general guidelines will be applied:

1. Use of safe walking conditions consistent with the committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. Honoring community of interest; where possible, school attendance zones will incorporate community patterns.

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 anyone 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.

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 REFS.: JCA Assignment of Students to Schools

File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

1. If the change involves a child with a special needs or, 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, and/or for disciplinary/ administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his/her former school; however, permission will not extend beyond the current school year.
4. To permit secondary 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 child with special needs is involved; or unless specific permission is granted by the school committee.

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 REFS.: JC Attendance Area

File: JEB - ENTRANCE AGE

In an attempt to permit children to enter kindergarten or first grade at the time most appropriate for them, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten in September.
2. Children who will be six years of age before September 1 of the school year during which they wish to enroll will be eligible to enter first grade in September.

Initial admission of children to all grades will involve a consideration of the chronological age as well as social, emotional, and academic readiness of the children to do the work of those grades. An exception exists for those pupils transferring from out of town and they must present satisfactory evidence that they have been regularly enrolled elsewhere.

File: JF - SCHOOL ADMISSIONS

Adopted 6/7/2004

All children of school age who reside in Walpole will be entitled to attend the public schools, as will certain children who do not reside in Walpole 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 March. With the exception of students whose status is homeless as defined under Policy JFABD*, 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 vaccination and immunizations as required by the state and the school committee. Proof of residency of legal guardian(s) may also be required by the school administration.

** For policy governing students whose status is homeless, refer to Policy JFABD.*

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

File: JF-E-1- SCHOOL ADMISSIONS

Purpose and Construction of 603 CMR 26.00

1. 603 CMR 26.00 is promulgated to insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and course of study at such schools without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. 603 CMR 26.00 shall be liberally construed for these purposes.
2. The obligation to comply with 603 CMR 26.00 is not obviated or alleviated by any local law or rule or regulation of any organization, club, athletic or other league or association which would limit the eligibility or participation of any student on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.

School Admissions

1. All public schools in the Commonwealth shall admit students without regard race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
2. No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and of minority groups. Reference to only one sex in the name of schools, programs or activities shall not be retained.
3. The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
4. Any standards used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. Limited English-speaking ability (as defined by M.G.L.c.71A) shall not be used as a deterrent to or limitation on admissions.

5. If admission to any school, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, is dependent upon the participation or completion of courses or programs which were previously limited to students of one sex or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any racial, ethnic or religious group of students to participate in such programs, then such criteria must be abolished.

6. Nothing in 603 CMR 26.00 shall be construed as to control the interpretation of or interfere with the implementation of St. 1965, c. 641, as amended by St, 1974, c. 636, providing for the elimination of racial imbalance in public schools, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

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

File: JF-E-2- SCHOOL ADMISSIONS

Admission to Course of Study

1. Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. 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 sex, 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.
2. The determination of what courses or units of study are to be required of any student shall also be made without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness of that student.
3. The scheduling of students into courses or units of study shall not be done on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.
4. Each student, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness, 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.
5. Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex 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

File: JFABA - RESIDENCY VALIDATION

Adopted 6/7/2004

With the exception of students whose status is homeless as defined under Policy JFABD*, under General Laws Chapter 76, Section 5, only students who "actually reside" within the Town of Walpole may enroll in the Walpole Public Schools. In order to verify residence within the town, a student enrolling in the Walpole Public Schools must provide documentation of actual residence. In addition to providing such documentation at the time of initial enrollment, the school administration may request verification at any later time if actual residence is questioned.

Documentation of actual residence includes but is not limited to the following:

1. Copy of deed to real estate;
2. Lease for apartment or other dwelling;
3. Copies of utility bills; tax bills or other independent documentation which establish the student actually resides within the town.

** For policy governing students whose status is homeless, refer to Policy JFABD.*

File: JFABC - ADMISSION OF TRANSFER STUDENTS

Transfer students applying to enroll in our school system at all grade levels must provide the following documentation prior to attendance in the school system.

1. A complete school transcript or transfer card;
2. A complete current individualized education plan, if any;
3. Completed current health record;
4. Complete discipline record from prior school.

Students seeking enrollment in the Walpole Public Schools will be required to indicate the name and address of the last school attended. Walpole Public Schools will request additional student records, as necessary, to complete the enrolling student's educational history and determine appropriate educational programming.

In the event any or all of the above documentation is not available, the Walpole Public Schools will determine with the student, parent or other authorized person a method of obtaining information necessary to assure school safety and determine the student's educational placement.

File: JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

The Walpole Public Schools complies with the McKinney-Vento Homeless Assistance Act and intends that homeless children have equal access to all educational programs and services offered by Walpole Public Schools. Homeless students will not be separated from the mainstream school environment.

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.

Definition

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.

Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families in accordance with the McKinney-Vento Act. The role of the liaison is to assist homeless students enroll in school and to ensure that they receive the educational services for which they are eligible. 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.

Enrollment

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.

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.

Disputes

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. Final decisions in dispute resolution reside with the Massachusetts Commissioner of Education.

Transportation

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.

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

File: JFBA - MODIFIED OPEN ENROLLMENT POLICY FOR GRADES 1-5

Purpose:

To provide parents and/or legal guardians with the opportunity to enroll their children in an elementary school building outside their school attendance area when, in their opinion, such a move would best suit the needs of the individual child. The School Committee will institute this policy only at their discretion and will determine at that time what grades and/or schools will be available for open enrollment.

Assignment:

Individual school attendance areas shall be established by the Office of the Superintendent of Schools and a vote of the School Committee. These boundaries may be changed as population warrants or capacities of buildings require adjustment.

Pupils shall attend the school in the attendance district in which they reside unless assigned to some other school by the Superintendent of Schools.

Exceptions:

The Superintendent of Schools is authorized to make an exception to attendance lines for individual elementary pupils in the interests of the student and/or the school.

The following guidelines may be considered:

1. The student's residence changes from one school attendance area to another within the Town of Walpole after the April vacation period.
2. After students in the school attendance area have been enrolled, remaining seats are open to other elementary pupils in the Town on a "first come, first served" basis until classes are filled.
3. THE FOLLOWING GUIDELINES WILL BE USED FOR THE SOLE PURPOSE OF OPEN ENROLLMENT:
 - a) The purpose of Modified Open Enrollment is to balance class size. Therefore, students will not be transferred out of classrooms with less than 25 students at the close of the open enrollment period, and
 - b) Only those classes with less than 25 pupils will be eligible for open enrollment transfers into those classes.
4. All requests must be made in writing.

Requests for out of School Attendance Area Enrollment:

Requests for out of school attendance area enrollment may be made by the parent or legal guardian beginning June 1 and concluding on June 30, or whatever June workday (Monday through Friday) is closest to these dates. Requests will not be accepted after June 30.

At the end of the school year, the parent may request that their child be transferred back to their original school attendance area. This request will be honored only if space is available and at the

discretion of the Superintendent. No child will be transferred out in order to make space available.

Any child transferring to another school will remain within that school district for his entire elementary school experience unless a request is filed in writing and approved by the Superintendent.

Special Education Students:

Students who are served by Individualized Educational Plans (IEP) who seek open enrollment, must receive Team Evaluation Approval prior to a transfer being approved. It must be understood that this transfer approval shall not result in the receiving school's obligation to provide additional staff and/or services to accommodate the transferred student.

Transportation:

The parent or guardian must stipulate in writing to the Superintendent of Schools that they will be responsible for providing all necessary transportation for the particular pupil attending a school outside of his/her school attendance district. Parents must be willing to make this transportation commitment for a minimum of one year.

Under the Modified Open Enrollment Policy, any student attending public schools outside their attendance area in Walpole will be permitted to use regularly scheduled school buses only if space is available and if it requires no change to the regularly scheduled bus route.

File: JFBB - SCHOOL CHOICE

The Walpole School Committee uses the following guidelines every year to determine the participation in the Inter-district School Choice Law (M.G.L. 76:12B):

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 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 1. 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, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, ancestry, athletic performance, physical handicap, special need, academic performance or homelessness.

LEGAL REFS: M.G.L. 71:6; 71:6A; 76:6; 76:2; 76:12B
BESE Regulations 603 CMR 26.00

File: JFBB-1 - 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. 76:12B.) 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 Walpole 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 meeting will be held to 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 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 1. 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, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, ancestry, athletic performance, physical handicap, special need, academic performance or homelessness.

LEGAL REFS: M.G.L. 71:6; 71:6A; 76:6; 76:2; 76:12B
BESE Regulations 603 CMR 26.00

File: JH - STUDENT ABSENCES

Regular and punctual school attendance is essential for success in school. Parents of children attending our schools have the responsibility to ensure that their children attend school regularly in accordance with state law.

Students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day- to- day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance of an absence, when 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 justifiable.

Student Absence Notification Program

Each Principal 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

Any student who has not graduated from high school will not be considered permanently removed from school unless the Principal or his/her designee has sent a notice to the student, and the 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 two (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 for the meeting date shall exceed fourteen (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, the benefits of earning a high school diploma, and the alternative education programs and services available to the student.

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

File: JHD - 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

File: JI - 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 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

File: JIB - 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.

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 Chairperson 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.

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

CROSS REFS.: BDF Advisory Committee to the School Committee

File: JIC - 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 that is made available to students and parents.

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.

Suspension

In every case of student misconduct for which suspension may be imposed¹, 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 ten (10) days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent 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 the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (g) if the student may be placed on long-term suspension following the hearing with the Principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. the right to appeal the Principal's decision to the Superintendent. To conduct a

¹ Except for offenses referenced in the note at the end of this Policy.

hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

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 or designee in writing of the removal including a description of the danger or disruption 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 of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice;
- Provide written notice to the student and parent as required above;
- Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent 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;
- 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 Ten (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.

The Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year. An in-house suspension lasting longer than ten (10) days constitutes a long-term suspension under the law and this Policy; therefore, the procedures for long-term suspensions shall apply to such suspensions.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.

Principal's Hearing – Short Term Suspension of up to Ten (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, 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 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 ten (10) days but less than ninety (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 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 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 upon request.

The Principal shall provide the parent, 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 by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

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, and shall include the following information:

The process for appealing the decision, including that the student or parent 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 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 shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (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 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 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 and Superintendent to participate. The Superintendent shall send written notice to the parent 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 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 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) schooldays, 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 alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. 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 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 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 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, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness in accordance with law and regulation.

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 37H1/2. 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.

SOURCE: MASC

LEGAL REFS.: M.G.L 71:37H; 71:37H ½; 71:37H ¾

File: JICA - STUDENT DRESS CODE

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

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

File: JICB - CARE OF SCHOOL PROPERTY BY STUDENTS

Books

Pupils shall be responsible for payment for lost or damaged books or other equipment which have been loaned to them by the School Department.

Musical Instruments

Any student using an instrument provided by the Town of Walpole must return the instrument in the same condition allowing for reasonable change due to usage. This same student is, therefore, responsible for any cost incurred for negligible use and/or vandalism.

File: JICC
(also EEAEC)

File: JICC (also EEAEC)- STUDENT CONDUCT ON SCHOOL BUSES

Bus transportation to and from school is a privilege for all students who qualify according to the rules and regulations of the Walpole School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and the rules regarding behavior are the same as in school. It should be understood by all that the right of a student to school transportation is a qualified right dependent upon good behavior.

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 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.

File: JICC-R (Also EEAEC-R) - STUDENT CONDUCT ON SCHOOL BUSES – REGULATIONS

1. No pupil shall prevent another from occupying a seating space. Seating will be in accordance with grade level. For example: Kindergarten and grade 1 - front section; grades 2 and 3 - mid section; and grade 4 - back section. The bus driver has the authority to change a student's seat in the best interest of safety.
2. Parents will be held financially responsible for any defacing or damaging of the bus.
3. Pupils will conduct themselves on the bus in a manner which does not distract the driver and is considerate to all other passengers.
4. Pupils shall refrain from placing any object out of the bus windows.
5. For reasons of safety, all articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
6. Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such matters.
7. The emergency door must be used for emergency only. Children shall not touch safety equipment on the bus.
8. The following are prohibited:
 1. smoking and/or the use and possession of drugs.
 2. drinking and eating.
 3. profanity and obscene language.
 4. excessive noise.
 5. annoying other passengers or their possessions in any manner.
 6. throwing objects in the bus or out the windows.
 7. climbing over or crawling under seats.
 8. weapons of any kind.
9. Do not enter into conversation with the driver while the bus is in motion; but do report any emergency to him/her at once.
10. Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school.

Violations of these procedures could result in the following actions:

- A. FIRST VIOLATION: Upon receipt of a Bus Conduct report, the Principal will issue a

warning and inform Central Office and the driver, as well as the parents of the child.

- B. **SECOND VIOLATION:** A second violation will result in a suspension of bus privileges for a minimum of five (5) school days.
- C. **THIRD VIOLATION:** A third violation may result in a suspension of bus privileges for the remainder of the school year.
- D. The Walpole School Department, through the superintendent of Schools or his/her designee, retains the right to suspend the bus privileges of any student for behavior or misconduct that endangers the safety of its students, the driver, or the bus at any time.

Parents, bus driver and Central office will be notified of all suspensions in writing by the Principal. Further disciplinary action may be taken by School Administrators depending on the severity of the offense.

File: JICE - 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. Students shall affix their names to all articles or editorials written by or contributed to by them. 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. 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.

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 reasonable regulated by the Principal.

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

File: JICFA - PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, 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 Superintendent of Schools, 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.

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

CROSS REFS.: JIC Student Conduct

File: JICFA-E - PROHIBITION OF 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/herself 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, pledgee 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 Elementary and Secondary 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.

File: JICFB - BULLYING PREVENTION AND INTERVENTION POLICY

The Walpole Public Schools is committed to providing our students equal educational opportunities, and a safe learning environment free from bullying. This will be possible when all members of the Walpole school community treat each other with respect, appreciating the rich diversity in our schools. This policy is an integral part of the Walpole Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful and disruptive behavior. All students have the right to this support to achieve their personal and academic potential.

The Walpole Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, cyber-bullying, harassment, or intimidation in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Walpole Public Schools.

DEFINITIONS

Bullying is defined as the repeated use by one or more students or school staff member of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is defined as 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, social networking sites, instant messages, or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment is defined as a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

For the purposes 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 Walpole Public Schools.

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 electronic device that is not owned, leased or used by the Walpole Public Schools 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.

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 and families are expected.

PREVENTION AND INTERVENTION PLAN

The Superintendent and/or his 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 intervention 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 failure 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, volunteers, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff or an individual contracted by the Walpole Public Schools shall immediately report any instance of bullying that he/she has witnessed or become aware of to the school principal or designee.

INVESTIGATION PROCEDURES

The principal or 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 aggressor. The actions taken to prevent further acts of bullying shall be discussed.

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

Staff members shall assess an alleged target's immediate safety needs and implement a plan to ensure safety.

Confidentiality in all matters is essential in order to protect a person who reports bullying, provides information during an investigation, or is a witness to or has reliable information about an act of bullying. Information may be discussed only with the respective parent/guardian of the student(s) involved.

If the school principal or designee determines that bullying has occurred, he/she shall initiate appropriate disciplinary action. If criminal charges may be pursued, the principal shall consult with law enforcement officials and the Superintendent to determine if criminal charges are warranted.

The investigation shall be completed within fourteen (14) school days from the date of the report. The parents or guardians of targets and aggressors shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were determined 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 designee shall contact the parents or guardians regarding the status of the investigation on a weekly basis.

DISCIPLINARY AND CORRECTIVE ACTION

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action in accordance with district disciplinary policies, which are described in each school's Code of Conduct, to stop the conduct and prevent its reoccurrence. The Walpole Public Schools is committed to protecting a complainant, and other similarly-situated individuals, from bullying in the future. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

The Walpole Public Schools' response to bullying actions will include, when appropriate, referral to a law enforcement agency. The Walpole Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

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 the 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.

Assistance

The Walpole Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, 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 PreK to grade 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, staff, and contracted service providers at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Procedural manuals containing responsibilities of staff and students, reporting procedures, complaint process, resolution, and protection against retaliation shall be in place at each level. This policy shall be printed in each school handbook.

The Walpole Public Schools Bullying Prevention and Intervention Plan shall be posted on the Walpole Public Schools website as well as on each school's website.

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

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
 MGL 71:37O
 MGL 265:43, 43A
 MGL 268:13B
 MGL 269:14A

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

 JK, Student Discipline Regulations

File: JICG - TOBACCO USE BY STUDENTS

Effective June 18, 1993, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

Offenders will receive detentions in accordance with the code of conduct. Students spitting chewing tobacco are in violation of health practices and are subject to suspension.

LEGAL REFS.: M.G.L 71 :37H

CROSS REF.: ADC, Smoking on School Premises
GBED, Tobacco Use on School Property by Staff Members

File: JICH – 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 storing, use, serving, or consumption of any alcoholic beverage 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 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; M.G.L. 272:40A

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

File: JICH-R - ADMINISTRATION GUIDELINES AND PROCEDURES REGARDING ALCOHOL AND OTHER DRUGS

Acknowledging the gravity and urgency of the problems of drug use and abuse within our society, the Walpole School Committee recognizes the need for the following guidelines and procedures.

Definition: In general, drug abuse is defined as the illegal possession, transfer, sale, or illicit use of drugs and narcotics on school property by students or others. For purposes of these guidelines, the word "drug" shall include alcohol, except the penalty for an alcohol violation shall not include expulsion.

1. General Procedures

Whenever a staff member has reasonable grounds to believe that a student is involved in the possession, distribution, sale, or illicit use of drugs in school, that member shall immediately report the facts and circumstances to the building principal or his/her designee.

Staff members should not make direct accusations or inquiries, but simply refer the student's name and the facts and circumstances of the situation to the building principal or his/her designee.

2. Student Requiring Medication While In School

When a student is required by his/her physician to take prescribed or non-prescribed medication while in school, a parent or guardian of the student is expected to inform the nurse, in writing, that the student is required to take medication and describe the specific medication and dosage. A student taking medication during the school day must do so under the direct supervision of the school nurse.

3. Suspected Use of Drugs in School

In general, problems and suspected problems in the illicit use of drugs in school by students will be handled according to the policy for accidents and illness already in effect in Walpole.

- a. The student will immediately be referred to the building principal, or in his/her absence, the school nurse or some other designee.
- b. After speaking with the student, evaluating the symptoms, and consulting with the school nurse, the parents or guardian will be notified by the principal or his/her designee and requested to come to school.
- c. In extreme instances of physical distress, the principal may take immediate steps to secure medical aid, including hospitalization.
- d. If it is determined that the student, as a result of his/her disruptive behavior, is under the influence of illicit drugs, the student shall be immediately suspended from school and may face expulsion

4. Suspected Possession, Distribution, or Sale of Drugs on School Property

If a staff member observes a student with materials that appear to be drugs or narcotic substances:

- a. The student will be asked to give the materials to the building principal, school nurse, or other designee, since students are not permitted to carry such substances in school.
- b. The principal will ask the student to identify the substance.
- c. If the student declines to do so, or if the principal feels that further identification of the substance is needed, he/she will contact the student's parents/guardian to request his/her identification.
- d. Should the latter procedure still prove unsatisfactory, the principal will immediately call the Chief of Police or his/her designee.
- e. The principal will turn over any material evidence to the police.
- f. Any questioning of students by police will be done, if possible, in the presence of one or both parents or guardian(s) of the student being questioned.

