

## STUDENT POLICIES GOALS

The student is the focal point of all operations of a school system. This top priority is shared with no one.

Consequently, the Medfield 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 tailor 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 excellent attendance and good work.

LEGAL REF.: 603 CMR 26:00

SOURCE: Medfield

## **STUDENT POLICIES GOALS**

- (1) The Medfield School Committee establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to endure that all obstacles to equal access to school programs for all persons regardless of race, sex, color, national origin, religion or limited English-speaking ability, no matter how subtle or unintended are removed. Such policies shall include a requirement for an annual evaluation of all aspects of the K through 12 school program to insure that all students regardless of race, color, sex, religion or national origin are given an opportunity to develop skills, competence, and experience, and to receive appropriate guidance so that they may be able to participate in all programs offered by the school including athletics and other extra-curricular activities. Special attention shall be given in this examination to schools and programs in which students of either sex or of racial or national origin groups present in the community are markedly underrepresented.
- (2) If participation in any school sponsored program or activity has previously been limited to students based on race, color, sex, nationality origin, or religion, 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, religion or national origin.
  - 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 shall be responsible for sending to the parents of all school age children, in their primary language, a notice of the existence of S. 1971 c.622 and its implications. Such notice shall include the information that all courses of study, extra-curricular activities, and services offered by the school are available without regard to race, color, sex, religion or national origin. This notice may be included with other communications sent to parents by the school system. Upon request, the Department of Education shall provide a translation in requested languages to assist superintendents in complying with this section, the superintendent shall inform the community of the existence of the law and of its implications through newspaper releases or radio or television announcements.



- (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, religion or national origin,
- (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, religion or national origin in their hiring and recruitment practices within the schools. Before any employer is allowed to recruit at or through any school, the employer shall be required to sign a statement that he/she does not discriminate in hiring or employment practices on account or race, color, sex, religion or national origin.
- (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, religion or national origin.
- (9) Adults serving on athletic regulatory boards shall fairly represent the interest of both male and female students.
- (10) 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 26.1 by any person, group or organization shall be free from any restrictions based upon race, color, sex, religion or national origin.
- (11) The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

LEGAL REF.:           603 CMR 26:00

SOURCE: Medfield

## 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, creed, sex, gender identity, religion, nationality, and physical and 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 (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

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 Education in compliance with this law will be followed.

LEGAL REFS: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education, Chapter 766 Regulations 10/74- amended through 3/28/78,  
603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Revised: approved May 14, 2018

SOURCE: Medfield

## EQUAL EDUCATIONAL OPPORTUNITIES

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

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

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

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

SOURCE: MASC February 2019

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00  
The McKinney-Vento Act and Title I Part A, as Amended by the Every Student  
Succeeds Act of 2015

CROSS REF.: AC, Nondiscrimination

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

File: JBB MG: Addition (needs SC approval)

TMK - We should Validate that like policy does not exist elsewhere in Medfield Policy Manual  
**EDUCATIONAL EQUITY**

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use district wide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity, as reasonably practical, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote educational equity as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC

ADOPTED: September 12, 2019



~~File: JC:~~ **MG:Replace with MASC policy**

## 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 also 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 any one group.

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

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans Which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

SOURCE: Medfield

## ATTENDANCE AREAS

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

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

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

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

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

SOURCE: MASC February 2019

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

CROSS REF.: JCA, Assignment of Students to Schools

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

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

## ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the 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 an exceptional child, 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 for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his/her former school; 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 an exceptional child 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 REF.: JC, Attendance Areas

SOURCE: Medfield

## ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

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

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

SOURCE: MASC February 2019

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

CROSS REF.: JC, Attendance Areas

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

## **ENTRANCE AGE**

The Medfield School Committee has the authority, within the limits of law and State Board of Education regulation, to set the entrance age for children admitted to Kindergarten. The Committee has decided that in order to be admitted to Kindergarten in the public schools, a child must attain the age of five on or before August 31 of the year of entry. To enter Grade One, a child must be six years of age on or before August 31 of the year of entry.

Students enrolling in the Medfield Public Schools who have been residents but who have not attended the public schools will be assigned to a year of graduation in keeping with the entrance age policy for the Medfield Public Schools.

Students enrolling in the Medfield Public Schools who have not previously been residents of the Town of Medfield and are transferring from another school district may be assigned to the year of graduation recommended by the sending school district

SOURCE: Medfield

## **ENTRANCE AGE**

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

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

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

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

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 76:1  
603 CMR 8.00

File: JF **MG: Accept with 3 added cross refs**

## SCHOOL ADMISSIONS

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

Advance registration for prospective kindergarten students will take place in April. 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, unless there is a legally required exemption to this policy, such as for homeless or foster care students. Proof of residency of legal guardianship may also be required by the school administration.

For homeless students, who are temporarily residing in the District, the District will enroll the student immediately, even if they do not bring the records usually required for enrollment with them and will contact the previously attended school district to request the records.

For foster care students residing in the District, if it is in the best interest of a student to leave the school of origin and enroll in the District, the District will enroll the student immediately, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The District will immediately contact the child's school and district of origin to obtain the relevant records and documentation. The District will require DCF representatives to present a Notice to LEA (Local Educational Agency) form that indicates that the student is in foster care, along with their state-agency identification badge to enroll the student.

For homeless and foster care students, the District will find alternative means to provide the enrollment paperwork after a student is enrolled in accordance with the above paragraphs. If the families do not have access to email, mail or cannot physically come to the District to pick-up the forms, the District will use additional means to have the forms completed such as having the parent complete the forms verbally via telephone with a staff member or hand delivering the forms.

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

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice  
**JFABA, Non-resident Tuition Charge**  
**JFABD, Admission of Homeless Students**  
**JFABB, Admission of Foreign Students**

Approved by School Committee: February 11, 2021

***Medfield Public Schools***

SOURCE: Medfield



## SCHOOL ADMISSIONS

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

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

SOURCE: MASC February 2019

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

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

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

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

## SCHOOL ADMISSIONS

### Purpose and Construction of 6-3 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 employment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, sexual orientation, gender identity, religion or national origin. 603 CMR 26.00 shall be liberally construed for these purposes.
- (2) The obligation to comply with 603 CMF 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 of participation of any student on the basis of race, color, sex, sexual orientation, gender identity, religion or national origin.

### School Admissions

- (1) All public schools in the Commonwealth shall admit students without regard to race, color, sex, sexual orientation, gender identity, religion or national origin. 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, sexual orientation, gender identity, religion or national origin. 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 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 students used as part of the admissions process, including but not limited to testing, the use of recommendations and interviewing to any public school (as referred to in 603 CMR 26.02(1)) shall not discriminate on the basis of race, color, sex, religion, or national origin, sexual orientation and gender identity. 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 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.
- (7) The Medfield Public Schools prohibits unlawful discrimination, harassment and retaliation against anyone based on race, color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, marital status, genetic information, veteran or military status, limited English proficiency, homelessness, foster care, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities.

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

Approved by School Committee: February 11, 2021

SOURCE: Medfield

~~File: JF-E-2-~~ **MG: check with Mary before removing- ok to remove**  
TMK - OK as this is part of JF which was approved by DESE  
**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, religion or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one 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 the race, color, sex, national origin or religion of that student.
3. The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion or national origin.
4. Each student, regardless of race, color, sex, national origin, religion, or limited English-speaking ability, 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. 15:10; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03

SOURCE: Medfield

File: JFABC **MG: Can we add the MASC policy to this?**

## **STUDENTS ATTENDING THE MEDFIELD PUBLIC SCHOOLS**

- a. while future residence is under construction
- b. while purchasing an existing home

### Rationale:

The Medfield School Committee recognizes the educational value of a student attending school in the community in which his/her future residence will be located. However, the conditions for such attendance must be residency and not related to the laws and regulations governing school choice.

The Medfield School Committee empowers the Superintendent of Schools to arrive at a decision based on the following conditions or other reasonable alternative:

1. Future residence must be established in the Town of Medfield by meeting the following criteria:
  - a. Residence Is under construction or agreement: actual construction is taking place and the contract states clearly the time for completion of construction.
  - b. If a purchase and sales agreement has been signed on an existing home it clearly states the date for transfer of the deed.
2. The legal parents/guardian of the child will occupy the newly constructed residence within one month after the issuance of an occupancy permit or in the case of an existing home within one month after transfer of the deed.
3. No request for admission will be considered if residency will take longer than four months.
4. If permission is granted, parents/guardians must provide transportation under all circumstances until they physically reside in Medfield.

SOURCE: Medfield

File: JFABC **MG: leave as is? Charter schools?**

### **ADMISSION OF TRANSFER STUDENTS**

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

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

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

SOURCE: MASC February 2011

## CHILDREN AND YOUTH IN TRANSITION

Although children and youth who lack permanent housing are sometimes referred to as "homeless," it is the policy of the Medfield Public Schools to view children as individuals. Therefore, this policy will use the term, "children and youth in transition," rather than "homeless children."

In order to provide children and youth who have lost their housing and/or lack permanent housing equal access to free, appropriate public education, it is the objective of the Medfield Public Schools to remove barriers to the enrollment and retention of children and youth in transition in accordance with state and federal law. Each individual will be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, educational services, vocational and technical education programs, preschool programs, Title I programs and school nutrition programs.

The McKinney-Vento Homeless Assistance Act protects the educational rights of children and youth in transition. It provides grants and legal protections so that these children can enroll in school, stay in school, get transportation to school and do well in school. Because it is a federal law, the McKinney-Vento Act overrules state and local policies.

Information regarding this policy will be distributed to all students upon enrollment.

### **Definitions**

The Massachusetts Department of Education has adopted Section 725(2) of the McKinney-Vento Homeless Assistance Act regarding the definition of homeless children and youth:

- *individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings.*

This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth - a youth not in the physical custody of a parent or guardian.

In addition, according to McKinney-Vento, a **fixed residence** is one that is stationary, permanent, and not subject to change. A **regular residence** is one which is used on a regular (i.e., nightly) basis. An **adequate residence** is one that is sufficient for meeting both the physical and psychological needs typically met in home environments. Therefore, **children and youth who lack a fixed, regular, and adequate residence will be considered homeless.**

**Enroll** and **enrollment** shall mean attending classes and participating fully in school activities.

**School of origin** shall mean the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

### **Liaison**

The Superintendent shall designate at least one staff member in the district to serve as the Children and Youth in Transition Liaison, whose role will be to fulfill the duties set forth in state and federal law. The Liaison for the Medfield Public Schools is the Director of Pupil Services.

### **Student's Rights to School Selection**

The Medfield Public Schools, in accordance with the best interests of children and youth in transition will:

- either continue the student's education in the school of origin until the end of the year in which the student obtains permanent housing.
- or enroll the student in a public school that non-children and youth in transition who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Enrollment**

As required by the McKinney-Vento Homeless Education Assistance Act, the Medfield Public Schools will immediately enroll children and youth in transition in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. Guidelines for implementing the new enrollment requirements are as follows:

- Children and youth in transition have a right to either remain in their school of origin or to attend school where they are temporarily residing;





- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them; and
- If a child or youth in transition arrives without records, the district's designated Liaison must assist the family and contact the previously attended school system to obtain the required records.

The Massachusetts Department of Education, in consultation with the Department of Public Health, advises that, in the absence of an emergency or epidemic of disease, the health risk of enrolling children and youth in transition prior to receiving proof of immunization is minimal.

### **Transportation Services**

The Medfield Public Schools will ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin. Furthermore:

- if the child or youth in transition continues to live in the area served by the district in which the school or origin is located, that district must provide or arrange transportation;
- if the child or youth in transition moves to an area served by another district, though continuing his or her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin; and
- if the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Medfield School District will provide transportation services to children and youth in transition that is comparable to that which is received by other students. In addition, the Liaison will ensure that the parent or guardian of a child or youth in transition, and any unaccompanied youth, is fully informed, in the language of the home, of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.

