

AGENDA
Wednesday, February 24, 2021
Maynard School Committee Workshop at 7:00 pm
Maynard School Committee Special Meeting at 8:30 pm
Remote Meeting

Posted at Town Hall
2/18/21 at 1:08 pm

(The School Committee may vote on all items listed on this agenda)

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held via a virtual meeting (internet) using Zoom Technology.

All members of the public are invited to join the meeting virtually either by computer (internet) or phone at:

Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: SC2020
Choose to use Computer Audio, or join by phone at the number below:
Phone Option: 1-646-558-8656 Meeting ID: 915 7287 5882 Password: 768250
View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/2XiCS4b>

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

- I. Open SC Goals Workshop**
- II. Goals Discussion (80 min; IO/D)**
 - A. Budget**
 - B. Community Engagement & Communication**
 - C. Diversity, Equity & Inclusion**
 - D. Policy**
- III. Close Workshop**
- IV. Call Special Meeting to Order (at 8:30pm)**
- V. Policies to be Reviewed, Vote to Adopt/Approve (45 min; D/VR)**
 - A. IKB/#607 Homework**
 - B. JIC/#550 – Student Discipline**
 - C. JJIB/#564 – Interscholastic Athletics**
 - D. JK – Student Conduct**
 - E. JL/#637 – Student Welfare**
 - F. #211/ECA-1 – Video Surveillance**
 - G. #645/JIE – Pregnant Students**
- VI. Policies to be Reviewed: First Readings (30 min; D/VR)**
 - H. JJ/#562 – Co-Curricular & Extracurricular Activities**
 - I. JLC/#641 – Student Health Services & Requirements**
 - J. JRA/#615 – Student Records**
- VII. Executive Session under MGL; CH30A; § 21(a)(3) -To discuss strategy with respect to collective bargaining with the MEA (Teachers Union) since an open meeting would have a detrimental effect on the bargaining of the public body and the chair so declares. School Committee will not return to open session.**

*IO [Info Only], P [Presentation], D [Discussion], or VR [Vote Required]

Chairperson: Lydia Clancy
Posted by: Colleen Andrade
Date: 2/18/21

Maynard Public Schools

IKB - HOMEWORK

Maynard School Committee Policy #607: Amended and Recodified

The Maynard School Committee recognizes the value of continued learning outside of the classroom and the importance of developing good study habits. Therefore, we encourage the use of homework as a means to that end. However, homework should be an outgrowth of and preparation for class activities; a vehicle to develop or reinforce skills and knowledge, not merely busywork.

School handbooks will contain a copy of this policy, grade-appropriate time allotments, and other relevant information.

Frequency of Homework

Vacations

K-12: Homework will not be assigned with the expectation that it be worked on and/or completed during any school vacations. Long-term projects assigned before a vacation cannot have a due date earlier than the 2 days following vacation.

Long Weekends

K-12: Homework will not be assigned over long weekends, including those due to religious holidays and those marked by a district-wide closing. When there is no school on Monday, in-class assessments will not be scheduled earlier than the following Wednesday.

Mid-year Exams and Assessments

High School Only: No assessments or homework will be given during the mid-year week, except for homework directly related to exam or assessment preparation.

MCAS

Grades 3-10: Nights prior to MCAS testing are to be homework-free.

Religious Holidays

K-12: For practices related to religious holidays, please refer to policy IMD.

Amended and recodified:

Earlier Versions: 3/15, 5/10, 2/02, 9/88, 10/93, 10/96

CROSS REF.: IKB-A, Homework Regulation

IMD, School Ceremonies and Observances

IMD-1, Tolerance or Religious Beliefs and Customs

Maynard Public Schools

JIC - STUDENT DISCIPLINE

Replaces Maynard School Committee Policy #550

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

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

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

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

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

Students with disabilities

Additional procedures and protections are extended to students eligible under the IDEA (Individuals with Disabilities Education Act, 20 U.S.C 1400 (2004)) or Section 504 (Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.794). These procedures and protections may include a "Manifestation Determination" hearing to determine:

- 1) ... if the conduct in question was caused by or had a direct and substantial relationship with the student's disability, and/or
- 2) ... if the conduct in question was the direct result of the district's failure to implement the students' IEP.

The goal of these procedures and protections is to ensure that students are not punished for behavior directly related to their disability. The ultimate objective is for students to remain in school and receive support and instruction to assist them in modifying their

behavior and/or provide accommodations for the behavior. Removing students due to their disability and applying standard disciplinary actions may be counterproductive and a violation of IDEA or 504 protections.

Suspension

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

Notice of Suspension

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

Emergency Removal

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

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the

two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

In School Suspension - not more than 10 days consecutively or cumulatively

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

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

Principal's Hearing - Short Term Suspension of up to 10 days

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

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

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

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

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

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

determination shall be in writing and may be in the form of an update to the original written notice.