5. Determination of Illicit Use

If illegal drugs or narcotics are identified through the above procedure:

- a. The principal will notify the Superintendent of Schools immediately (and later in writing), giving a full account of the situation and the name(s) of the student(s).
- b. The principal will notify the parents personally.
- c. The student shall receive an immediate ten (10) day out of school suspension and may face expulsion. The decision making process for re-admittance shall be based upon appropriate consultation with administrative, teaching, and support staff and other professional consultation when deemed advisable.
- d. The school will have the student(s) welfare as its main objective. To this end it will encourage the parents to undertake professional assistance on the outside and will work to maintain with the involved student(s) an effective and continuing program of school work.

6. Alcohol violations

Alcohol violations will result in:

- a. For a first offense, a mandatory ten (10) day suspension will be assigned, the first five (5) days will be served out of school, the last five (5) days will be an in-school suspension. A parent conference with an Assistant Principal will be required at the time of re-admittance.
- b. For a second and subsequent offense, a mandatory ten (10) day out of school suspension will be assigned. A parent conference with the Principal will be required at the time of re-admittance, as well as referral of the student to an approved alcohol counseling program.
- c. Any senior (grade 12) student who violates either our alcohol or drug policies at any of the culminating senior class events (e.g., prom, graduation rehearsals, senior dinner, awards programs, etc.), **WILL NOT BE PERMITTED TO PARTICIPATE IN COMMENCEMENT EXERCISES.**

7. Conviction for Drug Possession, Distribution, Sale or Use, Outside of School Property

In general, school disciplinary proceedings with regard to students found guilty of an alleged violation of drug laws while off school property should be considered only when the student's conduct disrupts the educational process or interferes with the rights of other persons in the school.

In concurrence with the M.G.L. c. 94C, § 32J, a conviction for selling drugs within 1,000 ft. of school property in Massachusetts will result in a minimum mandatory 2 year jail sentence plus a fine of up to \$10,000. This area around Walpole High School has been defined as Common Street in the areas of Clapp Street, Mass Avenue, Lake Avenue, Cascade Terrace, and Pocahontas Street, and the Town Forest behind the high school including the area behind the athletic field.

8. Due Process

Students must be guaranteed the rights of "due process under the law."

9. Drug Violations by Persons Who are Not Students at the School

Whenever the principal has information that persons who are not students of the Walpole Public Schools have sold or transferred drugs to any student(s), the principal shall immediately notify the local police department. School authorities shall cooperate fully with police officials in order to apprehend and prosecute such persons.

File: JICI - DANGEROUS ARTICLES AND CONTROLLED SUBSTANCES

No student shall have in his/her possession, on school grounds or at any school-sponsored function, any firearm, pellet gun, explosive device, knife, or any other article deemed dangerous.

Any student found in possession of a dangerous article, controlled substance, or drug paraphernalia will have it confiscated and be subject to expulsion. The dangerous article, controlled substance, or drug paraphernalia will be turned over to the Walpole Police Department for possible legal action.

In concurrence with the M.G.L. c. 94C, §32J, a conviction for selling drugs within 1,000 ft. of school property in Massachusetts will result in a minimum mandatory 2 year jail sentence plus a fine of up to \$10,000.

File: JIE - PREGNANT STUDENTS

Adopted 6/18/2007

The Walpole Public Schools 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.

Walpole Public Schools 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. The student, in cooperation with 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 REFS.: M.G.L. 71:84

File: JIH - SEARCH POLICY AND PROCEDURE

All searches are conducted to insure the safety and well-being of the student involved, the entire student population and staff.

Reasons to Search

1. A verbal or written report from staff, student, parent, police or other authority that a student may be in possession of an illegal substance, weapon, stolen item, or any other item not allowed in school (i.e., stink bombs, beepers, firecrackers, etc.)
2. An observation or observations by staff to indicate the need for a search would include but not be limited to:
 - a. The appearance of being under the influence of drugs or alcohol (odor, dilated or constricted eyes, pale or flushed face, slurred speech, disorientation, sleepiness, poor coordination and/or balance, abnormal vital signs),
 - b. Unusual emotional or physical behavior specific to the individual.
 - c. A student in possession of a large amount of money,
 - d. A transaction,
 - e. A student not in an assigned or appropriate area, such as the locker room or attic,
3. In order for a "rumor" (something heard or overheard and not yet verified) to form the basis of a search, administrators should investigate and/or talk to the student, source of the rumor and other involved sources and determine whether to proceed further or drop the issue.

File: JII - 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.

Students and their parent(s)/guardian(s) 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.

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.

The Education Reform Act of 1993 dictates that not all issues can be brought before the school committee. In some instances, the authority rests with the superintendent, while in others, the school committee is the final arbiter. Please consult with Central Office to determine the appropriate approach. In general, while matters of discipline and instruction are the purview of the superintendent, matters of policy and philosophy are the purview of the school committee.

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

File: JIK - LOST DAYS DUE TO STUDENT PRANKS

Days lost due to alleged student pranks shall be made up by adding extra days to the approved school calendar. The determination of when such time is to be made up is delegated by the School Committee to the Superintendent of Schools.

File: JJ - 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, 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 faculty advisor.

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

File: JJ-E - CO-CURRICULA AND EXTRACURRICULAR ACTIVITIES

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted as such school which restrict students participation on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness. 603 CMR 26.06(1) does not prohibit school committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness of the student except as provided in 603 CMR 26.06(7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the school committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and complete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.

8. Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

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

File: JJA - STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the Walpole Public Schools 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 school committee.

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 organizations 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 administrator for review of the principal's decision.

LEGAL REFS.: 603 CMR 2606

File: JJE - STUDENT FUND-RAISING ACTIVITIES

The Walpole School Committee believes that it is improper to solicit personal contributions to meet the needs of the system or to finance school extra-curricular activities. However, the Committee will permit pupils to engage in fund raising to support certain approved activities. Each plan to raise funds must be approved by the principal of the school.

File: JJF-R - STUDENT ACTIVITY ACCOUNTS

1. Student Activity Agency Account

The Walpole School Committee established this policy on June 2, 1997, in accordance with the M.G.L. Chapter 66 Acts of 1996 authorizing school principals to receive money in connection with the conduct of particular student activities, and to deposit such money intact, with the Town Treasurer, into an interest bearing bank account, referred to as the "Student Activity Agency Account" for the express purpose of conducting student activities.

2. Student Activity Checking Account-in general

The School Committee authorizes the Town Treasurer to allow each principal to establish a checking account, referred to as the "Student Activity Checking Account". Said bank must have a branch office in Walpole and be approved by the Superintendent or his/her designee and the Town Finance Director. This account is to be operated and controlled by the Building Principal and funds may only be expended for student activity purposes per the particular student activities authorized by the School Committee.

3. Student Activity Checking Account-Maximum Balance

The maximum balance the school can have in their checking account at any one time is as follows:

Elementary Schools	\$6,000
Middle Schools	\$10,000
High School/Middle Schools	\$30,000

4. Student Activity Checking Account-Bonding

The School Business Administrator shall coordinate bond coverage for appropriate personnel for his/her Student Activity Checking Account. Costs for such coverage may come from the Student Activity Fund or other school funding if available.

5. Student Activity Agency & Checking Accounts-Interest

The School Committee has approved that the interest earned on each "Student Activity Agency Account" shall remain in the account and be recorded as a separate line item by the Building Principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- a. To cover the cost of periodic outside audits of the accounts
- b. To purchase forms and supplies related to maintaining the Student Agency Account by the school.
- c. To cover the costs of a student(s) attending a class or school function when students are charged for such but the principal determines the family is unable to cover such expenses.
- d. Any other expense the Principal can directly relate to a particular student activity.

6. Student Activity Agency & Checking Accounts-Audits

The School Committee requests an annual audit of both the Student Agency Account and the Student Checking Accounts for all buildings in accordance with the procedures as agreed upon between the School Committee and the Town Accountant, based upon guidelines insured by the Massachusetts Bureau of Elementary and Secondary Education.

7. Collection/Deposit of Student Activity Money

The collection/deposit of money for Student Related Activities will be the responsibility of the Principal who will follow School Business Administrator's policy entitled "Walpole Public Schools Student Activity Accounts Policies and Procedures Manual" (Revised 8/25/16) and must deposit said monies via the School Business Office.

8. Financial Reporting for Student Activity Accounts

Each Principal is responsible for keeping appropriate records for each Student Activity. Monthly reports will be sent to the School Business Office. Such reports shall include a Statement of Bank Reconciliation for their checking account and a Summary of the monthly Student Activity Deposits to the Student Activity Agency Account.

9. Student Activity Checking Account-Signature Authority

Each Building Principal and one other staff person shall have the authority to sign the Student Activity checks.

10. Student Activity Agency Account-inactive Accounts

If a particular Student Activity Organization becomes inactive for a period longer than six consecutive months, the Principal shall have the authority to transfer this particular activity's assets to other School Committee Approved Student Activities.

Upon graduation, any graduating class that shows a positive balance after 120 days from graduation will be treated as an inactive account. The Principal will have the authority to transfer any assets to other School Committee approved Student Activity Account.

File: JJG - CONTESTS FOR STUDENTS

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the Walpole Public Schools when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added work load on school staffs. Involvement in contests shall be approved by the appropriate Administrator.

File: JJIB - 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 may 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. 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.

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

CROSS REFS: AC Nondiscrimination (and subcodes)

File: JJIB-E - CONDITIONS GOVERNING PARTICIPATION IN INTERSCHOLASTIC ATHLETIC EVENTS

Parents and student should be aware that because of team size limitations, some students may be "cut" from a team. "Tryouts" are competitive and the student athletes who demonstrate the highest level of commitment and ability will be retained.