### **Services**

#### ***Access to Child Nutrition Programs***

It is the policy of the Medfield Public Schools to ensure that children and youth in transition are able to participate in federal, state, or local food programs. School lunch and other nutrition programs offered by the district will be made available to children and youth in transition. Eligibility for free meal benefits has been revised to allow benefits to be made available as soon as possible:

#### ***Medfield Public Schools***



- Documentation of children and youth in transition will be accepted from the Liaison or the director of the shelter where the student resides.
- Documentation to substantiate free meal eligibility that is acceptable in lieu of a free and reduced price meal application may consist of the child's name or list of names, effective date(s) and the signature of the Liaison or the director of the shelter where the student resides.
- The school district will ensure that the school food service department is promptly advised when children leave the school or are no longer considered in transition. (When the student is no longer in transition, the school will provide the household with an application for free and reduced price meals.)
- A child or family may temporarily reside with another household and still be considered homeless. In these cases, the household size and income of the host family are not taken into consideration in determining the free meal eligibility for the child(ren) designated as children and youth in transition by the Liaison.
- When a host family applies for free and reduced price meals for their own children, the host family may include the homeless family as household members if the host family provides financial support to the homeless individuals, but any income received by the homeless family must also be included.
- Free meal eligibility for children and youth in transition is based on the documentation provided by the Liaison, even when the child is included on the host family's free and reduced price meal application. The host family's eligibility will be re-evaluated if the household changes.

### **Dispute Resolution**

If a dispute arises over any issue covered in this policy, the Medfield Public Schools will utilize the following procedures for Dispute Resolution:

1. A student must be allowed to attend the school whose district is challenging the student's right to attend until the Commissioner of Education or the Commissioner's designee makes a final decision regarding the dispute. The challenging school district must continue to provide transportation and other school services to the student until the dispute is resolved.
2. The dispute resolution process begins at the time a school/district challenges the right of either a parent or guardian to enroll a child or to continue a child's enrollment in school, or in the case of an unaccompanied youth, the youth's right to enroll or to continue enrollment in the school.
3. When a school or school district challenges the enrollment of the child or an accompanied youth, the school or school district must:

- a. Provide notice of the challenge to the district Liaison and the parent guardian, or unaccompanied youth, through the Liaison, on the day of the challenge using a form entitled, "Homeless Education Advisory 2003 -7A: School district Notification of Enrollment Decision."
  - b. Provide notice of the right to appeal the challenge to the parent, guardian, or unaccompanied youth, through the Liaison. This notice must include a form, entitled "Homeless Education Advisory 2003 - 7B: Appeal of School District's Enrollment Decision" (copy attached), to be completed by the parent, guardian, or unaccompanied youth should he or she decide to appeal the school district's enrollment decision.
  - c. Notify the Massachusetts Department of Education of the challenge on the day of the challenge and provide the Department of Education with copies of notices given to the parent, guardian, or unaccompanied youth.
4. The Liaison will provide the parent, guardian, or unaccompanied youth with written notice in clear, easy-to understand language detailing the dispute resolution process. The notice must inform the parent, guardian, or unaccompanied youth of the option to obtain independent information and must list several Massachusetts Advocates for the Education of Homeless Children and Youths (MAEH CY) contacts, their address, telephone numbers and e-mail addresses.
  5. A school district will have two working days to review its initial decision and make a final decision as to the position taken, i.e. whether it will continue to challenge the right of the student to be enrolled. During the time, the Massachusetts Department of Education may provide technical assistance to the school district regarding its decision, by notifying the school district as to the requirements of McKinney-Vento and other applicable state and federal laws.
  6. The final decision of the school district must be made in writing and must be made by the Superintendent. The decision must state all factual information upon which it is based and the legal basis in support thereof.
  7. If the final decision by the school district is averse to the position of the parent, guardian, or unaccompanied youth, a copy of this written decision must be provided to the Massachusetts Department of Education, the Liaison and through him/her to the parent or guardian on the same day it is made (no later than the end of the two working days from the initial determination).
  8. The Commissioner shall have two working days following receipt of the appeal by the parent, guardian, or unaccompanied youth to issue a decision. The decision of the Commissioner shall be final.

In making determinations regarding enrollment and the subsequent provision of, transportation if necessary, the Commissioner will be guided by the following excerpts from the U.S. Department of Education (USDOE) Non Regulatory Guidance:



File: JFABD

- "Best interest of the Child" shall be determined utilizing the guidance provided in G-2: "In determining a child or youth's best interest, an LEA must, to the extent feasible, keep a homeless child or youth in the "school of origin" unless doing so is contrary to the wishes of the child or youth's parent or guardian, or unaccompanied youth."
- "Feasibility" shall be determined utilizing the guidance provided in G-4: "As stated above, to the extent feasible, a district must educate a homeless child or youth in his or her school of origin, unless doing so is contrary to the wishes of the parent or guardian (unaccompanied youth). The placement determination should be a student-centered, individualized determination."

Adopted: November 10, 2003

**Note: This policy was coded JABD in the materials provided**

SOURCE: Medfield





File: JFABD **MG: this is the same as our policy approved 10/20**

## HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth<sup>1</sup> (collectively, “homeless students”) as well as their families or legal guardians 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, school nutrition programs, summer programming and extracurricular activities.

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, economic hardship, or similar reason;
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. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

### **Students Remaining in Schools of Origin**

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term “school of origin” shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students’ school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in

---

<sup>1</sup> “A homeless child or youth not in the physical custody of a parent or guardian.” 42 USC §11434a.

which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

### **Students Enrolling in District Where Sheltered or Temporarily Residing**

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll 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. 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. After enrollment, the district will immediately request available records from the student's previous school.

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 who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

### **Dispute Resolution**

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand,<sup>2</sup> the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education<sup>3</sup>. During the pendency of any such appeal, the student should remain enrolled in

---

<sup>2</sup> Translation of communications of this type is required by Title I, among other laws. *See, e.g.* 20 USC § 6312.

<sup>3</sup> Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: <http://www.doe.mass.edu/mv/haa/03-7.html>

File: JFABD

the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

### **Homeless Liaison**

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. 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 locations such as 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. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

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

Policy Approved by School Committee 10/8/2020

SOURCE: MASC/Medfield

## EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

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

### Definitions

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

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

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

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

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

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

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

LEGAL REFS:           M.G. L. [15E](#);  
                              Interstate Compact on Educational Opportunity for Military Children

Policy Approved by School Committee 10/8/2020

SOURCE: MASC/Medfield



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

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

### **Transportation**

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

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

### **Immediate Enrollment**

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll 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. 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. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

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

Policy Approved by School Committee 10/8/2020

SOURCE: MASC/Medfield



File: JFBB **MG: Approved, does SC need to review additional notes?**  
TMK - (Background - MASC added Section 6 - We will Modify Section 6 to match AC per Mary so  
that we are consistent

### SCHOOL CHOICE

It is the policy of this school district to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceed the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
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 Medfield School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.:M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B

*Note: The MASC Reference Manual removes the highlighted legal reference from the text in paragraph 1 and updates bullet 6 as shown below:*

- 6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.*

SOURCE: Medfield

## **STUDENT ABSENCES AND EXCUSES**

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

Therefore, students may be excused temporarily from school attendance for the following reasons:

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 and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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

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

SOURCE: Medfield

File: JH **MG: Accept and use in place of existing policy**  
**TMK - (Ask Jeff to review)**

## **STUDENT ABSENCES AND EXCUSES**

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

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

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

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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

### **Student Absence Notification Program**

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

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

### **Dropout Prevention**

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

File: JH

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

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

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

SOURCE: MASC February 2019

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

File: JHD **MG: Approved with removal of highlighted notation which is intended to be deleted**

## 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 CM 26:00

*Note: The MASC Reference Manual does not contain the highlighted text above*

SOURCE: Medfield

File: JHDA **MG: Reviewed, keep**

## **VACATIONS DURING SCHOOL TIME**

Absence from school for vacation purpose is discouraged. Every attempt should be made to schedule student vacations in accordance with the published school calendar. To do otherwise gives the impression that daily attendance at school is not of the highest priority.

Teachers (regular and special education) will not be expected to provide make-up instruction/services as a result of absence from school because of a vacation.

SOURCE: Medfield

## **MAKE-UP OPPORTUNITIES**

### High School Level

To make up requirements for graduation and/or meet prerequisites for continuation in a course sequence, high school students may request the principal's permission to do one of the following:

1. Receive credit for attendance at an approved summer school.
2. Receive credit for tutoring work.
3. Receive credit for night school courses.

Provisions for obtaining summer school credit are those listed in regulation IGCA-R. To obtain night school credit, the following is necessary:

1. Night school courses may be taken only by seniors in jeopardy for graduation in June, and only with the recommendation of the principal and counselor.
2. A minimum of 30 clock hours must be spent in classroom time to receive full make-up and review credit for such a course.

CROSS REF.: IGCA, Summer Schools

SOURCE: Medfield



## STUDENT RIGHTS AND RESPONSIBILITIES

The Medfield 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 **their** 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 Medfield 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/guardians** through handbooks distributed annually.

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

*Note: The MASC Reference Manual replaces "his/her" with "their" and "parents" with "parents/guardians"*

SOURCE: Medfield

File: JIB **MG: approved, no change**

## **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 REF.: M.G.L. 71:38M

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

SOURCE: Medfield/MASC

## **STUDENT CONDUCT**

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

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

Any of the following actions may subject a student to suspension or expulsion by the principal:

1. Possessing a dangerous weapon or a controlled substance on school premises or at a school sponsored or school related event.
2. Assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.
3. Conviction of a felony or upon adjudication on admission in a court of guilt with respect to such a felony or felony delinquency.
4. Assaulting or threatening to assault either another student or school staff member.

Any student who has been suspended or expelled shall have the right to appeal to the superintendent.

Any of the following actions may subject a student to suspension or other disciplinary measures including possible recommendation for expulsion to the school committee:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
4. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

File: JIC

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

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

Revised: April 2, 2001

SOURCE: Medfield

File: JIC **MG: Question for Glenn regarding note at the end**

## **STUDENT DISCIPLINE**

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

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

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

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

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

### **Suspension**

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

### **Notice of Suspension:**

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

### **Emergency Removal**

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

Superintendent in writing of the removal including a description of the danger presented by the student.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

### **Superintendent's Hearing**

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

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

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

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

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

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

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

### **Expulsion**

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

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

### **Academic Progress**

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

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

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

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

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

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

### Reporting

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

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

SOURCE: MASC December 2014

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

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

## **STUDENT DRESS CODE**

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

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

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

SOURCE: Medfield/MASC

File: JICC (also EEAEC) **MG: Approved with edits**

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

*Note: The MASC Reference Manual replaces “parents” with “parents/guardians”*

SOURCE: Medfield

File: JICC-R **MG: Needs to be revisited with SC and Mary**

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Medfield School Committee and its staff share with students and parents the responsibility for student Medfield School Committee policy with regard to student conduct during school transportation is as follows:

### **Procedures for Drivers and Parents**

1. In case of any misconduct on a bus, the incident shall be reported to the school principal. He/she shall report the incident in writing to the parent concerned, with a copy to the superintendent.
2. In case of a repetition by the same student, the principal shall suspend the child from transportation privileges with written notice to the parent to report at once with the child to the superintendent's office.
3. After a second offense and a conference with the superintendent, if a third such incident occurs, bus privileges shall be denied the pupil and the responsibility for transportation shall then rest with the parent.

### **Loading and Unloading at Bus Stop**

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property shall be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

### **Required Conduct Aboard the Bus**

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling, shouting, and singing are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:
  - Pushing or wrestling



- Annoying other passengers or disturbing their possessions
- Talking to the driver
- Throwing objects within the bus or out of windows
- Climbing over seats
- Opening or closing windows
- Leaning out of windows
- Littering the bus

6. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students shall be informed of these regulations at the beginning of each school year and parents shall be asked to return signed forms indicating that the regulations have been received and read.