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

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

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

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

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

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

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

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

Superintendent's Hearing

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

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

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

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

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence

shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

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

Expulsion

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

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

Academic Progress

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

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

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the

process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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

Reporting

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

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

SOURCE: MASC December 2014

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

603 CMR [53.00](#)

[Individuals with Disabilities in Education Act](#)

ADOPTED:

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

Maynard Public Schools

JJIB - INTERSCHOLASTIC ATHLETICS

Replaces Maynard School Committee Policy #564

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. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

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

SOURCE: MASC

LEGAL REFS.: M.G.L. [71:47](#); [71:54A](#); [76:5](#)

603 CMR [26.00](#)

CROSS REFS.: [AC](#), Nondiscrimination (and subcodes)

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

ADOPTED:

Maynard Public Schools

NEW JK - STUDENT CONDUCT

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

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

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

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

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

SOURCE: MASC

Updated July 2014

LEGAL REF.: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [71:37L](#); [76:16](#); [76:17](#)

603 CMR [53.00](#)

ADOPTED: 1/30/20

AMENDED:

Maynard Public Schools

JL - STUDENT WELFARE

Replaces Maynard School Committee Policy #637

Supervision of Students

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

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

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

Reporting to Authorities - Suspected Child Abuse or Neglect

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

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

Student Safety

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

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

Safety on the Playground and Playing Field

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

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

- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

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

LEGAL REFS: MGL [71:37L](#); [148:2A](#)

SOURCE: MASC 8/2006

ADOPTED:

Maynard Public Schools

ECA-1 VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Formerly Maynard School Committee Policy #211

Purpose:

The Maynard Public Schools authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District. The video surveillance/electronic monitoring equipment shall be used to protect school property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

Deployment:

The Superintendent or his designees are responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Preservation of Equipment

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera or who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Public Notice of Video Policy

Visible and legible signs shall be placed at the main entrances to buildings and in district vehicles, including school buses, to notify students, staff, and visitors that video or digital

cameras may be in use in school buildings and on buses. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students and others will be held responsible for any violations of school rules or laws recorded by the cameras. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff of the use of video surveillance/electronic monitoring systems in their schools.

Use, Retention and Access to Video

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Maynard Public Schools policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Maynard Public Schools will not use video to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Maynard Public Schools shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings may be destroyed after thirty (30) days. If, however, action is taken by the Maynard Public Schools/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the

date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials or other individuals record a specific event (e.g., a play, music performance, athletic competition, graduation, video teleconferencing, Town Meeting or Maynard Public Schools meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping surveillance/electronic monitoring equipment for educational, instructional, and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Maynard Public Schools.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Maynard Public Schools will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Amended and Recodified:

Adopted: 05/29/14

Legal References: FERPA, 20 U.S.C. 1232g

Cross Reference: 34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

Maynard Public Schools

JIE - PREGNANT STUDENTS

#645 Amended and Recodified

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

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

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

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

CROSS REF.: IHBF

LEGAL REFS.: M.G.L. [71:84](#)

Title IX: 20 U.S.C. § 1681

34 CFR § 106.40(b)

Amended & Recodified:

Previous Versions: 5/15, 1/12, 12/06

Maynard Public Schools

IKF - GRADUATION REQUIREMENTS

Incorporates & Replaces Maynard School Committee Policy #631

In order to graduate from Maynard High School, a student must have earned at least 110 credits and complied with all state accountability requirements. A full-year course that is successfully passed is worth 5.00 credits. A semester-long course that is successfully passed is worth 2.50 credits. A quarter-long course that is successfully passed is worth 1.25 credits.

Courses in the following areas are required as part of the overall 110 credit total:

English	Pass at least four years of English.
Mathematics	Pass at least four years of mathematics, one of which may be a Computer Science course approved by the principal. Waivers are available for students who qualify.
Science	Pass at least three years of science, one of which may be an Engineering course approved by the principal.
Social Science	Pass at least three years of social studies including one course of United States history.
World Language	Pass at least two years of foreign language (same language both years). Waivers are available for students who qualify.
Physical Education	Pass at least two Physical Education classes prior to graduation.
Senior Capstone	Completion of a full-year course, or two semester-long courses, in Senior Project or an alternative capstone activity approved by the principal.
Civics	Complete 1 civics action project. The Commonwealth of Massachusetts Department of Elementary and Secondary Education requires that "All middle and high school students in the state must be provided opportunities to complete projects during [starting with] the 2020-21 school year."

MCAS

As prescribed by the Department of Elementary and Secondary Education.

All Massachusetts high school students are required to be in structured learning time for 990 hours within 180 school days. This requirement means that all students must be in direct instruction each period of every day. The only exceptions to this requirement are for credit-bearing courses and other academic opportunities, such as dual enrollment, internships, and work-study.