To be eligible to try out for interscholastic athletics, pupils of Walpole High Schools must have:

1. Satisfactory scholarship and citizenship according to the State Rules for Eligibility.
2. One physical examination after June 1st which will cover all sports for the forthcoming school year. It is the student's responsibility to provide proof of said physical.
3. Permission of parent or guardian to engage in interscholastic athletics (see part D).
4. Signed drug and alcohol policy.(see part A)
5. Provide evidence of health insurance which must be filed with the Athletic Department PRIOR to the student's participation. In order to protect parents of participants from unusual expense due to injury, the School Department has arranged to have available to athletes a supplementary insurance policy for a small yearly fee. This policy covers the cost of all treatment for injuries sustained for all school activities and includes all interscholastic sports (with the exception of football at the High School), up to \$10,000.
6. Fill out a Health History form and submit it to the Athletic Department (see part C).

Athletic Users Fee

- All athletes, upon making the roster of a team at the High School will be assessed a non-refundable \$200.00 athletic fee each season.
- Fees are payable by check only made out to WALPOLE PUBLIC SCHOOLS ATHLETIC FEE.
- This fee is in no way designed to exclude students from the athletic program. Exemptions for (other individual) extenuating circumstances may be granted by the Superintendent in writing only.
- Fees are due after final team rosters are set and prior to the first regularly scheduled game. Students have three days to make payment in the athletic office.
- Any student who voluntarily leaves a team or is dropped from a team for disciplinary or eligibility reasons will not be granted a refund. Refunds are in the form of a credit for use during the next season a student participates. If a student does not use the credit, a refund will be issued in early June of that school year only.

A. DRUG AND ALCOHOL POLICY

The Rule: (MIAA Blue Book, 1991-1993 Rule 66):

During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco products,

marijuana, steroids; or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

A. Minimum penalties:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next two (2) consecutive interscholastic events, or two (2) weeks of a season in which the student is a participant, whichever is greater. No exceptions for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or twelve (12) consecutive weeks, whichever is greater, in which the student is a participant.

If after the third or subsequent violations, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program the student may be certified for testament in MIAA activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year, but a penalty period will (not?) extend into the next academic year.

The MIAA has informed member schools that this rule is in effect 24 hours a day, 7 days a week.

Any student who is alleged to have violated this rule will be accorded the right to due process.

If there are any questions regarding this rule please contact the athletic office at (508) 660-7265.

I have read and understand the Drug and Alcohol Policy.

X _____
(Signature of Athlete) (Date)

B. EMERGENCY PERMISSION

In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the school authorities to hospitalize, secure proper treatment for and to order injections, anesthesia or surgery for my child, as considered necessary.

_____ (Name of Student Athlete)

I will accept responsibility for any expense incurred in handling this emergency care.

Signature of Parent: _____ Date: _____

Home Phone: _____ Cell Phone: _____

EMERGENCY CONTACTS (please give two):

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Personal Physician: _____ Phone: _____

Sports Physician: _____ Phone: _____

Medical Insurance Company: _____ Phone: _____

Certificate Number: _____

C. MEDICAL HISTORY

Athletic injury is possible in all athletic participation. The school will take every precaution for the safety of its students, but will not accept responsibility for injuries sustained. Coaches and athletic trainers will act prudently to prevent and minimize athletic injuries. Parents and athletes should be prepared to accept injury if it occurs, and follow advice from physicians and athletic trainer. This Medical History must be filled out each season.

Athlete's Medical History update:

This information will be held in strict confidence. It is important for the school athletic staff and emergency personnel to know about predisposing injury or disease in the event of accident or illness that requires immediate care or when a parent is unavailable.

Please indicate only YES answers: Diabetes _____ High blood pressure _____
Hemophilia _____ Convulsion _____ Heart murmur/disease _____
Pinched nerve _____

Has the athlete ever had a skull, neck or spine fracture: _____ (if YES, when) _____

Other fractures: _____

Dislocations/subluxations: _____

Allergies: _____

Medications (include dosage): _____

Fainting or unconsciousness (why & when): _____

Height: _____ Weight: _____ Contact lenses, dentures, or bridgework: _____

Loss or impairment of any paired organ: eye _____ lung _____ kidney _____ testicle _____
Other _____

Other disease or injury we should be aware of: _____

Do you know any reason why your daughter/son should not participate in a sport? _____

Signature of Parent: _____ Date: _____

D. PERMISSION TO PLAY

Homeroom: _____ Date of Birth: _____ Year of Graduation: _____

My daughter/son has my permission to participate in _____(Sport)

Signature of Parent or Guardian: _____

Date: _____

FOR ATHLETIC TRAINER AND EMERGENCY ROOM USE (do not write)

Medications: _____

Allergies: _____

Previous History: _____

File: JJIE - CHEMICAL HEALTH POLICY

Participation in athletics, extra-curricular activities and other school-sponsored events at Walpole High School is a privilege. The Walpole School Committee recognizes the use of alcohol and drugs by students as a serious health issue which can negatively impact the learning process, as well as other aspects of students' lives. The School Committee is committed to a continuing effort to educate students and prevent such use.

All students must adhere to the Walpole High School Handbook's Chemical Health rules. During the school year, beginning with the first day of school-sponsored activities and ending on the last day of the school year, students shall not, regardless of quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product (including e-cigarettes/vaporizers); marijuana, steroids, or any controlled substance.

The purpose of the Chemical Health Policy is to keep our students safe and to encourage responsible decision-making. The Chemical Health Policy applies to all interscholastic athletics, intramural athletics, and extra-curricular activities. If a student violates this policy, the penalties will be assessed in athletics. If a student does not participate in athletics, in either the season in which the penalty occurred or in subsequent seasons, then the penalty will be assessed to an extra-curricular activity, including intramural sports. If a student is not involved in sports, extra-curricular activities, or intramurals, then he/she may be precluded from participation in school-sponsored activities/social events as determined by the Principal.

This Policy follows the MIAA guidelines with respect to the MIAA 24/7 provisions, meaning that violations are not limited to only on-campus behaviors, and will include after school, weekends, school vacations and the summer recess period (when that portion of the summer recess overlaps with a school-sponsored activity). The prohibition on possessing prohibited items is not intended to render "guilt by association," e.g., many students might be present at a party where only a few violate the policy. Possession cannot be fully defined. A school administrator must determine if a violation occurred. It is generally necessary to show that the student was aware of the presence and character of the particular prohibited substance and was intentionally and consciously in possession of it.

This policy incorporates by reference the Walpole High School Handbook's Chemical Health provisions. The Handbook should be consulted for further details and explanation of penalties.

CROSS REFS.: JICG – Tobacco Use By Students
JICH – Alcohol, Tobacco, Drug Use By Students Prohibited
JICH-R - Administrative Guidelines And Procedures Regarding Alcohol
And Other Drugs
JICI – Dangerous Articles and Controlled Substances

File: JJIF - 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 activities² 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.

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

² 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 leaders 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.

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, and/or 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 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

File: JK - STUDENT DISCIPLINE

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 Walpole Public Schools.

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 District policy. These building rules shall be an extension of the Walpole Public Schools 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 a 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 his or her parent(s)/guardian(s).

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

LEGAL REFS: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17;
603 CMR 53:00

File: JKA - 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.

LEGAL REFS,: M.G.L. 71:37G

File: JKAA - PHYSICAL RESTRAINT OF STUDENTS

Effective 1/2016

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Walpole Public Schools. Furthermore, students of the district are protected under Massachusetts state law from the unreasonable use of physical restraint.

The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the use of physical restraint that is consistent with 603 CMR 46.00.

Physical restraint shall be used only in emergency situations of last resort after other lawful less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

School personnel shall use physical restraint with two goals in mind:

- a. To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault, imminent, serious, physical harm to self and others.
- b. To prevent or minimize any harm to the student as a result of the use of physical restraint.

46.02: Definitions

As used in 603 CMR 46.00, the following terms shall have the following meanings:

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint (46.05 (c)).

Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by

choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

The use of medication or mechanical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent or guardian.

Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

46.03: Use of Restraint

Physical restraint shall not be used:

- a. As a means of discipline or punishment;
- b. When the student cannot be safely restrained because 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;
- c. As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
- d. As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.
(46.03 1. (c))

The Superintendent/or designee shall develop and implement written restraint prevention and behavior support policy and procedures consistent with 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Such policy and procedures shall be annually reviewed and provided to program staff and made available to parents of enrolled students. Such policy and procedures shall include, but not be limited to:

- a. Methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student;
- b. Methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure;
- c. A description and explanation of the program's alternatives to physical restraint and method of physical restraint in emergency situations;
- d. A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- e. A description of the program's training requirements, reporting requirements, and follow-up procedures;
- f. A procedure for receiving and investigating complaints regarding restraint practices;
- g. A procedure for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6);
- h. A procedure for implementing the reporting requirements as described in 603 CMR 46.06;
- i. A procedure for making reasonable efforts to orally notify a parent of the use of restraint on a student within 24 hours of the restraint, and for sending written notification to the parent within three school working days following the use of restraint to an email address provided by the parent for the purpose of communicating about the student, or by regular mail to the parent postmarked within three school working days of the restraint; and,
- j. If the program uses time-out as a behavioral support strategy, a procedure for the use of time out that includes a process for obtaining principal approval of time-out for more than 30 minutes based on the individual student's continuing agitation. (46.04)

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 Elementary and Secondary Education recommends be at least 16 hours in length with at least one refresher training occurring annually thereafter. (46.04 (e))

Only school personnel who have received training pursuant to 603CMR 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. (46.05(1))

In addition, all staff members will be trained regarding the school's physical restraint policy. The principal or designee 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 in accordance with 46.04 (1).

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 agents of the School Committee, shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from any assault by a pupil. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher employee or agent of the district from using reasonable force to protect students, others or themselves from assault or imminent serious, physical harm.