SOURCE: Medfield



## STUDENT PUBLICATIONS

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

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

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

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

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

### Distribution of Literature

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

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

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

SOURCE: Medfield

## STUDENT PUBLICATIONS

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

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

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

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

### Distribution of Literature

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

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

SOURCE: MASC April 2007

## **GANG ACTIVITY/SECRET SOCIETIES**

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

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

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

### Symbols

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

### Prevention Education

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

## **SECRET SOCIETIES**

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

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

SOURCE: Medfield/MASC

***Medfield Public Schools***

## **PROHIBITION OF HAZING**

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

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

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

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

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

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

SOURCE: MASC February 2019

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

## HAZING

### **CH. 269, S.17 CRIME OF HAZING; DEFINITION; PENALTY**

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

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

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

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him/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, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

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

SOURCE: Medfield

***Medfield Public Schools***



File: JICFA-E **MG: Use in place of current policy**

## HAZING

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

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

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

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

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

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

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

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

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





File: JICFA-E

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

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

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

SOURCE: MASC July 2018



## BULLYING, RETALIATION, & HARASSMENT

### I. Definitions – Bullying, Retaliation, & Harassment

Bullying and harassment may take a variety of forms. Generally, bullying is defined as acts repeated over a period of time that are intended to intimidate, threaten or harass another individual. This behavior is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, retaliation, bullying, or cyberbullying in the public schools.

“Aggressor” and “Perpetrator” are used interchangeably and mean the perpetrator of bullying or retaliation as defined in G.L. c. 71, § 37O.

“Bullying”, pursuant to G.L. c. 71, § 370, means the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. causes physical or emotional harm to the target or damage to the target’s property;
2. places the target in reasonable fear of harm to himself or herself or damage to the target’s property;
3. creates a hostile environment at school for the target;
4. infringes on the rights of the target at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

1. the creation of a web page or blog in which the creator assumes the identity of another person or
2. 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 (1) to (5), 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 (1) to (5), inclusive, of the definition of bullying.

“Hostile environment” means 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.

“Target” means a student victim of bullying or retaliation as defined in G.L. c. 71, § 37O.

### Prohibition of Bullying

Bullying is prohibited: on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

(Chapter 92 of the Acts of 2010, Section 5, Section 37O (b).

## II. Policy

- A. It is the policy of the Medfield Public Schools to provide a learning and working atmosphere for students, employees, and visitors free from bullying, cyber bullying, harassment, retaliation, and intimidation. These terms are collectively referenced herein as "bullying".
- B. It is a violation of this policy for any administrator, teacher or other employee, student or volunteer to engage in or condone bullying in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of bullying. However, no target of bullying will be held responsible for failing to report bullying that s/he has experienced.
- C. This policy does not limit the school's authority to take disciplinary action or take remedial action when bullying occurs out of school but has a nexus to school, or is disruptive to an employee's or student's work or participation in school related activities.
- D. Reports of cyberbullying by electronic communication or other means, occurring in or out of school, will be reviewed and, when a nexus to work or school exists, may result in disciplinary action. Parents of students alleged to have engaged in cyberbullying may be required to attend a meeting at which the activity, words, or images giving rise to the complaint will be reviewed.
- E. It is the responsibility of every employee, student, and parent to recognize bullying and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented, provided that targets of bullying will not be held responsible for failure to report.

- F. Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- G. The Building Principal/Designee and/ or District Civil Rights Coordinator shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.
- H. The Building Principal shall be responsible developing a plan consistent with G. L. c. 71, §37O. The plan shall provide for annual training for staff and students regarding this policy and its implementation. The plan shall be included in the student handbook written in a common sense, age appropriate manner outlining the definitions, procedures and consequences of bullying. Relevant portions of the plan shall also be included in the appropriate staff manuals. The plan shall be posted on the school's website. The Building Principal will also insure that the plan details bullying prevention instruction programs to be conducted in the curriculum and annual professional development programming for staff.
- I. The Building Principal/Designee shall be responsible for maintaining accurate records of bullying incidents and determining whether reports of bullying may involve discrimination, such that the procedures outlined in Non-Discrimination Policy and Grievance Procedure (ACE) should be followed.
- J. In instances of sexual harassment, the Medfield Public Schools Sexual Harassment Policy (ACAB) should be referenced and the procedures outlined in Non-Discrimination Policy and Grievance Procedure (ACE) should be followed and supersede the guidelines provided below.
- K. In instances of bullying otherwise based on race, color, national origin, sex, gender identity, sexual orientation, religion, disability, or age, including domestic violence/ teen dating violence, the Medfield Public Schools Non-Discrimination Policy and Grievance Procedure (ACE) should be followed and supersede the guidelines provided below.
- L. In instances of hazing, the Medfield Public Schools Hazing Policy (JICFA-E) should be referenced.

### III. Guidelines for Investigating Bullying and Retaliation Claims

In school systems, bullying may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of bullying (not determined to involve discrimination) are as follows:

1. In all charges of bullying, the target should be encouraged to describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts, but written complaints are not required. Anonymous complaints will be investigated but no disciplinary action shall be taken solely on anonymous complaints unless verified by additional evidence. All complaints will be reviewed based on a preponderance of evidence standard.
2. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, retaliation, or intimidation shall immediately report it to the Building Principal/ Designee. In cases involving discrimination, the procedures outlined in Non-Discrimination Policy and Grievance Procedure (ACE) should be followed
3. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of G. L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of bullying or the district's subsequent actions or inaction in connection thereto.
4. If an instance of student to student bullying is reported to a staff member, the staff member must inform the Building Principal/ Designee.
5. If a situation involving a charge of staff member to student bullying is brought to the attention of any staff member, the staff member should notify the Building Principal immediately.
6. In a situation involving a charge of staff member to staff member or student to staff member bullying the staff member should notify the Building Principal.
7. Once a charge of bullying has been made, including charges of mental, emotional or physical bullying and/ or threats to a person's safety or position in the school or work environment, the following course of action should be taken.
  - The Building Principal/Designee should promptly investigate the charge and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the Building Principal/ Designee will, among other things, interview students, staff, witnesses, parents, and others as necessary. Interviews will be conducted by the Building Principal/ Designee, other staff members as determined appropriate by the Building Principal/ Designee in consultation with the school counselor.
  - The Building Principal/ Designee (or whoever is conducting the investigation) will remind the alleged perpetrator, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

- If both the alleged perpetrator and the alleged target are willing to discuss the matter and it is appropriate for them to do so, a resolution meeting will be held in the presence of the Principal/Designee. During this discussion, the offending behavior should be described by the alleged target and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the target's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
8. If, after a resolution meeting with the involved parties, the Building Principal/ Designee determines that further disciplinary action must be taken, the following may occur:
- In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, restorative justice, detention, suspension, and in appropriate cases expulsion. Disciplinary action will be taken in accordance with state and federal laws and regulations governing disciplinary proceedings for students with and without disabilities.
  - In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement. The penalties may include, but will not be limited to, any one or combination of the following: verbal admonition, written warning placed in the respondent's personnel file, probation, suspension without pay, demotion, removal from administrative duties within a department, and dismissal. Suspension or dismissal to be handled in accordance with G.L., c. 71, § 42. The Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant which reinstates and restores, as much as possible, the aggrieved party.
  - In all cases a referral to law enforcement will be considered by the Building Principal based on the circumstances and may be legally required. School officials will coordinate with the Police Department to identify a police liaison for bullying cases.
9. Retaliation:
- Retaliation in any form against any person who has made or filed a complaint relating to bullying is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.
  - If the alleged perpetrator would otherwise be responsible for conducting an investigation, the Superintendent or School Committee shall designate an alternative individual.



10. Confidentiality:

- Reports of bullying should be kept confidential to the extent practicable, consistent with necessary investigation procedures, with the goal of protecting the target and stopping the behavior, and in accordance with 603 CMR 49.00 et seq.

IV. Obligations to Notify Others

Notice to parents:

Upon determining that bullying or retaliation has occurred, the Building Principal/ Designee will promptly notify the parents of the target and the perpetrator of this, and of the procedures for responding to it. Notice will be provided in the primary language of the home in compliance with confidentiality requirements of the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07.

Notice to Another School/District:

If the reported incident involves students from more than one school district, charter school, nonpublic school, approved private special education day or residential school, or Collaborative school, the Building Principal/ Designee first informed of the incident will promptly notify by telephone the Building Principal/ Designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 23.00.

Notice to Law Enforcement:

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Building Principal/ Designee has a reasonable basis to believe that criminal charges may be pursued against the perpetrator, the Building Principal/ Designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.06 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Building Principal/ Designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the perpetrator. In making this determination, the Building Principal/ Designee will, consistent with the Plan and this policy, consult with local law enforcement and other individuals s/he deems appropriate.

LEGAL REFS.: Title VII of the 1964 Civil Rights Act, Section 703  
Title IX of the 1972 U.S. Civil Rights Act.  
G.L. c. 151C  
G.L. c. 76, § 5  
G.L. c. 269 §§ 17, 18, 19

G.L. c. 71, §§ 82, 84  
Chapter 92 of the Acts of 2010  
G.L. c. 71, § 37

CROSS REF.: AC, Non-Discrimination  
ACA, Non-Discrimination on the Basis of Sex  
ACAB, Sexual Harassment  
ACE, Non-Discrimination Policy and Grievance Procedure  
JICFA-E, Hazing

8/22/2019

SOURCE: Medfield

## BULLYING PREVENTION

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

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

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

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

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

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

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

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

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

Bullying is prohibited:

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

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

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

#### Prevention and Intervention Plan

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

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

#### Reporting

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

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

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

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

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

### Investigation Procedures

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

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

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

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

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

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

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

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

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

Retaliation

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

Target Assistance

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

Training and Assessment

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

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

Publication and Notice

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

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

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

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

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

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

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

SOURCE: MASC August 2013

~~File: HCG~~ **MG: Drop Medfield JICG/JICH and use MASC JICH**

## 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.

### Procedures

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.

- First offense--will result in detention, work detail, smoking cessation class, or other measures as deemed appropriate by the building administrator. Implementation of these consequences will be based on specific circumstances and individual students in compliance with each school's established procedures.
- Second offense--will result in a one-day suspension.
- Third offense--will result in a three-day suspension or one-day suspension with completion of a designated smoking cessation program.
- Fourth offense--will result in a five-day suspension or a two-day suspension with completion of a designated smoking cessation program.
- Fifth offense--will result in a recommendation for expulsion for insubordination.

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

SOURCE: Medfield



## **ALCOHOL USE BY STUDENTS**

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the school committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school sponsored activity, will be barred from that activity and subject to disciplinary action.

LEGAL REF.: M.G.L. 272:40A

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

SOURCE: Medfield

File: JICH MG: Accept MASC policy, include sanction?  
TMK - Discussion Held - We recommend to use MASC w language that reads “Subject to Disciplinary Action” (That would then be handled in Student Handbook)

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

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

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

### Verbal Screening

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

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

SOURCE: MASC February 2019

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

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

File: JICHA **MG: Approved, Keep**

**SUBSTANCE USE, ABUSE, MINOR POSSESSION  
AND ILLEGAL SALE BY STUDENTS**

Any student of Medfield Public Schools, regardless of age, is prohibited from possessing, using, selling, serving or consuming any alcoholic beverage or illegal substance on school grounds or in school, at any school program or activity, or at any time during which the student may reasonably be viewed as representing the school. Any student involved in a situation listed above will be denied admittance to school programs or activities and will be referred to the Medfield Police Department by the appropriate building principal, or his/her designee. The Police will determine whether the student should be referred to the courts or the Norfolk County Juvenile Diversion Program.

Any student involved with the sale of an illegal substance under the circumstances listed above will be reported to the Principal, who will schedule a hearing for the student and responsible parties under the guidelines established in M.G.L. Chapter 71, Section 37H, and 37H ½

SOURCE: Medfield

File: JICI **MG: Approved, Keep**

## **DANGEROUS WEAPONS IN THE SCHOOL**

In accordance with Chapter 150 of the Commonwealth of Massachusetts Acts of 1987, it is the policy of the Medfield Public Schools to prohibit the possession or use of dangerous weapons in, or on, school property, including school buses. Any student who, in the judgement of the principal and verified by due process is determined to be in violation of this policy will be suspended from attendance (out of school) and at the discretion of the principal may be excluded or expelled in accordance with M.G.L. Chapter 71, Section 37H and School Committee Policy. The student will be referred to the Police Department for further action.