Other requirements may be established by the school committee, or be established by the state, in relation to the particular program as shown above. Otherwise, the additional credits needed for graduation may be selected from among elective courses. Further academic guidelines and expectations, including expectations for grade promotion, can be found in the program of studies and the student handbook.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when: 1. Study plans are approved by the school administration in advance. **And** 2. The institution where the study occurred submits a record of the student's work. In these instances, the Principal and the student's School Counselor will evaluate the work and assign credit for it according to standards prevailing at Maynard High School.

Graduation diplomas from Maynard High School shall be based on learning achievement rather than on the amount of time students spend in attendance. A student may graduate from Maynard High School after having earned 110 credits, with 20 credits in the senior year, and by successfully completing a sequence of courses that meet the requirements set forth in this policy. The number of credits awarded upon completion of a specific course may be reduced for the attendance reasons set forth in the "Maynard High School Student Handbook."

1. Exchange or Transfer Students

Upon entry into Maynard High School, the academic achievements of a student who is transferring into Maynard High School will be assessed by a school counselor. The Principal's determination will be final and noted in the student's record regarding which Maynard High School courses and how many credits the student must complete to become eligible for a diploma.

2. Academic Deficiencies

Students who, because of academic deficiencies, cannot graduate or who are in jeopardy of not graduating with their class will be notified in writing along with

their parents or guardians by certified mail, or alternatively by read receipt email, the summer preceding their scheduled graduation year. At this time, those students and their parents or guardians will receive a schedule of classes for the coming year. Necessary adjustments to the student's schedule will be made only at the beginning of each semester and acknowledged in writing. Specific graduation requirements to be met by the student and a timetable for possible graduation will be included in the letter or email of notification to the student and their parents or guardians.

3. Requirements for Early Graduation

Any student may embark on an accelerated program which would result in the earning of all required credits in fewer than four years. In such a case a student may petition to graduate and receive a diploma if the following criteria have been met:

1. Recommendation from the School Counselor and Principal. The recommendation shall contain the reasons for special consideration.
2. Written permission from the student's parents or legal guardians.
3. Final approval by the Principal in consultation with the Superintendent:
 - a. At the end of the Sophomore year for students who plan to graduate at the end of their Junior year.
 - b. Prior to the beginning of the Senior year for students who plan to graduate at the end of the first semester of their Senior year.
4. Successfully passing MCAS tests as prescribed by the Massachusetts Department of Elementary and Secondary Education.

CURRENT VERSION ADOPTED:

PREVIOUS VERSIONS: 5/15, 5/09, 3/00, 1/95, 9/84, 5/82, 9/80, 2/79, 7/77, 5/76, 5/73

CROSS REF.: MHS Student Handbook and Program of Studies

Maynard Public Schools

JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Replaces Maynard School Committee Policy #562

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 complementary 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/guardians in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage the 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.
6. Each school will provide equal opportunity to students with disabilities to participate in extracurricular activities.

Criteria for participation will be set forth in student handbooks as determined by Principals and School Councils. Maynard resident students who attend other schools, in either charter or public schools via "school choice" may not participate in student activities. Students attending other schools may participate in Maynard athletics as part of a Maynard sponsored coop program with the student's school, provided the student pays the activity fee and meets the behavior, attendance, and academic requirements published for all students, both in the sending school and at Maynard.

SOURCE: MASC

CROSS REF.: MIAA Regulations

LEGAL REF.: M.G.L. [71:47](#)

603 CMR [26.00](#)

NOTE: This category is useful for a general policy on student activities and for establishing definitions.

Maynard Public Schools

JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS

Replaces Maynard School Committee Policy #641

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 concerns, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

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

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

Procedures for Emergency at School

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

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

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

- Provision for care beyond First Aid, which would enable care by the family or its physician or the nearest Emergency Medical Services agency. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Information, including a list of any allergies or medical conditions the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without the written approval of parent/guardian(s). Requests

made by parent/guardian(s) for such administration of medication shall be reviewed and approved by the Principal, School Nurse, or designee;

- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

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

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

SOURCE: MASC

Updated July 2012

LEGAL REF.: M.G.L. [71:53](#); [54](#); [54A](#); [54B](#); [55](#); [55A](#); [55B](#); [56](#); [57](#); [69:8A](#)

CROSS REF.: [EBB](#), First Aid

[EBC](#), Emergency Plans

[JLCD](#), Administration of Medications to Students

[#641.1](#), School Health Program

[#641.2](#), Dismissal of Students

[#641.3](#), Injuries Requiring Parent Notification

ADOPTED:

Maynard Public Schools

JRA - STUDENT RECORDS

Replaces Maynard School Committee Policy #615

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with the law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of the destruction of the temporary record and their right to receive the information in whole or in part shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. [66:10 71:34A, B, D, E, H](#)

603 CMR [23.00](#)

SOURCE: MASC February 2019

CROSS REF.: [KDB](#), Public's Right to Know