46.06: Reporting Requirements

The program staff shall report the use of all physical restraints. The staff member shall inform the principal or designee of the physical restraint as soon as possible and by written report no later than the next school day. The Superintendent and 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 Elementary and Secondary Education. The principal shall conduct a monthly review of school-wide restraint data.

When a restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report required by 603.CMR 46.06 (4) to the Department postmarked no later than three school working days from the administration of the restraint. The program shall also send the Department a copy of the record of physical restraints maintained by the principal pursuant to 603.CMR 46.06 (2) for the 30 day period prior to the date of the reported restraint.

In special circumstances, individual waivers may be sought from parents of students who present a high risk of frequent, dangerous behavior that may necessitate the use of restraint.

LEGAL REFS.: (M.G.L. 71:37G) did not reference
603 CRM 46.00

File: JKD - SUSPENSION

A suspension from school is considered very serious and can result for a number of reasons. Offenses which can result in suspension are identified in the student handbook. Suspension may be assigned in-house or out of school, depending on the nature of the offense.

File: JKE - EXPULSION

In accordance with the Education Reform Act of 1993, a student will be subject to expulsion according to the following regulations:

1. 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 a knife, or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, will be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other staff on school premises or at school sponsored or school related events, including athletic games, will be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

File: JL - STUDENT WELFARE

Effective 10/2/2006

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 his/her 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 only be released into the custody of a parent/guardian or other person authorized in writing by a parent/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, 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 maybe deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills

The Walpole Public Schools shall cooperate with the Walpole Fire Department in conducting fire drills.

File: JLA - STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The Walpole Public Schools does not assume any responsibility regarding service, claims, or other matters relating to the insurance program. School insurance or family purchased equivalent is required for certain school activities.

File: JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS

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 Walpole Public Schools 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 Walpole Public Schools 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 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 is not available; and any allergies or diseases the student might have.

The Walpole Public Schools shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook which shall be utilized by Walpole Public Schools 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 Paramedic Assistance Unit 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 parents. Requests made by parents 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 and Head Nurse.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student or provide 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 Walpole Public Schools.

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

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

File: JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined once in each school year for screening in sight or hearing and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse. Parents/guardians will be notified in writing if any deviations from the screening standards are identified. A copy of the report will be filed at the school in the student's health record.

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 him/her by the school nurse. He/she will examine school employees when, in his/her 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.

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

CROSS REFS.: JF School Admissions

File: JLCB - INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other 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, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent. These exemptions must be kept in the student's files at school.

Homeless children who are unimmunized or partially immunized in accordance with the McKinney-Vento Homeless Assistance Act may be admitted to school without documentation of immunizations. The Homeless Liaison must immediately assist in obtaining them.

In situations when one or more cases of vaccine preventable disease are present at school, all susceptibles, including those with medical or religious exemptions, are subject to exclusion as described in the Reportable Diseases Isolation and Quarantine Requirements.

LEGAL REF.: M.G.L. 76:15; 76:15C; 111:6
105 CMR 220.000
Title I Part C No Child Left Behind

CROSS REFS.: JR School Admissions

File: JLCC - COMMUNICABLE DISEASES

The Walpole Public Schools 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 Walpole Public Schools 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, neurologic 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 class room - as deemed necessary to protect the health, safety, and welfare of students, staff and others.

Students who have recovered from reportable contagious diseases will not be readmitted to school without a certificate from their family or the school doctor.

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 meet to know shall be made by the Superintendent.

LEGAL REFS.: M.G.L. 71:55; 76:55A; 111:6; 76:15; 105 CMR 220.000

**File: JLCCA - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)
RESOLUTION**

Whereas, there is a great deal of concern in the community about the history, symptoms, and transmissibility of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC); and

Whereas, misinformation or lack of knowledge regarding the scope of the disease could result in improper decisions about children's attendance at school; and

Whereas, a comprehensive Policy on AIDS and ARC has been developed by the Massachusetts Department of Public Health, which has been adopted by the Massachusetts Department of Elementary and Secondary Education as policy; therefore be it

RESOLVED, that the Massachusetts Medical Society strongly recommends at this time that school systems in the Commonwealth appropriately implement an official policy governing school attendance by children and teachers with Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) using the guidelines currently developed by the Massachusetts Department of Public Health.

NOTE: This resolution was adopted by the Massachusetts Medical Society in September 1986.

File: JLCCA-E - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) SCHOOL ATTENDANCE POLICY

Epidemiologic studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

- I. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immunodeficiency virus, (HIV), and receiving medical attention are able to attend regular classes.
 - A. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
 - B. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
 - C. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
 - D. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) are able to attend school without any further restrictions.

- II. The child's personal physician is the primary manager of the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
 - A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.
 - B. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the superintendent might notify one or more of the following:
 - Principal
 - School
 - Nurse
 - Teacher

- C. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person to person contact.
 - D. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
 - E. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.
- III. Since the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmunegamma globulin) and/or the outbreak has no longer become a threat to the child.
- IV. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.
- V. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
- A. These spills should be disinfected with bleach (one part bleach to ten. parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.
 - B. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should be disinfected with the bleach solution described in SA.
 - C. Persons involved in the clean-up should wash their hands afterward.
- VI. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

File: JLCD - POLICY FOR THE ADMINISTRATION OF MEDICATION

The Walpole School Committee approves the following policies governing administration of medications in the schools under its jurisdiction.

I. Management of the Medication Administration Program

- A. The school nurse shall be the supervisor of the medication administration program in the school.
- B. The school nurse and the school physician shall develop and propose to the School Committee policies and procedures relating to the administration of medications.
- C. Medication Orders/Parental Consent
 - 1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed "as necessary, including the beginning of each academic year." A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or re-enters school.
 - a. In accordance with standard medical practices, a medication order from a licensed prescriber shall contain:
 - (1) the student's name
 - (2) the name and signature of the licensed prescriber and business and emergency phone numbers
 - (3) the name of the medication
 - (4) the route and dosage of medication
 - (5) the frequency and time of medication administration
 - (6) the date of the order and discontinuation date
 - (7) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential
 - (8) specific directions for administration.
 - b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
 - (1) any special side effects, contraindications, and adverse reactions to be observed
 - (2) any other medications being taken by the student
 - (3) the date of the next scheduled visit, if known.

c. Special Medication Situations

- (1) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.
- (2) For "Over-the counter" medications, i.e. non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the counter medications in schools. Written parental permission for administration of these medications must also be provided.
- (3) Investigational new drugs may be administered in the schools with:
 - (a) a written order by a licensed prescriber,
 - (b) written consent of the parent or guardian, and
 - (c) a pharmacy-labeled container for dispensing.If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

2. The school nurse shall ensure that there is a written authorization by the parent or guardian which contains:
 - a. the parent or guardian's printed name, signature, and an emergency phone number.
 - b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian, or student that such medications not be documented;
 - c. approval to have the school nurse administer the medication;
 - d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.
3. EXCEPTION:
 - a. 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.

D. Medication Administration Plan

1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration, shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.* If appropriate, the Medication Administration Plan shall be referenced in any other health or education plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

** The Department of Education Guidelines for special education require student consent for the 18-21 age group, and student participation in planning after age 14, if appropriate.*

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
 - a. the name of the student
 - b. an order from a licensed prescriber, including business and emergency telephone numbers
 - c. the signed authorization of the parent or guardian, including home and business telephone numbers
 - d. any known allergies to food or medications
 - e. the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented
 - f. the name of the medication
 - g. the dosage of the medication, frequency of administration, and route of administration
 - h. any specific directions for administration
 - i. any possible side effects, adverse reactions or contraindications
 - j. the quantity of medication to be received by the school from the parent or guardian
 - k. the required storage conditions
 - l. the duration of the prescription
 - m. plans, if any, for teaching self-administration of the medication
 - n. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication
 - o. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian, or student that such medication not be documented
 - p. when appropriate, the location where the administration of the medication will take place
 - q. a plan for monitoring the effects of the medication, if needed
 - r. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.

- F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
- G. In accordance with standard nursing practice, the school nurse may refuse to administer any or allow to be administered any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for the refusal.
- H. The school nurse shall have a current pharmaceutical reference available for her/his use.

II. Self Administration of Medication

Under certain circumstances, especially for older students with chronic medical conditions, it may be in the student's best interest to self-administer his/her own medication. "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. On a case by case basis, it may be decided that a student is responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- E. The student, school nurse, parent/guardian, and licensed prescriber, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered.
- F. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self-administration of medication.
- G. The student's health status and capabilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of medication.
- H. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.
- I. There is written authorization from the student's parent or guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission
- J. The licensed prescriber provides a written order for self-medication.
- K. The student follows a procedure for documentation of self-administration of medication.
- L. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults the teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room.
- M. The student's self-administration is monitored based on his/her capabilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.

- N. With parent/guardian and student permission, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.
- O. Permission to self-administer medication may be rescinded at the school nurse's discretion for noncompliance of above requirements.