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

SOURCE: Medfield

~~File: JHE~~ **MG: Remove and replace with MASC policy**

## PREGNANT STUDENTS

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

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

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

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

SOURCE: Medfield

File: JIE **MG: Approved to replace existing policy**

## **PREGNANT STUDENTS**

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

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

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

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

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

SOURCE: MASC January 8, 2009

## INTERROGATIONS AND SEARCHES

### Searches by Staff

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

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

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

### Interrogations by Police

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

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

*Note: The MASC Reference Manual replaces "his/her" with "their"*

SOURCE: Medfield

File: JII **MG: Approved, keep**

## **STUDENT COMPLAINTS AND GRIEVANCES**

The School Committee recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

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

SOURCE: MASC February 2019

CROSS REF: JIC Student Discipline



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

The Medfield 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 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

*Note: The MASC Reference Manual replaces “parents” with “parents/guardians”*

SOURCE: Medfield

## CO-CURRICULAR 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 or national origin. 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 or national origin 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

Revised/Approved: May 14, 2018

SOURCE: Medfield

## STUDENT ORGANIZATIONS

### Student Organizations

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

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

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

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 District administrator for review of the principal's decision.

LEGAL REF.: 603 CMR 26.06

*Note: The MASC Reference Manual replaces "Board" in paragraph 1 with "School Committee", and does not include the mention of policy JICF in the text, instead adding the following cross reference*

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

SOURCE: Medfield

- Awareness that approval moves from SC to **Superintendent**  
**STUDENT FUND RAISING ACTIVITIES**

In general, the committee disapproves of fund raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

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

No money collections of any kind may be held in the schools without the specific consent of the committee. <TMK - Discuss a Cap where SC must approve>

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

SOURCE: Medfield

## **STUDENT FUND-RAISING ACTIVITIES**

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

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

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

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

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

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

SOURCE: MASC October 2016

CROSS REFS.: KHA, Public Solicitations in the Schools

## FUND RAISING

### I. DEFINITION

Fund-raising is defined as any event, solicitation, or sale of goods or services intended to make a profit (or has a history of making a profit) for the benefit of the Medfield Public Schools and its programs.

### II. GENERAL

- A. Fund-raising activities may only be conducted through approved school support/student groups.
- B. All fund-raising events must be approved by the appropriate principal/administrator who will seek approval from the Superintendent at least three weeks prior to the event.
- C. The Superintendent will inform the School Committee of all out of the ordinary fund-raising events and, in special circumstances, may request School Committee approval for an event.
- D. All groups will refer to the system-wide calendar and take into consideration the events sponsored by other groups when planning the nature and date of a fund-raising event.
- E. Fund-raising organizations will exercise consideration in soliciting merchants and community members.
- F. If a fund-raiser is held for the purpose of replacing an item removed from the budget by the School Committee, the principal must seek School Committee approval prior to the fund-raiser.
- G. Fund-raising policy guidelines will be distributed to **all** appropriate school support groups annually by the appropriate principal/administrator.
- H. Each support group must prepare an annual written report listing fund-raising activities, amounts raised, and distribution of such funds for the completed school year. The report should be submitted to the appropriate principal/administrator who will forward it to the Assistant Superintendent for submission to the School Committee by July 15.

### III. DISBURSEMENT OF FUNDS

- A. All donations of funds, equipment or programs (new/existing) must be approved by the appropriate principal/administrator and reported to the Superintendent.
- B. Items removed from the budget by the School Committee may be replaced only with School Committee approval.



IV. SOLICITATIONS

A. BY NON-SCHOOL ORGANIZATIONS

1. Solicitations of any kind (sales, memberships, donations, etc.) from an organization or business outside the schools must be requested in writing from the Superintendent. If approved, the Superintendent will grant permission in writing.
2. Students' names will not be provided to outside organizations or businesses.
3. Requests for reasonable publicity for activities of interest to school age children may be honored when to do so will not create a nuisance to staff members. These requests must have the written approval of the Superintendent (e.g. scouting announcements, Little League sign-ups, etc.).
4. Collection of money for non-school related fees or dues during school hours is prohibited (e.g. Medfield Youth Soccer fees).

B. DOOR-TO-DOOR SOLICITATIONS

The Medfield School Committee recommends that "door-to-door" solicitations be limited to relatives, friends, and known neighbors of the students. This type of solicitation by students in grades kindergarten through grade three is strongly discouraged.

V. PUBLIC GIFTS TO THE SCHOOLS

A. GENERAL

The Superintendent is authorized to accept, on behalf of the School Committee, donations which are made to the schools. In cases in which he/she doubts the wisdom of accepting the gift, he/she may refer the decision to the School Committee. The School Committee shall acknowledge all gifts valued over \$100.00 unless the donor requests anonymity.

B. GWTS TO SCHOOL LIBRARIES

The use and selection of gifts to the school libraries shall be subject to the terms of the library materials selection and adoption policy (see reference below).

Current practice codified 1976  
Approved: 5/20/91

*Note: Also coded KGA in the materials provided*

SOURCE: Medfield

TMK

## STUDENT ACTIVITY ACCOUNTS POLICIES AND PROCEDURES

### I. GENERAL INFORMATION

#### STUDENT ACTIVITY ACCOUNTS

A student activity account shall be used for monies, raised by students or student organizations, and which will be expended by those students or student organizations for their benefit. MGL Chapter 66 of the Acts of 1996, as well as the policies of the Medfield School Committee governs monies deposited to a student activity account. Monies governed by any other laws, which specify other ways in which the money must be handled, cannot be deposited to a student activity account. (For example, athletic gate receipts are governed by MGL Chapter 71, Section 47 and must be deposited with the Town Treasurer and, therefore, cannot be deposited to a student activity account.)

Only organizations approved by the Superintendent may raise and disburse monies through a student activity account. Further information on the approval process for a group to be recognized as a student organization can be found later in these procedures.

#### AGENCY ACCOUNTS V. CHECKING ACCOUNTS

MGL Chapter 66 of the Acts of 1996 allows the Medfield School Committee to vote to authorize the Treasurer to establish an "interest-bearing bank account, hereinafter referred to as the Student Activity Agency Account" for the purpose of conducting student activities. All monies collected through student activities must be deposited in this account.

MGL Chapter 66 further allows the Medfield School Committee to authorize the Treasurer to establish a "Student Activity Checking Account" to be controlled and operated by the school principal. Such an account is only for expenditures in accordance with School Committee policy and must have a maximum balance specified in the School Committee policy. The fund to establish such a checking account must come from the Agency Account specified above, as must all monies to periodically replenish the checking account (after submittal of appropriate documentation) up to the maximum balance.

The Medfield School Committee has approved the establishment of the agency accounts and individual check books for each school. (A copy of the School Committee policy is attached in Appendix B.)

Information on how deposits and expenditures are to be made in each account can be found on the following pages.

## **II. ORGANIZATIONAL MANAGEMENT ESTABLISHING A STUDENT**

### **ACTIVITY ORGANIZATION**

The elementary, middle and high schools may maintain a "general" school activity sub-account for monies raised by the entire student body through building fundraisers. Specific monies raised by specific groups shall be maintained as separate sub-accounts.

In order to maintain a sub-account within the overall school student activity account, the organization for which the account is maintained must be approved by the Superintendent. The following process shall be used for an organization to request approval:

To be approved, a new organization must submit a request with all the required information to the Superintendent. The required information shall include.

1. The suggested name of the organization.
2. The reason for forming such a student organization.
3. Criteria for membership in the organization.
4. School and/or grade span for the organization.
5. How adult supervision will be achieved. (NOTE: paid advisors may require MTA contract language and budget monies).

### **BONDING**

MGL Chapter 66 of the Acts of 1996 requires that the principal "shall give bond to the municipality or district in such amount as the Treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account."

The Director of Finance & Operations will periodically review the options for providing this coverage and determine which is best suited to Medfield's needs. If any additional cost is involved, it can be charged to each school's individual student activity account (interest earnings). The Superintendent shall make the determination as to whether the school budget can cover the cost or if each school must cover its share of the cost.

### **AUDITS**

All student activity accounts shall have an internal audit conducted at random times by the Director of Finance & Operations or another designee. This internal review should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts.

Every year an external review of Agreed upon Procedures of at least two school's student activity accounts shall be done. All school's student activity accounts will be audited at least once every three years. The yearly audits will be conducted as part of the Town-wide audit each year. The cost of the independent review of Agreed Upon Procedures will be paid by the Town of Medfield



## **TRAINING SESSIONS**

The services and/or guidance of the Finance Office should be made available to the Principal's Office to review laws and the essentials of good bookkeeping procedures to ensure accurate accounting. Training shall be made available to the Principal's and/or their staff on the financial software used to track the Student Activity Accounts.

It is recommended that annually a review be conducted for advisors and student officers in early September to review these principles of the Student Activity Accounts system. Training should be made available on the necessary procedures, forms authorizations needed, and the books and records to be kept to accurately systematize an audit trail and prepare the proper reports.

## **TAX EXEMPT STATUS**

All Student Activity Account purchases will be under the tax-exempt number of the town through the Town Treasurer's office.

Monies not under the control of the school system (i.e. PTO, Booster Clubs, staff monies, etc.) are not considered student activity monies and are not eligible to use the tax exempt number, nor may they be maintained in the student activity accounts.

## **STAFF FUNDS**

The Student Activity Accounts authorized by MGL Chapter 66 of the Acts of 1996 are for student monies only.

Any monies belonging to staff (i.e. sunshine funds, staff vending machines, etc.) cannot be maintained in such accounts. Should staff wish to maintain such an account(s), they must establish a bank account in their own name and cannot use the town's tax- exempt number for such account(s).

## **GIFTS**

Gifts to student organizations may not be deposited to the applicable student activity account. Gifts are governed by MGL Chapter 44, Section 53A and MG L, Chapter 71, Section 37A and shall be processed in accordance with such, including deposit of monetary gifts with the Town Treasurer via the Finance Office after acceptance by the School Committee.

After acceptance, monetary gifts under Chapter 71, Section 47 shall be deposited to a gifts and donations account and expended through the town warrant process for the specific purpose for which it was received. If no specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

## **SCHOLARSHIP FUNDS**

MGL Chapter 44, Section 53A and/or MGL Chapter 71, Section 37A shall govern all monies donated or collected for scholarship purposes. This includes the depositing of all such monies with the Town Treasurer.

All scholarship monies are under the jurisdiction of the School Committee, in accordance with the guidelines under which the scholarship was established.

### **III. OPERATING PROCEDURES**

#### **ACCOUNTING SYSTEMS, FORMS AND RECORD KEEPING**

A critical point to keep in mind with all record keeping is that each person involved should protect themselves from charges of wrongdoing by keeping detailed records with appropriate back up documents. A clear audit trail shall be left at all times. This would include the following:

1. Standardized forms (for deposits, disbursements, etc.) should be used whenever possible.
2. All disbursements must require an invoice or some type of receipt.
3. All deposits to the student activity treasurer must require a school deposit slip stating the source of the monies, total amount being deposited, and signature of the person making the deposit. (SAA-1 in Appendix A)
4. Bank reconciliations and account reconciliations should be done monthly with a copy of each to be sent to the Finance Office. At the high school level copies of account reconciliation shall also be sent to the student officer/treasurer or advisor of each organization at least quarterly.
5. Periodic financial reports should be made in accordance with directives from the Director of Finance & Operations.
6. Other reports shall be prepared as required by the Director of Finance & Operations, Superintendent and/or School Committee.
7. Sample forms are shown in Appendix A

#### **SUBSIDIARY ACCOUNTS**

The principal or the principal's designee shall maintain subsidiary accounts within the student activity control account in order to match receipts and expenditures to the appropriate recognized student activity organization. Subsidiary accounts should be balanced each month to the control account.



Subsidiary accounts shall be maintained whenever the monies are raised by a particular group of students (a class or club) for their own activities. It is recognized that some monies, especially at the elementary level, will be raised for the entire school and a school-wide subsidiary account may be maintained.

## **RECEIPTS**

The area most susceptible to abuse is the receipts process, since cash is collected by many individuals (often students). Principals shall pay close attention to their building procedures for the handling of all receipts.