III. Handling, Storage and Disposal of Medication

- A. A parent, guardian, or designated responsible adult shall deliver all medications to be administered in school to the school nurse.
 - 1. The medication must be in a pharmacy or manufacturer-labeled container.
 - 2. The school nurse shall document the quantity of the medication delivered.
 - 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons, provided however, that the nurse is notified in advance by the parent or guardian of the arrangement and of the quantity of medication being delivered to the school.
- B. All medications shall be stored in their original pharmacy or manufacturer-labeled containers and in such a manner as to render them safe and effective. Expiration dates shall be checked.
- C. All medications to be administered by the school nurse shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at a temperature of 38-42°F.
- D. Access to medications stored in the health office shall be limited to the school nurse. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
- E. Parents or guardians may retrieve the medications from the school at any time.
- F. No more than a thirty school day supply of the medication shall be stored at the school.
- G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record-Keeping

- A. Each school shall maintain a medication administration record for each student who receives medication during school hours.
 - 1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 - 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - 3. The daily log shall contain:
 - a. the dose or amount of medication administered

- b. the date and time of administration or omission of administration, including the reason for omission
 - c. the full signature of the nurse administering the medication. If the medication is given more than once by the same person, he/she may initial the record subsequent to signing a full signature.
- 4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
- 5. All documentation shall be recorded in ink and shall not be altered.
- 6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self-administration, shall be filed in the student's cumulative health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.
- B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- C. The Department of Public Health may inspect any individual student notification record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

V. Reporting and Documentation of Medication Errors

- A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - 1. within appropriate time frames
 - 2. in the correct dosage
 - 3. in accordance with accepted practice
 - 4. to the correct student.
- B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. The school nurse shall document the effort to reach the parent or guardian. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
- C. Medication errors shall be documented by-the school nurse on the accident/incident report form. These reports shall be retained in the student's health record. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.
- D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VI. Response to Medication Emergencies

The school nurse shall develop procedures for responding to medication emergencies, ie, any reaction or condition related to administration of medication which poses an immediate threat to the health or well-being of the student. These procedures shall be consistent with

school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified in case of a medication emergency.

VII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication.

Such information shall include an outline of these medication policies and shall be available to parents and guardians.

VIII. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

Approved by School Physician:

Signature

Date

Approved by School Nurse Leader:

Signature

Date

Approved by Superintendent:

Signature

Date

File: JLCD-1- WALPOLE PUBLIC SCHOOLS MEDICATION PROTOCOL

Drug: ACETAMINOPHEN

Dose: Children	2 - 3 years	160mg/dose
	4 - 5 years	240mg/dose
	6 - 8 years	320mg/dose
	9 - 10 years	400mg/dose
	11 years	480mg/dose

Adults and children over 11 years: 325-650mg/dose
PO - Maximum dosage should not exceed 4g daily.
Dosage for long-term therapy should not exceed 2.6g daily.

Dose Interval: Every 4 hours, as needed

Indications: Mild pain

Contraindications:

1. Anemia, renal or hepatic disease
2. Should not be used for self-medication of a fever greater than 103.1 F., a fever persisting longer than 3 days, or a recurrent fever (unless directed by a doctor).

Potential Adverse Effects:

- Hepatic: Severe liver damage with toxic doses
- Skin: Rash, urticaria

Assessment factors the nurse must employ prior to administering the drug:

1. Main complaint
2. History of complaint:
 - a. Type of pain
 - b. Area of pain
 - c. Severity of pain
 - d. Onset of pain
 - e. Cause of pain, if known
3. Visual observation if applicable
 - a. Swelling
 - b. Discoloration
 - c. Mobility, range of motion
4. History of any other medical complaints
5. History of allergies
6. History of current medications being taken

File JLCEA – Life Limiting Illness Policy

Children with life limiting (terminal) illnesses are attending school in increasing numbers. As the status of a child's health declines, a family may make the difficult decision not to prolong their child's life. In addition, they may request that measures not be taken to prolong their child's life. A MOLST (Medical Orders for Life Sustaining Treatment) order is executed by the appropriate medical provider with the consent of the parent or legal guardian, and issued according to the current standard of care. The Walpole Public Schools will comply with all MOLST orders to ensure that the child can attend school if the student wishes to attend school.

In order for a student with a life limiting illness to attend school a detailed Individualized Health Care Plan (IHCP) including an emergency response plan must be developed by the school nurse in collaboration with the family, and the child's medical provider. The IHCP should include the MOLST orders detailing what procedures to be taken in the event of a respiratory or cardiac arrest. The parent must notify the school nurse when the MOLST orders have been updated so that the school nurse can make certain that the most current MOLST orders are on file. The IHCP should be reviewed prior to each school year, and as needed if the student's medical situation changes.

The Walpole Emergency Medical Services must be notified that there is a child in the district who has a life limiting illness. In addition, after obtaining written parental permission, a copy of the MOLST orders for the student should be shared with Walpole EMS.

File: JLCEE - WALPOLE PUBLIC SCHOOLS AUTOMATED EXTERNAL DEFIBRILLATORS

INTRODUCTION

Sudden Cardiac Arrest (SCA) is a leading cause of death in the United States. Delivering an electrical shock to the heart, known as defibrillation, is recognized as the most critical step in restoring stable cardiac rhythm and resuscitating the victim of SCA.

The implementation of a public access defibrillator (PAD) program provides trained responders the opportunity to greatly increase the chance of survival through the timely use of an automated external defibrillator (AED).

Having the opportunity to fully participate in the event of a life threatening emergency such as SCA by initiating the first three links of the Chain of Survival; early access (911), early CPR and early defibrillation while awaiting arrival of early Advanced Cardiac life Support (ACLS) gives the trained responder every strategy needed to assist the victim and ensure a positive outcome.

PURPOSE

The purpose of a policy is to establish and formalize standard operating guidelines that are required by the Massachusetts Department of Public Health in order for the Walpole Public Schools to have, maintain and utilize an Automated External Defibrillator (AED).

DO NOT BEGIN CPR ON ANY PERSON WHO HAS A DO NOT RESUSCITATE (DNR) ORDER OR A VALID COMFORT CARE FORM IN COMPLIANCE WITH THE DEPARTMENT OF PUBLIC HEALTH DO NOT RESUSCITATE PROTOCOLS. DO NOT DISCUSS THE SITUATION WITH THE PUBLIC OR RELEASE ANY INFORMATION TO THE MEDIA. THE SUPERINTENDENT OR DESIGNEE IS RESPONSIBLE FOR ALL COMMUNICATIONS WITH THE PUBLIC AND MEDIA REGARDING INCIDENTS OCCURRING AT SCHOOL.

POLICY

An AED will be available to faculty, staff and students of the Walpole Public Schools during the school hours in designated school buildings in case of sudden cardiac arrest. The buildings and location of AEDs will be determined by the availability of AEDs and access to trained, certified responders to use them. The Walpole Public Schools, which is the provider agency, will meet all the Department of Public Health requirements for AED implementation. All trained responders will be CPR and AED certified and will maintain certification with mandated recertification courses and practice drills.

File: JLCEE - AUTOMATED EXTERNAL DEFIBRILLATORS
PROCEDURAL GUIDELINES

The following guidelines for implementation of a public access defibrillator (PAD) program for the Walpole Public Schools will be adhered to by all personnel involved.

RESPONSIBILITIES

MEDICAL DIRECTOR/SCHOOL PHYSICIAN

- Write prescriptions for AEDs
- Oversee all medical aspects of the program
- Ensure compliance with appropriate regulatory requirements
- Ensure proper skills training and maintenance for AED responders
- Establish and review procedures for AED use
- Establish a quality review and improvement program
- Post drill and post incident debriefing
- Available for consultation as needed

NURSE MANAGER/COORDINATOR

- Assist with development and implementation of AED program
- Act as liaison among the AED program participants
- Coordinate and oversee all non-medical aspects of the program
- Coordinate documentation related to training, maintenance and use
- Post incident data collection
- Coordinate training of AED certified staff
- Maintain master lists of all trained responders and training records
- Notify EMS in writing model of AED and specific locations

EMS COORDINATOR/WALPOLE FIRE DEPARTMENT

- Act as a resource to the Medical Director and Nurse Manager
- Attend post-incident debriefing within 72 hours

SCHOOL NURSE/SITE LEADER

- Responsible for daily accountability for the AED program during school year
- Check AED and accessories and document according with maintenance procedure
- Maintain a current list of all trained AED responders
- Document list of responders at site of event and forward to nurse manager
- Coordinate and document site-specific drills
- Maintain and document use of AED
- Notify nurse manager if AED is out of service
- Prepare resuscitation bag to include: scissors, razor, barrier facemask, 2 pair of latex free gloves and affix bag to AED handle
- Notify nurse manager, principal and Superintendent any time AED used
- Have nursing back up if needed

TRAINING

All AED responders who wish to participate in the program are required to submit to the appropriate school nurse documentation of a current course of basic life support including CPR, AED training and basic first aid according to the guidelines of the American Heart Association or the American National Red Cross. A copy of that documentation will be given to the nurse manager. Each responder is responsible for being familiar with the Walpole Public Schools AED policies and procedures. The nurse manager will coordinate and document efficacy all CPR/ AED training and practice drills conducted at least one time during the school year. Drills will include a review of response plans and communications at site specific emergency and use of AED.