1. Any student organizations receiving monies from any source (fundraisers, etc.) should turn over such money to the principal or principal 's designee within twenty-four hours for subsequent deposit to the student activity account.
2. If money is received on a weekend, it shall be turned in on the first business day to the principal 's office. No student or advisor shall take money home at any time. Money received over the weekend shall be deposited to a night depository, secured in a locked vault or safeguarded by other means.
3. The principal or principal's designee should deposit all monies received from student activity organizations to the bank no later than four (4) business days after receipt by the principal's office.
4. Any money not deposited to the bank on the same day it was received shall be kept overnight in a safe or other secure, locked area.
5. All money turned over to the office by a student organization (student officer/treasurer or advisor) shall be accompanied by a school deposit slip stating the source of the monies, the amount of money being deposited, and signed by the person turning over the money to the office. (Form SAA-1)
6. All monies turned into the office by students must be co-signed by the advisor or a teacher.
7. The advisor or student officer/treasurer should keep a duplicate of the school deposit slip submitted to the office with the money.
8. All receipts must be deposited by the principal or the principal 's designee to the bank designated by the Town Treasurer for deposit to the agency account. The original bank receipt must be immediately forward ed to the Finance Office with the Cash Receipts Transmittal Sheet (SAA-2 in Appendix A) for forwarding to the Town Treasurer. The principal shall maintain a copy of the ban k receipt and all relevant back up material.



9. No receipts may be made into the checkbook except the initial transfer from the agency account to open the checkbook, a transfer from the agency account to increase the checkbook maximum (with School Committee approval), or for replenishment of funds based on the submittal of receipts to the Finance Office.

### **INSUFFICIENT CHECK PROCEDURES**

The following procedure will be followed for the handling of checks deposited to Student Activity Accounts that are returned for insufficient funds:

1. The bank will notify the Town Treasurer when a check has been returned.
2. The Town Treasurer will notify the School Department Finance Office of the returned check by sending a copy of the bank's notification.
3. The Accounts Payable Clerk will forward a copy of the bank notification to the appropriate school office.
4. The School Office will attempt to collect the monies for the returned check, and money to cover the related bank charges and treasurer's fees.
5. If the money is recouped, the school treasurer will redeposit the money to the bank on a separate deposit slip indicating the amount of the original check and the amount of the bank charges and treasurer's fees.
6. The school treasurer will label the bank's deposit slip as money for a "replacement check" and will forward a copy to the Finance Office.
7. The School Finance Office will forward a copy of the bank deposit slip to the Town Treasurer.
8. If money is not recouped, the School Office must notify in writing to both the Finance Office and the Town Treasurer. In such case, the bank charges shall be covered by the Treasurer's budget.
9. If the money is recouped and redeposited, the initial returned check will be forwarded to the School Office to return to the owner, if requested by the owner. No check will be returned to the owner until the amount plus fees are deposited.
10. The Finance Office and School Office will not reduce their ledger balance unless the money is not recovered.



## **EARNINGS**

### **INTEREST EARNINGS**

Interest earned on agency accounts and the checking accounts authorized by the School Committee with student activity monies must accrue to the student activity account. A separate record shall be maintained on all interest earnings.

The Medfield School Committee policy specifies the use and disposition of all interest earned, which shall be for the benefit of the students participating in activities. A copy of the School Committee policy can be found in Appendix B.

### **COMMISSIONS**

Any monies paid to the school or to a student activity organization as commissions belong to the students. At no time shall such commissions be used to benefit staff. Commissions shall be used to reduce the cost of the item involved to each student (i.e. yearbook, senior class) for use by that student organization.

### **PURCHASES**

1. No purchases will be made without prior approval of the principal.
2. The practice of paying in advance with personal monies should be avoided whenever possible. If it is anticipated that payment in advance with personal funds may be necessary, prior approval shall be obtained from the principal or his/her designee. The Finance Office may also assist by processing a purchase order in order to alleviate the practice of paying in advance.
3. Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor or other interested party.
4. Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
5. Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.
6. Purchases made with monies in student activity accounts are exempt from the provisions of MGL Chapter 308, the Procurement Law. It is recommended, however, that principals follow the provisions of this law to the maximum extent possible to insure the most efficient use of these monies. It is recognized, however, that many purchasing decisions will be made by students, (particularly at the secondary level), and selection of the low bidder may not be reasonable. Students should be taught how to compare costs as part of their experience.



7. Purchases that are over ten thousand dollars need to have a contract or agreement between both parties.

### **EXPENDITURES/DISBURSEMENTS/CHECKS**

1. All expenditures or disbursements from student activity accounts shall be made by check.
2. No check shall be made payable to cash.
3. Checks shall be signed only after they are completely prepared. Checks shall be signed by the student activity account treasurer and the Principal.
4. Check signature authority shall be in accordance with School Committee policy. (A copy of the School Committee policy is in Appendix B.)
5. No checks shall be issued without bills or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks.
6. A record of all checks issued will be maintained.
7. All checks shall be accounted for, including voided checks (which shall be voided to avoid re-use but not destroyed).
8. Checkbook reconciliations to bank statements and account reconciliations shall be done monthly. The checkbook reconciliation shall be conducted by someone other than the student activity account treasurer. The principal should approve the reconciliations.
9. A standardized form should accompany all requests for check issuance (Form SAA-3 in Appendix A). The form shall accompany the invoice and/or receipt and/or all supporting documents and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the account to be charged and the approval signature of the student activity account treasurer or student officer or student advisor and the Principal.
10. Forms are shown in Appendix A.

### **PREPAYMENT POLICY**

As a general policy, payments are not to be made from Student Activity Accounts (either agency accounts or checking accounts) until the goods or services have been provided. Partial payments may be made for partial receipt of the goods or services, and the amount paid shall be made in relation to the amount received.

An exception to the no pre-payment policy will be permitted for performances (e.g. theater, musical performances or field trip deposits). A principal may choose to make a prepayment if receipt of tickets is dependent upon such prepayment. If a principal chooses to make a prepayment, the following steps must occur:

1. The staff involved (and students at the middle and high school levels) must be notified that once a prepayment is made, there is no guarantee of a refund if the performance does not occur for any reason; the school activity fund takes the risk of loss of those monies.
2. If students are paying for the tickets (versus using general fundraising paying for the tickets), the parents must be notified in advance that there will be no refund of money if their child misses the performance (e.g. due to illness) unless the performance site refunds their money.

### **REPLENISHMENT OF CHECKBOOK MONIES**

Each building checkbook has a maximum balance approved in the School Committee policy. This maximum balance became the beginning balance in the checkbook. As checks are issued, the balance in the checkbook will decrease. Periodically the principal should submit documentation to the Director of Finance & Operations to account for the expenditures, along with a request to have monies equal to the total expended in the checkbook transferred (via the warrant process) from the student activity agency account to the student activity checkbook. (SAA-4 in Appendix A)

Such request shall include a billhead requesting replenishment of the account accompanied by a copy of each school withdrawal slip (originals shall be kept on file by the school.) Actual bills and receipts that back up each withdrawal slip will be maintained by the school in their files.

### **CASHBOXES**

A cash box may be maintained at a building in accordance with the following guidelines:

1. A cash box (es) may be needed during the year to make change during fundraising activities. At no time shall a cash box be used as a petty cash fund.
2. A check may be made to open a cash box at the beginning of each fiscal year. This will be done via a voucher "to open cash box for fiscal year 2DXX". This check shall be cashed for change and placed in a locked cash box, which shall be kept in a safe or other secure, locked location.
3. The cash box shall be signed out to student organizations as needed for fundraising. A log book shall be kept which records which group is using the cash box, the date signed out, the amount in the cash box and the signatures of both the person signing it out of the safe and the person receiving it. Upon return of the cash box, the log shall also record the date returned, amount returned (which shall be equal to the amount signed out) and the signatures of both parties again.



4. The cash box shall be closed out at the end of the fiscal year by depositing the money back to the main account. The amount deposited back must equal the amount originally withdrawn to establish the cash box.

### **FIELD TRIPS**

1. Field Trips should be held in accordance with School Committee policy.
2. All monies received through field trips shall be deposited in accordance with the preceding section on “Receipts”
3. Expenditures related to fundraisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures.

### **FUND-RAISERS**

1. Fund raising projects should be held in accordance with School Committee policy.
2. Results of fundraisers shall be reported to the principal within one week of the close of the fundraising activity on an approved form.
3. All monies received through fundraisers shall be deposited in accordance with the preceding section on “Receipts”
4. Expenditures related to fundraisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures.

### **INACTIVE ACCOUNTS**

Any student activity organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following to be closed:

1. Written notification by the advisor or student officers/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.
2. All assets of the recognized student activity organization shall be determined and stated in writing.
3. Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. The primary goal in disposition should be to benefit the student body.



## **CLASS ACCOUNTS AT GRADUATION**

Class accounts are established to benefit students currently enrolled in the school system. Once a class of students graduates, the school district is no longer responsible for these monies.

Class accounts shall remain open for six months after graduation to ensure that all outstanding bills can be paid. Upon completion of the six months, the monies, if not withdrawn by the students or the class has not "willed" the funds to another student organization, shall be disposed of in accordance with School Committee policy.

SOURCE: Medfield

## **STUDENT ACTIVITY ACCOUNTS**

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

In compliance with Massachusetts General Law, the School Committee:

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

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

### **Graduating Class Funds**

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

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

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

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

### **Inactive Student Activities**

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

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

### **Student Activity Deficits**

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

SOURCE: MASC July 2018

LEGAL REFS: MGL 71:47

CROSS REFS: JJA – Student Organizations

File: JJF

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

## STUDENT ACTIVITY ACCOUNTS

### 1. Student Activity Agency Account

The Medfield School Committee established this policy and revised on May 17, 2004, 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 checking account must have a branch office in Medfield and be approved by the Superintendent or his/her designee and the Town Treasurer. 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	\$20,000
High School	\$20,000

### 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 "Student Activity Accounts Administrative Handbook" (Revised 11/2010) and must deposit said monies via the School Finance 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 Finance 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 tile 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.

SOURCE: Medfield

## **CONTESTS FOR STUDENTS**

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District 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 workload on school staffs. Involvement in contests shall be approved by the Superintendent of Schools

SOURCE: Medfield



## STUDENT TRAVEL

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

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements, fundraising efforts, and sources of funding for the trip.

The School Committee will not review or approve trips that are privately organized. The School Committee will only review for approval school-sanctioned trips. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools.

**Note: Late night or overnight travel will require two stages of approval; Stage 1 is preliminary approval and Stage 2 is final approval.**

LEGAL REFS.: Chapter 346 of The Acts of 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N

CROSS REF.: IJOA, Field Trips

Approved: December 20, 2004

SOURCE: Medfield

**STUDENT LATE NIGHT OR OVERNIGHT TRAVEL**

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

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

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

SOURCE: MASC March 2004

CROSS REFS.: IJOA, Field Trips

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

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

The use of vans or private automobiles for trips planned *which* include late night or overnight *transportation* is prohibited, Late night or overnight *transportation* will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory".

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

### 2. Trip Scheduling

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

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

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

If *most* members of a class are participating in a trip *such that the regular schedule is substantially interrupted*, the school should provide appropriate activities for any students not *going on the trip*.

### 3. Fundraising

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

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

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

LEGAL REFS.: Chapter 346 of The Acts of 2002 (et al) approved on October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00

CROSS REF.: IJOA, Field Trips

Approved: December 20, 2004

SOURCE: Medfield

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

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

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

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

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

### 2. Trip Scheduling

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

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

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

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

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

### 3. Fundraising

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

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

targets.

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

Additional Resources

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

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

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

SOURCE: MASC February 2019

CROSS REFS.: IJOA, Field Trips  
ADDA Background Checks

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





## **INTRAMURAL PROGRAMS/INTERSCHOLASTIC ATHLETICS**

School sports constitute a part of the total school program. Although differing in nature from the academic program, intramurals and interscholastic athletics provide a profitable educational experience for the participants and are available to all boys and girls who can benefit from them.

Interscholastic sports programs shall be subject to approval by the School Committee. Approval shall be granted only at junior high school and high school levels and shall not be limited by Town funding if allowable under MIAA guidelines and liability provided by the Town of Medfield.

In the conduct of interscholastic athletic programs, the rules, regulations, and limitations outlined by the Massachusetts Interscholastic Athletics Association (MIAA) shall be followed.

Eligibility requirements for participating in athletic programs shall be set by the school administration and shall conform with regulations of the MIAA. They shall include the requirements that a student have the written permission of his parent or guardian and shall have been determined as physically fit for the sport by the school physician or his personal physician.

Additionally, all students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver to the effect that such coverage is not necessary.

SOURCE: Medfield

## INTERSCHOLASTIC ATHLETICS

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

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

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

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

SOURCE: MASC

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

CROSS REFS.: AC, Nondiscrimination (and subcodes)

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

**ATHLETIC POLICY FOR ADDING OR DROPPING A SPORTS PROGRAM**

The Medfield Public Schools' Interscholastic Athletic Program is an integral part of the school system's total educational program. Participation on sports teams in the Interscholastic Athletic Program offers students healthy educational activities that challenge each student to excel and helps each student develop her/ his physical skills and potential. Participation also provides students with an opportunity to learn to work cooperatively as members of a team. The principles of good sportsmanship and enjoyment of competition should take precedence at all times to enhance the educational value of sports in interscholastic athletic programs.

If an individual or group within the Medfield school community proposes to add or drop a sport from the Interscholastic Athletic Program, initial contact must be made with the Director of Athletics to obtain data and information for developing a written proposal. A Standing Committee comprised of the director of athletics, the high school/middle school principals, a high school student council designee chosen by the Student Council and a member of the high school/middle school Site Councils will review the proposal. The committee will meet at the beginning of each school year and when a proposal is submitted. If the proposal is approved, the Director of Athletics will forward the proposal to the Superintendent for her/ his approval and the School Committee's approval. If the proposal is not approved, then the individual or group presenting the proposal may seek the advice of the Superintendent and/or School Committee regarding recommended action on the proposal.

The following conditions must be met before a sport becomes part of the Interscholastic Athletic Program:

- a. A new sport must be conducted as a fee-based, youth or intramural program (activity) for at least one full school year prior to inclusion in the Interscholastic Athletic Program.
- b. A new sport team must participate for at least two consecutive years on the sub-varsity level prior to inclusion at the varsity level. If no sub-varsity level exists in a given sport, then varsity play may be approved after a one-year youth or intramural program.
- c. In determining whether to add or drop a sports program, the Standing Committee, Superintendent and School Committee shall make such determination based upon the best interests of students and compliance with Title IX and other applicable legal and policy requirements.

Exceptions to the above mentioned "a" and "b" will only be made by the Superintendent with the approval of the School Committee.

Adopted: December 6, 1999

SOURCE: Medfield

***Medfield Public Schools***



## **HEAD INJURY/CONCUSSION POLICY**

In accordance with 105 CMR 201.000 all schools and school districts are required to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety.

Therefore, and in accordance with 105 CMR 201.006, the Superintendent will form a Head Injury Committee composed of, at a minimum, a school administrator, school nurse, school or team physician if on staff, athletic director, certified athletic trainer if on staff, neuropsychologist if available, guidance counselor, and teacher in consultation with any existing school health/wellness advisory committee to develop procedures and review them every two years. These procedures shall address:

- Responsibilities of the Athletic Director, coaches, athletic trainer, and school nurse as designated by the school principal;
- Annual training of persons specified below in the prevention and recognition of a sports-related-head injury, and associated health risks including second impact syndrome utilizing Department-approved training materials or program, and documentation of each person's completion of such training;
  - Coaches, Certified athletic trainers, Trainers, Volunteers, School and team physicians, School nurses, Athletic Directors, Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer, Parents of a student who participates in an extracurricular athletic activity, Students who participate in an extracurricular athletic activity.
- Documentation of physical examination consistent with 105 CMR 200.100(B)(3);
- Obtaining and reviewing student's previous history of head injuries prior to participation in each sport;
- Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury;
- Pre-participation forms as well as documentation procedures for reporting a head injury to the appropriate personnel that occurs during the sport season or extracurricular activity;
- Procedure for identifying a head injury or suspected concussion, removing an athlete from practice or competition, and referring for medical evaluation;
- Procedure for medical clearance for return to play after a concussion that at minimum complies with 105 CMR 201.011;
- Post-concussion gradual re-entry plans for students who have sustained head injuries;
- Procedures to provide information to all parents and athletes in the following areas:
  - Annual Training
  - Notice to parents when a student is removed from a game for a head injury
  - Obtaining medical clearance
  - Parents responsibilities for completing pre-participation forms
  - Parents responsibilities for completing Report of Head Injury Form

File: JJIF

- Information provided in the student and parent handbook about sports related injuries and how to obtain the policy;
- Parent outreach for when required forms are not completed, as well as outreach to parents with limited English proficiency;
- Instructions to coaches, certified athletic trainers, and volunteers on how to teach students proper techniques as well as appropriate equipment use;
- Penalties, including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district's or school's policy.

These policies and procedures shall be made available to the Department and to the Department of Elementary and Secondary Education upon request. In accordance with 105 CMR 201.00, the Athletic Director shall affirm on school or district letterhead by January 1, 2012 to the Department of Public Health that the policy and procedures have been developed by the Head Injury Committee, and every two years thereafter that policies have been reviewed .and revised if necessary by the same committee.

Adopted: February 13, 2012

SOURCE: Medfield

## **ATHLETIC CONCUSSION POLICY**

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>4</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents/guardians.

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

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

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

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

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

---

<sup>4</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

File: JJIF

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

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

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

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

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

SOURCE: MASC December 2011



## HEAD INJURY/CONCUSSION RESPONSE PROTOCOL

### Definition

A concussion is a type of head injury that affects the way a brain normally works. Concussions are caused by a direct blow to the head, neck or body, or a whiplash injury when the head is snapped back and then forward. Concussions involve the rapid onset of a short-lived disturbance in brain functioning that resolves spontaneously but can result in long-term neuropathological impairment.

Second-impact syndrome indicates a potentially lethal condition that can occur when a person sustains a head injury prior to complete healing of a previous brain injury causing dysregulation of cerebral blood flow with subsequent vascular engorgement.

As stated in 603 CMR 201.015, the diagnosis of a concussion may be determined by a physician, nurse practitioner, certified athletic trainer and other specific healthcare providers following the observation, examination and evaluation of procedures and test results.

### Pre-Participation Protocol:

- ✓ All staff involved with athletics and/or extra-curricular activities will be trained on the prevention, identification, and responses to head injuries. This training will be facilitated by a trained professional (nurse, athletic trainer, healthcare provider)
- ✓ All students must provide documentation of a recent physical exam including past medical history and any previous head injuries (including the Pre-Participation Form)
- ✓ Baseline testing will be conducted to collect data on students prior to participation (IMPACT system currently in use by athletic trainer)

### Upon incident:

- ✓ Evaluate student to determine the need for acute referral (performed by athletic trainer, school nurse, or other trained medical professional)
- ✓ Student will be immediately removed from participation if a concussion is suspected
- ✓ Parents will be notified immediately
- ✓ Student will be referred to a medical professional for additional evaluation and diagnosis, and *all* preliminary evaluation information will be communicated to that professional immediately

### Upon Diagnosis:

- ✓ In collaboration with the student, parents, school staff, and student's healthcare provider(s), a

Graduated Re-Entry Plan for return to school and extra-curricular activities will be created by the school nurse.

- ✓ This plan shall include but is not limited to:
  - Cognitive rest
  - Graduated return to classes and activities
  - Estimated time intervals for return to activities
  - Frequent re-assessment by school nurse, athletic trainer, and/or the student's healthcare provider(s)
  - Information will be shared with teachers, coaches, and other members of the student's educational team to accommodate recovery needs
  - Ongoing consultation will be provided to members of the student's education team by school nurse, athletic trainer, and guidance counselor

**Ongoing Resources/Communication:**

- ✓ Summary of the district's policy will be included in each edition of the Parent/Student Handbook
- ✓ Parents training and outreach will be made available each year
- ✓ Resources for discussing head injuries with students will be made available to coaches, parents, guidance counselors, teachers and volunteers
- ✓ Medfield Public Schools will review the policy and procedures regularly to ensure compliance and best practice

Adopted: February 13, 2012

SOURCE: Medfield



## ATHLETIC CONCUSSION REGULATIONS

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

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

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

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

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

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

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

**Symptoms (reported by athlete):**

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

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

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

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

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

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

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

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

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



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

**Exertional Post Concussion Tests:**

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

**Section VI. School Nurse Responsibilities:**

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

**Section VII. School Responsibilities:**

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

**Section VIII. Athletic Director Responsibilities:**

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

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

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

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

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

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

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

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

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

**Section XII. Post Concussion Syndrome:**

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

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

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

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

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

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

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

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

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

File: JJIF-R

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

SOURCE: MASC December 2011

## STUDENT DISCIPLINE

Discipline is the dual responsibility of the home and school.

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

The implementation of the general rules of conduct is the responsibility of the principal and the professional staff of the building. 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 District policies by being more specific as they relate to the individual schools.

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

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

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

**LEGAL REFS.:** M.G.L. Chapter 71, S. 37H, 37H ½ , and 37L;  
M.G.L. Chapter 76, S. 16 and 17;  
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0  
Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January 27, 1994

Revised: April 2, 2001

*Note: The MASC Reference Manual retitles this policy to "STUDENT CONDUCT", does not include the highlighted first sentence and updates the legal references as shown below:*

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

SOURCE: Medfield

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

SOURCE: Medfield/MASC



## PHYSICAL RESTRAINT POLICY

Physical restraint is an emergency measure of last resort, It may be administered only when necessary to protect a student and or school community member from assault or imminent, serious physical harm and only when less intrusive behavior interventions have been unsuccessful or deemed inappropriate. When, based on this standard, physical restraint is necessary, staff will strive to prevent or minimize any harm to the student as a result of the use of physical restraint.

- A. Methods to prevent student violence, self-injurious behavior, and suicide:** The district will provide a continuum of services that targets a student's social emotional development.
- B. Methods to engage parents in discussions about restraint prevention and the use of restraint solely as an emergency measure:** All parents will receive the student handbook which will reference the policy. Copies of the District' s physical restraint prevention policy and procedures will also be available in the main office of each school building. Parents may also utilize the grievance procedure described in Section F if they have any concerns about the use of restraint in Medfield Public Schools.
- C. Alternatives to Physical Restraint:** de-escalation techniques that include functional communication, redirection and waiting. Time out may be another alternative. When a behavior support plan is in place staff well defer to specific interventions outlined in the individualized behavior plan.

Methods of physical restraint in emergency situations: Staff will utilize physical restraint holds that are in accordance with the Safety-Care training protocol.

### **D. Prohibition Statement:**

- (a) Mechanical restraint, medication restraint, and seclusion shall be prohibited in the Medfield Public Schools.
- (b) Prone restraint shall be prohibited in the Medfield Public Schools except on an individual student basis, and only under the following circumstances:
  - 1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
  - 2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
  - 3. There are no medical contraindications as documented by a licensed physician;
  - 4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;

5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
  6. The program has documented the above elements 1-5 in advance of the use of prone restraint and maintains the documentation.
- (c) 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.
- (d) All physical restraints, including prone restraint where permitted, shall be administered in compliance with the regulations at 603 CMR 46.00.
- E. Required training for all staff:** Each principal or director shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Training shall include information on the following:
- (a) The role of the student, family, and staff in preventing restraint;
  - (b) The program's restraint prevention and behavior support policy and procedures, including use of time-out as a behavior support strategy distinct from seclusion;
  - (c) Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances;
  - (d) When behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration;
  - (e) Administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and
  - (f) Identification of program staff who have received in-depth training pursuant to 603 CMR 46.03(3) in the use of physical restraint.

**In-depth staff training in the use of physical restraint.** At the beginning of each school year, the principal of each public education program or his or her designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint. Such training shall be approximately sixteen (16) hours in length with at least one refresher training occurring annually thereafter.