LOCATION

AEDs shall be placed in specific locations in all schools as determined by Nurse Manager, school nurse, Principal, EMS coordinator and with Medical Director approval (specific locations not yet determined)

Walpole High School
Johnson Middle School
Bird Middle School
Elm Street School
Fisher School
Old Post Road School
Boyden School

MAINTENANCE

Maintenance of the AEDs will be the responsibility of the school nurse in the Walpole Public Schools. The school nurse will perform and document the following:

Daily and After Each Use:

- Check readiness display and confirm no battery indicator or service display
- Visually check AED, proper location, clean and no tampering
- Initial daily maintenance log

Monthly and After Each Use:

- Inspect exterior for dirt, contamination and clean if needed
- Check stations against inventory, restock as needed

After Each Use:

- Inspect exterior for dirt, contamination and clean if needed
- Complete AED incident report
- Restock supplies
- Download event data from AED and submit appropriately

AED PROCEDURE:

First Person on Scene

- BEGIN CPR if there are no signs of life (i.e., circulation, movement, breathing).
- Realize there is an emergency and note the time
- Assess scene safety, observe universal precautions
- DETERMINE UNRESPONSIVENESS
- ACTIVATE EMS - DIAL 911 - SEND for AED
- Designate person to alert main office and give accurate location
- CHECK AIRWAY- if not breathing - GIVE 2 RESCUE BREATHES

AED Responder

- APPLY AED IMMEDIATELY
- CONTINUE CPR UNTIL MACHINE IS READY TO ANALYZE
- TURN ON AED, PREPARE TO APPLY ELETRODES (per diagram)
- May need to dry chest, shave if hairy, remove jewelry, avoid implantable devices such as pacemaker, vagal stimulator, etc.
- PEEL ELECTRODES FROM BACKING - APPLY FIRMLY TO CHEST
- STAND CLEAR OF VICTIM WHILE MACHINE ANALYZING
- Refrain from cell phone or radio use within 4 feet of victim

Shock Advised

- CLEAR VICTIM - NO ONE IS TOUCHING VICTIM
- PRESS SHOCK BUTTON WHEN PROMPTED
- DEVICE WILL ANALYZE HEART RHYTHM AND SHOCK UP TO THREE TIMES IF NEEDED
- AFTER 3 SHOCKS - DEVICE WILL PROMPT - CHECK PULSE
- IF NO PULSE (or signs of life) RESUME CPR FOR 1 MINUTE, THEN STOP CPR

File: JLCEEE - WALPOLE PUBLIC SCHOOLS
STUDENTS WITH LIFE-THREATENING ALLERGIES (LTA)

Effective 10/3/2005; Updated 5/1/2015

POLICY STATEMENT

It is the policy of the Walpole School Committee to establish a protocol to set age-appropriate guidelines for students and schools that minimize the risk for children with life-threatening allergies (LTA) to be exposed to diagnosed allergens that may trigger a life-threatening reaction. Such guidelines shall include: building based general emergency plans, life-threatening allergy emergency plans, individual healthcare plans for all students diagnosed with LTA, appropriate training of staff, availability on site of medical equipment for quick response to life-threatening allergic reactions, nutritional information for foods served by nutrition services will be provided, and other such guidelines that will ensure that students with LTA can participate fully in school activities.

It is the School Committee's expectation that specific building based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist in maintaining students' safety as they grow, it is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school.

BACKGROUND

Allergic reactions can manifest in a wide range and severity of symptoms. The most severe life-threatening reaction is anaphylaxis. Anaphylaxis is a medical condition which occurs in allergic individuals after exposure to their specific allergen and refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure, which can be potentially fatal. Causes of anaphylaxis include but are not limited to allergies to:

- A. Foods - most commonly peanuts (legumes), tree nuts, food dyes, milk, dairy products, soy, wheat, white fish and shellfish
- B. Animal allergies and insect stings - yellow jackets, bees, wasps, hornets
- C. Medications
- D. Latex
- E. Cold temperatures - air, water

Anaphylaxis can occur immediately or for up to several hours following allergen exposure.

Therefore it is important to:

- identify a student at risk,
- have appropriate prevention policies, and
- be prepared to handle an emergency

PURPOSE AND GOALS

The Walpole Public Schools cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies, or to prevent harm to students in emergencies. The goals are: to minimize the risk of exposure to allergens that pose a threat to those students, educate the community, and maintain a regularly updated system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system. The purpose of the protocol on Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

The following Procedures for Implementation highlight the major responsibilities of the various groups. Each student's plan will be individualized and therefore not all responsibilities are included in this protocol.

PROCEDURES FOR IMPLEMENTING SCHOOL COMMITTEE POLICY ON LIFE THREATENING ALLERGIES

To implement the School Committee policy regarding the safety of students who have life threatening allergies, the school administration has established the following procedures.

RESPONSIBILITIES OF THE WALPOLE SCHOOL ADMINISTRATIVE PERSONNEL

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life-threatening allergic reactions.
2. Provide annual in-service training and education on reducing risks of LTAs, recognizing food allergy symptoms, and providing emergency procedures for staff.
3. Training shall meet the regulations set by the Commonwealth of Massachusetts and include, but not be limited to:
 - a. A description and a discussion of severe allergies such as: foods, medication, latex, and stinging insect bites.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of an Epi-Pen.
 - d. Specific steps to follow in the event of an emergency.
 - e. Training to administer Epi-Pens for staff members who have students with life threatening allergies shall occur twice within a calendar year.
4. Implement a "NO FOOD TRADING" and "NO UTENSIL SHARING" policy in all schools with particular focus at the elementary school level.
5. Elementary school students with life threatening allergies will not eat any food at school that is not brought from home. However, the student may purchase lunch in the cafeteria after a parent or guardian has reviewed the nutrition information

provided by the School Nutrition Services. It will be the parent or guardian's responsibility to make certain that the food purchased at school is safe for their child to eat.

6. Bake sales will not occur during school hours.
7. Provide and maintain LTA safe tables in each elementary school cafeteria as needed according to the individual student's Allergy Action Plan/Individual Health Care Plan (AAP/IHCP). These tables will be designated by a universal symbol and will be cleaned and sanitized.
8. The AAP or IHCP will be available in the nurse's office at all schools. In addition, the information will, with parent or guardian permission, be provided to school staff, cafeteria personnel, and transportation personnel. Parents/ guardians should provide a photograph of their student with a LTA for their AAP/IHCP.
9. Require all food service employees and custodians to use only latex free gloves.
10. Latex balloons will not be allowed in any Walpole Public Schools during the regularly scheduled school day or scheduled school events.
11. Epi-Pens prescribed to the students will be available in the nurse's office and in other clearly designated locations as specified in the AAP/IHCP. Students are allowed and encouraged to carry Epi-Pens on their person in accordance with the medication policy.
12. Review with teachers and cafeteria manager/food service director (and other staff members as necessary) the AAP/IHCPs of their students.
13. On a case-by-case basis as needed, and in consultation with the school nurse, require proof of allergy by a board certified allergist.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

The principal or his/her designee of each school shall be responsible for the following:

1. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening-allergies, symptoms, risk reduction, and emergency procedures including a demonstration on how to use the Epi-Pen. School nurses will be allotted a minimum of 30 minutes per year for the initial training of staff on anaphylaxis and use of the Epi-Pen.
2. Post the school's emergency protocol for LTAs in appropriate locations.
3. A contingency plan to manage medical issues whenever the nurse is not in the building will be shared with all staff. At such times in an emergency, staff should notify the office to call 911.
4. Lunch Room Attendants, K-5, will be assigned by the principal to clean the allergy (i.e., peanut) safe tables between lunches and monitor students who are assigned to wipe down cafeteria tables between lunches.

RESPONSIBILITIES OF THE SCHOOL NURSE LEADER

The School Nurse Leader will have the following responsibilities:

1. Ensure that Registration with the MDPH is up to date. Registration with MDPH allows nurses to train unlicensed personnel to administer a properly labelled Epi- to a student with a known life-threatening allergy in an emergency.
2. In conjunction with the school physician, ensure that standing orders are current for the administration of Epinephrine by school nurses to individuals with previously unknown life threatening allergies.

RESPONSIBILITIES OF THE SCHOOL NURSE

The school nurse is the primary coordinator of each student's health plan. Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian (include multidisciplinary staff when appropriate) as soon as feasible and develop an AAP/IHCP for the student based upon the physician's diagnosis and medical orders. During meetings with the parents/guardians, the nurse shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with LTAs.
2. The AAP or IHCP will be available in the nurse's office at all schools. In addition, the information will, with parent or guardian permission, be provided to school staff, cafeteria personnel, and transportation personnel. Parents / guardians should provide a photograph of their student with a LTA. The plan should include the student's name, photo, allergens, allergic reactions symptoms, risk reduction procedures, emergency procedures, and required signatures.
3. Review with classroom teachers and cafeteria personnel the AAP/IHCP of their students and convey information to any other staff member who has contact with the students, as defined by the AAP/IHCP.
4. Notify staff of the locations of Epi-Pens in the school.
5. In conjunction with the principal, the nurses will provide in-service training and education for staff regarding LTAs, symptoms, risk reduction and emergency procedures including demonstrations on how to use the Epi-Pen. This training will take place at the beginning of the school year and the nurse will be allotted 30 minutes for instruction.
6. During the Kindergarten Orientation, discuss the protocol that explains LTAs and the application of the protocol at schools.
7. The school nurse will be responsible for following the Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer Epi-Pens.
8. Discuss with parents the appropriate locations for storing the Epi-Pen and the possibility of receiving more than one Epi-Pen as necessary.
9. Inform the school principal and the appropriate parent/guardian when a child experiences an allergic reaction in school.

10. A contingency plan to manage medical issues whenever the nurse is not in the building, will be shared with all staff. At such times in an emergency, staff should notify the office to call 911.
11. The nurse in each school shall design and implement in depth training to enhance the staff's response to emergency plans

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities when he/she has a student with an LTA:

For PreK-5 students:

1. Receive and review the AAP/IHCP in collaboration with the nurse and parent(s).
2. Teachers, in collaboration with the nurse and the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom or the management of a plan to protect a child who is allergic to insect bites.
3. Participate in the planning of a student's re-entry to school after an anaphylactic reaction.
4. Identify a secure storage area for "safe" foods provided by parents.

For PreK-12 students:

1. Leave information regarding the AAP/IHCP in an organized and accessible format for substitute teachers and other staff who have responsibility for students.
2. Participate in in-service training for students with LTAs.
3. Encourage all students to wash hands before and after handling food.
4. Notify the school nurse of upcoming field trips and discuss accommodations for students with LTAs.
6. If food is an approved part of a curriculum activity, the teacher must meet with the nurse to go over the foods to be used. It will be the teacher's responsibility to contact the parents and make appropriate arrangements. At the elementary level this will include asking the parent to attend the event, or to send in the food to be consumed during the event. At the middle school and high school it will be the responsibility of the teacher to call the parent to make them aware of the curriculum event and what food will be consumed so that the parent and student can plan accordingly for alternate foods to be consumed when necessary.

RESPONSIBILITIES OF SCHOOL NUTRITION DIRECTOR

The school nutrition department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing the tables.
2. Provide in-service training in collaboration with the nurse to school nutrition employees
3. Read all food labels carefully and regularly as product formulations may change. Food labels must be maintained as a component of the USDA meals program; for

the purposes of food allergies, labels should be on hand for a minimum of 24 hours following meal service in case of an allergic reaction.

4. Make nutrition information available to parents.

RESPONSIBILITIES OF CAFETERIA STAFF:

1. Food service employees will wear non-latex gloves.
2. Allergen and safe tables will be provided as needed and washed daily prior to each lunch period. These tables will be designated by a universal symbol.
3. Lunchroom attendants will be assigned to clean peanut safe tables between lunches.
4. Review of all AAP/IHCP will be done by the cafeteria staff at the beginning of each school year and whenever new students are enrolled.
5. To prevent cross-contamination in food serving areas:
 - a. Clean all serving areas and utensils following standard operating procedures before and after each use. Utensils are not to be mixed or used for other foods.
 - b. Prepare salads for children with food allergies from ingredients before they are taken to the salad bar. Serving spoons in salad bars are easily used for several different items and foods frequently mix together causing cross-contact to occur.

RESPONSIBILITIES OF CUSTODIAL STAFF

The custodial staff shall have the following responsibilities:

1. Implementation of Integrated Pest Management Plan for each school that includes procedures for controlling and removing insects, many of these can be a source of life threatening allergies.
2. Use of non-latex gloves as necessary in their cleaning responsibilities.
3. Collaboration with principal and school nurse to perform cleaning practices that prevent cross-contamination of allergens by sanitizing classrooms and core facilities.
4. Perform specific cleaning requirements at the direction of the principal to meet the individual AAP/IHCP in order to protect specific children who have LTAs.

RESPONSIBILITIES OF SCHOOL TRANSPORTATION PERSONNEL

The school bus drivers shall have the following responsibilities:

1. If notified, supervisory personnel will inform each driver that s/he is transporting a child with a LTA.
2. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
3. Maintain a policy of prohibiting food consumption on the bus.

RESPONSIBILITIES OF PERSONNEL IN CHARGE OF AFTER SCHOOL ACTIVITIES

Persons in charge of extracurricular programs, such as coaches and school extended day personnel, shall have the responsibility to review the AAP /IHCP with the nurse for any student in their care who has an LTA. The Allergy Action Plan / Individual Health Care Plan will be available for parents to copy and give to other non-school care providers who assume responsibilities for their children.

RESPONSIBILITY FOR PERSONNEL WHO SUPERVISE RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes, staff will be responsible for bringing an Epi-Pen outside if specified in the child's AAP / IHCP. Such personnel will be trained in the use of an Epi-Pen.

RESPONSIBILITIES FOR PERSONNEL WHO PLAN AND SUPERVISE FIELD TRIPS

The school shall have the following responsibilities when students with LTA go on field trips:

1. In planning field trips, staff take must take into consideration the risk for allergen exposure to students. However, as with all field trips, it is the individual parent's right to give or withhold permission based on an assessment of any risks to his/her child.
2. Lunches should be held in a safe place so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination. Review eating situations with the nurses and plan for prevention of exposure to allergens.
3. Ensure that Epi-Pens, instructions, and a copy of the student's AAP/IHCP are taken on field trips.
4. After eating, hand wipes will be used by students and staff.

RESPONSIBILITIES OF PARENTS

Each parent of a student with an LTA shall have the following responsibilities:

1. Inform the school nurse of the child's allergies prior to the opening of school (or as soon as possible after diagnosis.)
2. Parent(s)/guardian(s) must arrange to meet with the school nurse, cafeteria manager/food service director and other staff as necessary to develop an AAP/IHCP for the student and provide medical information from the child's treating physician as needed to write the plans.
3. Provide the school nurse with enough up-to-date emergency medications (including Epi-Pens) so they can be placed in all required locations for the current school year.
4. Complete and submit all required medical forms related to the child's LTA.

5. Provide a MEDIC ALERT ID for the child.
6. Provide Epi-Pens to be taken on field trips as stated in the field trip policy.
7. Discuss with the child the importance of washing hands before and after handling food.
8. According to developmental readiness, teach him/her to:
 - a. Recognize the first symptoms of an allergic/anaphylactic reaction.
 - b. Know where the Epi-Pen is kept and who has access to it.
 - c. Communicate clearly as soon as he/she feels a reaction starting.
 - d. Carry his/her own Epi-Pen.
 - e. Not share snacks, lunches, or drinks.
 - f. Report teasing, bullying and threats related to the LTA to an adult.
 - g. Read labels.
 - h. Administer their own Epi-Pens and be able to train others in its use.
10. Inform the school of any changes in the child's LTA status including a physician's statement if the student no longer has allergies.
11. Provide snacks in a secure container for the child's classroom in case the child forgets their snack.

RESPONSIBILITIES OF STUDENTS

Each student with an LTA shall be responsible for the following according to the age and level of maturity:

1. Take responsibility for avoiding allergens.
2. Do not trade or share food.
3. Wash hands before and after eating. This should be done by all students to protect themselves and those students with an LTA.
4. Learn to recognize symptoms of all allergic reactions.
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
6. Assume more responsibility for your allergies as you age including learning to self-administer an Epi-Pen and read food labels.
7. Develop a relationship with the school nurse and other trusted adults in the school to assist in identifying issues related to the management of the allergy.
8. Contribute to the development of the AAP/IHCP as appropriate.
9. Avoid food items with unknown ingredients.
10. Wear a medic-alert bracelet or similar identification at all times.

File: JLD - 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 are improvable. 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.

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.

Guidance counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness 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 basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, limited English-speaking ability, or homelessness.

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

File: JLDBB - POLICY FOR DEALING WITH TRAUMATIC INCIDENT

If traumatic incident occurs after school hours:

1. Principal will call the Director of Guidance who in turn will inform all counselors through a networking system.
2. Counselors, Principal, Assistant Principals and Director of Guidance will convene at 7:30 A.M. of the next school day to make specific plans in relation to the traumatic incident. The deliberations will include a discussion of the advisability of involving outside support services.
3. Unless unusual circumstances dictate, a regular school schedule should be followed. The Principal will make a brief announcement regarding the incident on the public address system or in writing to the staff.
4. An announcement in the daily notices will inform students and teachers that all counselors will be available for individual and group interviews as well as classroom discussions. Teachers will be particularly requested to be alerted to students who appear to require counseling intervention.
5. If the incident involves a student, a counselor will be available in each class and homeroom which the student attended. While in the classroom, the counselor and teacher will make a judgment as to the students' needs in terms of information and expression of feelings and will respond accordingly.
6. A central location will be identified where a counselor will be available, on a rotating basis, all day for students to drop in to talk.
7. When indicated, a designated counselor, teacher, assistant principal, or principal will make contact with significant individuals in the community who may need support.
8. Within a reasonable amount of time counselors will follow-up with the students who had been identified as needing help and who had been seen earlier.

If the traumatic incident occurs during school hours, the principal and assistant principals will convene with the counselors. The procedure above will then be followed.

File: JLF - CHILD ABUSE REPORTING REQUIREMENTS

Massachusetts General Law, c. 119, §51A, requires certain professionals who come into contact with families in connection with performing their duties to report suspected cases of child abuse and neglect to the Department of Children and Families (DCF). These people are referred to as "mandated reporters". The law specifically mentions public or private school teachers, educational administrators, guidance or family counselors, psychologists, and school attendance officers among the school personnel who are covered by the reporting requirement. These reports are referred to as "51As".

A report must be filed when the reporter, in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen is suffering from physical or emotional abuse which causes harm or substantial risk of harm to the child's health or welfare. The law specifically includes suspected cases of sexual abuse, as well as neglect.

Abuse means the non-accidental commission of any act upon a child under eighteen which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth.

Neglect means the failure, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth or other essential care.

Serious physical injury includes any non-trivial injury, death, addiction to a drug at birth, soft tissue swelling or skin bruising, and failure to thrive.

Serious emotional injury includes an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function.

School employees, along with employees of other public and private institutions, are permitted to make reports to the person in charge of the school, or that person's designated agent, at which point the person in charge or the school's agent becomes responsible for making the report to DCF. A school is permitted under the law to establish a procedure whereby the school principal or some other person designated by the principal, such as an Assistant Principal or Guidance Counselor, will receive all 51A reports and file them with DCF. It is important to note, however, that school personnel always retain the option to file directly with DCF themselves, in addition to following school procedure by notifying the principal or other designated agent within the school.

File: JP - STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the school committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the superintendent.

CROSS REFS.: GBEBC Staff Gifts and Solicitations
 JJE Student Fund-Raising Activities
 KHA Public Solicitations in the Schools
 KHB Advertising in the Schools

File: JQ - 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. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board 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.

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 withholding of report cards until payment is made or denial of participation in extra class 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.

Fees may be waived for families who demonstrate need.

File: JRA - STUDENT RECORDS

Established 10/7/2002

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 parent(s) 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 23.00 through 23:12
 Mass Dept. of Education publication Student Records: Questions,
 Answers and Guidelines, Sept. 1995

File: JRA-R - 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. 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.

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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:

- (1) 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.

- (2) 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.
- (3) 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.

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:

- (a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) 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
- (c) School nurses who inspect the student health record.

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) 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

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) A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. 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.
- (b) 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:
 1. 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
 2. 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.
- (c) The non-custodial parent must submit a written request for a 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).
- (d) Upon receipt of the request (initial and annual) 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).
- (e) The school must delete the address and telephone number of the student and 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.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.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.

File: JRD - STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with 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 for 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.