Content of in-depth training. In-depth training in the proper administration of physical restraint shall include, but not be limited to:

- (a) Appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
- (b) A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- (c) The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- (d) Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- (e) Demonstration by participants of proficiency in administering physical restraint; and,
- (f) Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects.

**F. Grievance Procedure for complaints regarding restraint:**

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

The complaint must be submitted in writing or on audiotape to the Director of Student Services.

The Director of Student Services, or his/her designee, will contact the complainant within ten (10) school days of receipt of the complaint.

A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the school and/or the Department of Elementary and Secondary Education.

A written summary of the investigation and findings will be developed by the Director of Student Services and provided to the complainant.

**G. Procedure for implementing periodic review of data and documentation:**

**Individual student review:** The principal, or his/her designee, shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified, the principal or designee shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The review team's assessment shall include at least the following:

- (a) review and discussion of the written reports submitted in accordance with 603 CMR 46.06 and any comments provided by the student and parent about such reports and the use of the restraints;
- (b) analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;
- (c) consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;
- (d) agreement on a written plan of action by the program.

If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent shall lead the review team's discussion. The principal or designee shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

**Administrative review:** The principal or his/her designee shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal, in consultation with the Director of Student Services and the Superintendent, shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

**H. Procedure for implementing reporting requirements:**

Medfield Public Schools staff shall report the use of any physical restraint, as required by the regulations at 603 CMR 46.00.

**Informing the principal:** The program staff member who administered the restraint shall verbally inform the principal or his/her designee of the restraint as soon as possible, and by written report no later than the next school working day. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designated by the superintendent for review. The principal or director or his/her designee shall maintain an on- going record of all reported instances of physical restraint, which shall be made available for review by the parent or the Department upon request.

- I. Informing parents:** The principal or director or his/her designee shall make reasonable efforts to verbally inform the student's parent of the restraint within 24 hours of the event, and shall notify the parent by written report within three school working days. If the school or program customarily provides a parent of a student with report cards and other necessary school related information in a language other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

**J. Time Out:**

Time-out shall mean a behavioral support strategy 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, as determined by staff in consultation with the student. The Superintendent, in consultation with the Director of Student Services and the building Principals, shall ensure procedures are developed for the use of time-out, including a process for obtaining approval for a time-out to exceed 30 minutes.

1st Reading: December 7, 2015  
Approved: December 15, 2015

SOURCE: Medfield



## **PHYSICAL RESTRAINT OF STUDENTS**

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

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

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

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

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

The Superintendent will develop procedures identifying:

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

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

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

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

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

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

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

SOURCE: MASC

ADOPTED: August 2015

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



## **STUDENT SUSPENSION**

Students may be suspended from attendance at school on the authority of the superintendent, which he may delegate to the principals. Suspension shall be imposed only for instances of serious misbehavior which, in the judgment of the administration, warrants a severe punishment. (At the high school, suspensions may be imposed for accumulation of demerits.)

When a student is suspended from school, he shall have recourse to an appeals procedure which the superintendent and his staff shall develop and administer. The availability of this appeals mechanism shall be made known to students and parents.

A letter shall be sent by the principal to the parents of a suspended student informing them of the reasons for the suspension.

Reinstatement of suspended students shall be according to requirements and within time limits set by the superintendent.

CROSS REF.: JK, Student Discipline (policy and regulation)

Revised: April 2, 2001

SOURCE: Medfield

**EXPULSION**

A student may be expelled from Medfield High School, at the discretion of the high school principal, in accordance with the provisions identified in the Medfield High School Student Handbook. Any student expelled may appeal to the Superintendent within 10 days.

SOURCE: Medfield

## STUDENT WELFARE

### **Supervision of Students**

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

In keeping with this expected prudence, no teacher or other staff member will leave 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 be released only into the custody of parents 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, 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**

The District shall cooperate with the Medfield Fire Department in conducting of fire drills.

### ***Medfield Public Schools***

SOURCE: Medfield

## STUDENT WELFARE

### Supervision of Students

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

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

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

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

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

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

### Student Safety

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

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

### Safety on the Playground and Playing Field

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

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

### Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the

fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

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

SOURCE: MASC 8/2006

**STUDENT INSURANCE PROGRAM**

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

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

SOURCE: Medfield

## STUDENT HEALTH SERVICES AND REQUIREMENTS

The school nurses shall serve as liaisons between the schools and the home and community agencies with the purpose of improving the physical and mental health of the children. Nurses shall evaluate the general health of the pupils and work with the administration and attendance personnel in determining the reasons for suspicious cases of absence.

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

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

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

### Procedures for Emergency at School

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

Each year parents shall supply information 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 District shall maintain an Emergency Procedures Handbook which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

**Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. 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 Superintendent immediately;**



**Prompt reporting by teachers to the principal or designee of any accident or serious illness and such reports will be filed with the Business Office.**

Student Illness or Injury

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

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

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

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

CROSS REF.: EBB, First Aid

SOURCE: Medfield

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

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

### Procedures for Emergency at School

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

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

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

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

### Student Illness or Injury

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

***Medfield Public Schools***

provide the transportation.

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

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

SOURCE: MASC

Updated July 2012

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

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



## PHYSICAL EXAMINATIONS OF STUDENTS

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.

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 REF.: JF, School Admissions

SOURCE: Medfield

## PHYSICAL EXAMINATIONS OF STUDENTS

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

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

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

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

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

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

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

SOURCE: MASC

Updated July 2012

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

CROSS REF.: JF, School Admissions

## **INOCULATIONS OF STUDENTS**

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.

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

CROSS REF.: JF, School Admissions

SOURCE: Medfield



**IMMUNIZATION OF STUDENTS**

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

SOURCE: MASC March 2021

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

CROSS REF.: JF, School Admissions

## COMMUNICABLE DISEASES

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

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

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

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

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

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

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

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

*Note: The MASC Reference Manual replaces "handicapped child(ren)" with "disabled child(ren)" and does not include the highlighted text referencing AIDS in paragraph 2*

SOURCE: Medfield

***Medfield Public Schools***



**AIDS 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 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.

SOURCE: Medfield

## **AIDS SCHOOL ATTENDANCE POLICY**

Epidemiological 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.

1. 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.

\*NOT INTENDED FOR DAY CARE

2. 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.
- 3. 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 out-break 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.
  - 4. 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.
  - 5. 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. Tue mop should be disinfected with the bleach solution described in 5A.
    - C. Persons involved in the clean-up should wash their hands afterward.
  - 6. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

SOURCE: Medfield

## ADMINISTERING MEDICINES TO STUDENTS

Students may not bring any medications, including *all* over-the counter medications, into school without documentation from a licensed health care provider that states that the medication is needed during the school day. Written parental consent must be submitted as well. All medications, with the possible exceptions of inhalers, EpiPen's, and approved other medications, **must be kept in the Health Office** and be dispensed by the school nurse. All prescription medicines must be brought to school in the original pharmacy container with the label intact. Pharmacies will provide an extra bottle for school upon request. Over-the-counter medicines must be brought to school in the original unopened containers.

Under no circumstances may students share medicine or dispense medication of any kind to other students.

This policy exists for the protection of all students.

LEGAL REF.: M.G.L. 71:54B  
Department of Public Health Regulations: 105 CMR 210.00

SOURCE: Medfield



## ADMINISTERING MEDICINES TO STUDENTS

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

### Exceptions:

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

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

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

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

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

SOURCE: MASC October 2016

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

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

## HEALTH OFFICE(S) MEDICATION POLICY

### **Purpose:**

Use of specific necessary medications during school hours will allow students to attend and remain in school and will facilitate a level of well-being that may enhance student participation in the classroom. Prescription and over-the-counter medicines are potentially hazardous to the health of students based on quantity and frequency of use, potential side effects, interactions with other substances, or untoward reactions to the medication. Uniform standards promote safe and proper handling and administration of medications in school.

### **Medication Order and Consent:**

The school nurse shall be the administrator of the medication administration program within the schools. Only medications prescribed by a student's healthcare provider may be brought into school. The school nurse shall ensure that there is a proper medication order from a licensed healthcare provider that is renewed as necessary, including at the beginning of each school year. Written parental consent must also be provided.

For short-term prescription medications, i.e. those requiring administration for 10 school days or less, the pharmacy-labeled container may be used in lieu of a licensed provider's order. If the nurse has any questions, she may request a written order from the licensed provider.

All medications shall be administered in accordance with instructions from the provider.

### **Handling, Storage, and Disposal of Medication**

For the safety of all students, a parent or guardian, or a parent/guardian designated responsible adult shall deliver all medication to the school nurse or to a designated responsible person if the nurse is not available. Schedule II medications (for example: Ritalin, Adderall) should be delivered only to the school nurse.

- In extenuating circumstances, as determined by the school nurse, medication may be delivered by other persons only when the nurse has been notified in advance by the parent or guardian of the arrangement, and of the quantity of medication being delivered to school.
- All medication must be in a properly labeled pharmacy or manufacturer's container, Prescription labels must be current and include the student's name, proper dose, frequency and/or time of administration, and the strength of the medication.
- The school nurse shall document in a permanent record the amount of medication received.
- Medications shall be stored in a securely locked cabinet in the health office used exclusively for this purpose.



- Parents may retrieve unused medication from the school nurse at any time. When possible, unused, discontinued or outdated medications shall be returned to the parent or guardian, with the return properly documented. All medications should be retrieved at the end of the school year. Any medications not claimed by one day after the close of each school year will be destroyed by the school nurse in accordance with applicable regulations of the Massachusetts Department of Public Health, Division of Food and Drugs.

The school nurse, acting within the above restrictions, will give all medication to students with the following exceptions:

### **Self-administration of Medication**

Some prescription medications, such as inhalers for asthma, epi-pens, insulin, or other medications to which a student requires immediate and easy access, may be carried by a student for self-administration only if the written consent of the licensed prescriber, parent or guardian, and school nurse have been obtained.

The school nurse must be convinced that the student has demonstrated sufficient knowledge about name, purpose and proper usage of the medication.

Self-administration of medication means that the student carries the drug on his or her person (or in a school bag) to and from school and is in control of it during the school day. School personnel do not handle or store the medication, although a back-up supply may be stored in the health office.

*Under no circumstances may any medication be shared with or administered to any other student.*

Students who have any medications in their possession, which are *not* approved self-administered medications, including over the counter medicines, and especially Schedule II (controlled) medications, in their possession, may be referred to the appropriate school administrator.

### **Field Trip Delegation**

As outlined in Massachusetts DPH Regulations, administration of medications on field trips may be delegated to a responsible adult with written parental or guardian consent, and with appropriate instruction given to the delegate by the school nurse.

When the health condition of the student warrants it, the parent or a designated responsible adult will be encouraged to accompany the child on field trips.

### **Emergency Medications**

As outlined by the Massachusetts DPH Regulations, trained school personnel may administer epinephrine by auto-injector in a life-threatening situation when a school nurse is not immediately available. Concurrently, EMS and the school nurse will always be summoned.

**Documentation and Record-Keeping**

As outlined by Massachusetts DPH Regulations, a medication administration record will be maintained for each student who receives medication during school hours. This record shall include a daily log, and a medication plan that contains the medication order, parental consent, and an individual plan to be followed if the student fails to come for, or refuses, his or her medication,

**Medication Errors**

Medication errors include any failure to administer prescribed medication for a particular student within an appropriate time frame, in the correct dosage, in accordance with accepted practice, or to the right student.

In the event of a medication error, the school nurse shall notify and/or document the effort to contact the parent or guardian immediately. If there is a question of potential harm to the student, the nurse shall also contact the licensed prescriber or the school physician.

Medication errors shall be documented by the school nurse on the Medication Error Report Form and shall be kept in a file in a designated nurse's office as well as with the Director of Pupil Services.

Adopted: September 22, 2003

SOURCE: Medfield

**AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY**

Evidence shows that on-site responders are likely to arrive earlier than EMS to give aid to victims of "sudden death." By equipping and training voluntary employees in the use of AEDs, we will increase the potential to save lives through AED intervention.

The Automatic External Defibrillator (AED) is applied only to victims who are unconscious, and without signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Procedures are in accordance with the Massachusetts General Laws, the Massachusetts Department of Public Health regulations, and the American Heart Association standards.

The Superintendent of Schools will be responsible for establishing procedures to insure proper training and implementation of the AED Program with appropriate staff.

LEGAL REF.            M.G.L. 112:12V ½

Adopted: September 22, 2003

SOURCE: Medfield

## **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM PROCEDURES**

### **Location of AED's**

AED's will be kept in alarmed cabinets mounted in each school, located near the main office and Health Office. The Athletic department will also have an AED kept in the Athletic Training Room at the high school. The Athletic Department's AED may be carried to athletic venues by the Athletic Trainer, the Athletic Director, or a coach who is on the high school team of AED responders, as outlined below.

During school hours and when not in use, the AED's will remain in their designated locations.

When taken from the designated location in the school, the defibrillator must be kept on or with the person who is responsible for it. It must not be exposed to extreme temperature changes and must not travel in the trunk of a car, but inside the vehicle on the seat. It should never be left in a car due to potential hot or cold temperatures.

**Responsibility for Maintenance Check assignments in each location** will be with the PAD Program Manager (School Nurse) in each building. Maintenance and testing will be conducted according to the requirements of the AED manufacturer. A person in each building will be responsible for: 1) the daily visual checks and documentation during the actual contracted school year and 2) prompt notification of PAD Program Manager for any equipment or supply needs. Summer locations and checks will be determined by summer use of each building. Documentation of maintenance and testing will be maintained for a period of two years and will include the date of testing and the signature of the person performing the testing.

### **Rescuers**

Predetermined AED providers will be CPR and AED certified and have a copy of this certification on file with Medfield Public Schools (School Nurse). Providers are responsible for being familiar with the MPS AED Procedures and the devices that they are available for use. They are expected to attend AED program training offered in the schools as well as required biannual AED reviews.

**TRAINING:** All volunteering employees will participate in a recognized AED initial training course (*AHA "Heartsaver AED" or "BLS for Healthcare Providers"*), which will include the following content:

- Proper use of the AED.
- Assessment of an unconscious person to determine if a cardiac arrest has occurred, and the appropriateness of applying the AED and/or giving CPR.
- Defibrillator safety precautions to enable the user to administer a shock without
- jeopardizing the safety of the victim, the user, or other persons on the scene.
- Rapid accurate assessment of the victim's post-shock status, to determine if further activation of the AED is necessary.

- The role of the initial rescuer in the coordination of care for the cardiac arrest victim upon arrival of EMS personnel.



- Scenario based practice, consistent with common scenarios that rescuers may face.
- Routine AED maintenance, troubleshooting options, and special situations that initial rescuers may encounter.

Employees will only be held to the standards of "Good Samaritan" status and shall only be expected to use an AED if they have successfully completed the CPR/AED training and feel confident using the device.

Employees who will be offered the opportunity to receive training include but will not be limited to the following: administrators, nurses, athletic personnel, wellness teachers and other faculty, buildings and grounds personnel, as well as food service and office staff.

### **SKILLS REVIEW AND PROFICIENCY DEMONSTRATION:**

The AED team candidate will need to demonstrate proficiency in adult CPR and the following:

- Safe and effective use of the AED training device that conforms to the unit assigned to that location or building.
- Performance of a single or multi-shock practical exam conducted by a qualified AHA or ARC instructor.
- Demonstration of common trouble-shooting techniques used with the AED.
- A CPR/AED skills proficiency review biannually. The PAD Program Manager will maintain the proper training and review documentation.

The Medfield Public Schools expect that when reasonably possible, employees who have been trained and who are present when an incident occurs will react by activating the EMS system. This means calling 911, beginning CPR, and utilizing the AED available to them according to the guidelines of the American Heart Association and the AED manufacturer. The main office should also be notified immediately.

In the event of an emergency the school nurse, or if necessary, an alternate rescuer, will be summoned immediately and will manage the emergency care until EMS arrives. A designated person may be sent to retrieve the AED from its location. Someone will be assigned to meet the ambulance and direct EMS or police officers to the site of the emergency. If a cell phone is available, it should be brought to the scene. Cell phones should not, however, be used within 1 meter of a person attached to an AED.

### **Rescuers shall:**

- Use Universal Bloodborne Pathogens Precautions.
- Determine unresponsiveness (absence of breath and pulse).

- Consider possible non-cardiac causes of cardiac arrest such as electrical shock, overdose, or trauma.
- Initiate CPR and assist with ventilations, if awaiting defibrillation. If the AED is on the scene, defibrillation is the priority.

- Provide all available, pertinent information regarding the victim and his/her condition and care to EMS.
- If the rescuer is alone, the assessment and rapid defibrillation of the victim shall take priority over calling 911. Ideally, the two should happen simultaneously.

### **Victim Preparation for Defibrillation**

- If the victim is lying in significant water, he/she should be moved to a dry place.
  - If the chest is wet, DRY IT.
  - If the chest is hairy, SHAVE IT.
  - If there is an implanted heart device, WORK AROUND IT.
  - If jewelry is in place, REMOVE IT.
1. Turn the AED on, and follow the verbal instructions.
  2. Attach AED to victim (refer to the picture guides on each pad for proper placement).
  3. Stop CPR while the AED device analyzes the heart rhythm.
  4. Follow the machine prompts for further action, If a shock is indicated, be sure **all rescuers** are "Clear" before shock is administered.

**MEDICAL DIRECTION:** Gretchen Frauenberger, M.D., Medfield Public School Physician, is in support of implementing an AED program in our district. Medical direction will be under contract from Cardiac Science, who will provide the Medical Director for the MPS PAD program. This physician will review all policies, procedures and post-event follow-up evaluations. The PAD Program Manager will be the contact person for the Medical Director.

### **The School Nurse shall be responsible for the following:**

- Repair and service of AED's and replacement of needed supplies
- All record keeping and documentation for equipment and program
- All training and review records
- Incident reports
- Scheduling AED training courses in the district,

**Implementation of PAD Program** will begin after School Committee approval, by the School Nurses, Wellness Content Specialist, and the MHS Athletic Director under the leadership of the Director of Pupil Services and the Medical Director.

### **USE OF THE AED**

#### ***Medfield Public Schools***

- **Scene safety is vital. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. To assess for scene safety:**
  - Verify that the victim is not in contact with any live electrical connections.
  - Remove the victim from any exposure to water to a dry surface,

- Refrain from use of any portable radios or cell phones near the victim (within 1meter) while AED is analyzing.
  - During school hours, the School Nurse shall be notified of any event that occurs that may require the use of an AED.
  - During after school hours at the High School, an Athletic Trainer may move the AED from the Athletic Office to support Athletic Department activities. A visible notice must be left clearly stating the location of the AED as well as the location of the nearest AED.
- **Actual Use of AED: Determine unresponsiveness of the victim and activate the Emergency Response Plan**
- If a victim is unresponsive, call 911 (or 9-911) and get the AED.
  - Assess the victim (airway, breathing, and circulation)
  - Initiate CPR, if required, while the AED is brought to victim's side.
  - Upon arrival of AED, place it next to the left side of the victim's head, close to AED operator.
  - Designate a person to wait at facility entry to direct EMS to location.
- **EMS shall take charge of the victim as soon as they arrive**
- Provide victim information (name, age, and known medical history, time of incident)
  - Provide information as to current condition and number of shocks delivered.
  - Defibrillator pads and electrodes shall remain in place on the victim. EMS may utilize the MPS AED through transport of victim to hospital to maintain continuity of event recording.

#### **AFTER USE OF AED**

**A Critical Incident Debriefing session will be held or scheduled within 24 hours for initial responders.**

- The Medical Director will be notified by the Program Director of AED use who will
- Complete a follow-up report for the Medical Director.
- Arrange for quality improvement meeting of AED responders.

**The AED will be checked and put back into readiness state.**

- Restock AED inventory.
- Clean AED if needed according to manufacturer recommendations, and document that the AED has been returned to a state of readiness.

Adopted: September 22, 2003

SOURCE: Medfield

## **GUIDANCE PROGRAM**

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

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

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

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

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

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

SOURCE: Medfield

**GUIDANCE PROGRAM**

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin and religion shall not be considered as limiting factors in career determination.

"Career Day" programs and other occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials including pictorial representations to be used to recruit students for employment, including training, that contain a preference of individuals of particular race color, sex, religion, or national origin. Any pictorial representation in such materials, in the aggregate, shall depict members of both sexes and of minority groups.

No material or tests shall be employed for guidance purposes which discriminate and/or limit choices on the bases of race, color, sex, religion or national origin.

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

SOURCE: Medfield



## **STUDENT GIFTS AND SOLICITATIONS**

### Solicitations

No student shall directly or indirectly advertise or offer for sale any paper, magazine, ticket or article of any kind upon school premises without permission of the principal of the school that he or she attends.

Solicitations conducted by means of exhibitions or entertainment of any kind shall be permitted only with the superintendent's authorization. Solicitation of contributions by and from students is forbidden without permission of the superintendent.

Raffles or games of chance are prohibited.

CROSS REF.: GBI, Staff Gifts and Solicitations

SOURCE: Medfield

## **STUDENT GIFTS AND SOLICITATIONS**

### Solicitations

Requests from organizations outside the schools for permission to solicit various forms of contributions from students shall be handled as follows:

1. Requests for reasonable publicity by school-connected groups (Scouts, Boosters, etc.) may be honored when to do so will not create a nuisance for staff members trying to perform their assigned duties. Such publicity might include announcements, posters, and hand-out items.
2. Students' names may not be provided to organizations.
3. Materials to be sent home with students must be counted in packets of 30 and a specific number of packets must be delivered to the individual schools after permission to do this has been granted by the superintendent. Requests for distribution on a specific day may not always be honored.
4. Collection of money during school hours is to be discouraged.

SOURCE: Medfield

## **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.

Students who are eligible for free and reduced lunch are exempt from paying fees. However, they are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the 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.

SOURCE: Medfield

## STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

**Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.**

**Charge for lost and damaged books, materials, supplies, and equipment.**

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC October 2016

## STUDENT RECORDS

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

The superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student will be destroyed five years after the student transfers, graduates or withdraws from the school district. Former students desiring Information from their records may obtain it by requesting such information from the principal before the date of destruction.

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  
                          Board of Education Student Record Regulations adopted 2/1077 and June 1995  
                          603 CMR: Dept. Of Education 23:00 through 23:12 also  
                          Mass. Dept. Of Education publication Student Records; Questions, Answers and  
                          Guidelines. Sept. 1995

CROSS REF.:        KDB, Public's Right to Know

SOURCE: Medfield

## **STUDENT RECORDS**

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

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

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

LEGAL REFS:       Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10; 71:34A, B, D, E, H  
                      603 CMR 23.00

SOURCE:           MASC February 2019

CROSS REF:        KDB, Public's Right to Know

## STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71,s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L. c.71s.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 ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student's 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 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, c766) 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 term 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 part, 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 Noncustodial Parents:** As required by M.G.L. c.71, s.34H, a noncustodial 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 noncustodial parent, and
  2. An affidavit from the non-custodial parent that said court order or judgment remains 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 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 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.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- a. The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- b. The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974,  
P.L. 93-380, Amended P.L. 113-382, 1994  
M.G.L. 66:10 71:34A, B, D, E, H  
Board of Education Student Record Regulations adopted 2/10/77, June 1995 as  
amended June 2002  
603 CMR: Dept. of Education 23.00 through 23.12 also  
Mass. Dept. of Education publication Student Records: Questions. Answers and  
Guidelines, September 1995

CROSS REF.: KDB, Public's Right to Know

Revised: October 21, 2002

SOURCE: Medfield

## STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building principal or his/her designee shall have final authority in authorizing the picture taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building principal.

*Note: The MASC Reference Manual does not include the highlighted final sentence in paragraph 1, replaces "parents" with "parents/guardians" and "his/her" with "their". It also includes the following legal reference:*

**LEGAL REF.:** M.G.L. 30B:1(b)(31)

SOURCE: Medfield