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STUDENT POLICIES GOALS

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

Consequently, the Ayer Shirley Regional School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Regional Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance, community service, and good habits of mind.

LEGAL REF: 603 CMR 26:00

STUDENT POLICIES GOALS EXHIBIT

Active Efforts

- (1) The Ayer Shirley Regional School Committee shall establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to ensure that all obstacles to equal access to school programs for all persons are removed, regardless of race, sex, color, national origin, disability, sexual orientation, religion or limited English-speaking ability, no matter how subtle or unintended. Such policies shall include a requirement for an annual evaluation of all aspects of the K through 12 school program to insure that all students regardless of race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability 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 extracurricular activities. Special attention shall be given to schools and programs in which students of either sex or of racial or national origin groups present in the communities are markedly underrepresented.
- (2) The Regional School Committee shall make active efforts to insure that equal access to all school sponsored programs or activities be provided within the system to all students regardless of race, color, sex, national origin, disability, sexual orientation, religion, or limited English speaking ability.
- (3) It shall be the responsibility of the 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, disability, sexual orientation, national origin, or limited English speaking ability.
 - 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 Regional School Committee, shall promote and direct effective procedures for the full implementation of 603 CMR 26.00, and shall make recommendations to the Committee for the necessary policies, program changes, and budget resource allocations needed to achieve adherence to 603 CMR 26.00.
- (5) At the beginning of the school year, the Superintendent of the school district 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, extracurricular activities and services offered by the district are available without regard to race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability. This notice may be included with other communications sent to parents by the school district. Upon request, the Department of Elementary and Secondary Education (DESE) shall provide a translation in requested languages to assist Superintendents in complying with this section. The Superintendent shall inform the communities 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, extracurricular activities, services, and facilities offered by the district are available without regard to race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability.
- (7) The Superintendent of each school district shall make certain that employers who recruit new employees in and through the schools of that district, do not discriminate on account of race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability in their hiring and recruitment practices within the schools. Before any employer is allowed to recruit at or through any school, they shall be required to sign a statement that they do not discriminate in hiring or employment practices on account of race, color, sex, religion, disability, sexual orientation 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, disability, sexual orientation, national origin, or limited English speaking ability.
- (9) Adults serving on athletic regulatory boards shall fairly represent the interests 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 26:00 by any person, group or organization shall be free from any restrictions based upon race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability.
- (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

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 Ayer Shirley Regional 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, physical and intellectual differences, or limited English speaking ability.

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

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

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)
 BESE regulations 603 CMR 26.00
 BESE regulations 603 CMR 28.00

CROSS REF: AC, Nondiscrimination

First Reading for amendment, September 19, 2012
Adopted by the ASRSD, October 17, 2012

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Ayer Shirley Regional Schools. This policy is in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, gender identity, color, national origin, sexual orientation, religion, marital status, disability or limited English speaking ability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matters;
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The principal of each building will be responsible for handling all complaints by students alleging harassment.

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

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

CROSS REFS: "Words that Hurt", American School Board Journal, September 1999 National Education Policy
Network, NSBA
JICFB - Bullying
Bully Prevention and Intervention Plan V3.0 (DESE Submission)

LEGAL REFS: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
BESE 603 CMR 26.00

First Reading for amendment, September 19, 2012
Adopted by the ASRSD, October 17, 2012

ENTRANCE AGE

The policy for admission to Ayer Shirley Regional kindergarten has been developed so that all children will be successful in their first year of school. For the purpose of this policy, the school year is defined as beginning July 1st and ending the following June 30th in accordance with the Department of Education regulations.

The purpose of this policy is to define the entry age for Ayer and Shirley residents.

For admission to Kindergarten, a child must be five years of age by August 31 of the year in which they are intended to be enrolled.

Each child must attend school beginning in September of the calendar year in which he or she attains the age of six. The school committee may establish its own minimum permissible age for school attendance, provided that such age is not older than the mandatory minimum age established by 603 CMR 8.00.

Other Grades: Admission shall involve a consideration of the prior grade level of the child, his/her chronological age, and the readiness skills assessment of the child to do the work of the grade level to which s/he is being admitted.

LEGAL REF: 603 CMR 8.00: M.G.L. c. 69,1B
M.G.L. c. 76, 1

First Reading, November 1, 2016
Second Reading, December 21, 2016
Adopted by ASRSD, December 21, 2016
First Reading, May 25, 2017
Adopted by ASRSD, June 6, 2017

SCHOOL ADMISSIONS

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

Advance registration for prospective kindergarten students will take place before April. Every student seeking admission to school for the first time must present an original birth certificate or equivalent proof of age acceptable to the principal and proof of vaccination and immunizations as required by the state and the Regional School Committee. Proof of residency and/or legal guardianship may also be required by the school administration.

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

SCHOOL ADMISSIONS

Purpose and Construction of 603 CMR 26.00

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

School Admissions

- (1) All public schools in the Commonwealth shall admit students without regard to race, color, sex, religion, disability, sexual orientation, national origin or limited English speaking ability. 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, religion, disability, sexual orientation, national origin or limited English speaking ability. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and of minority groups. Reference to only one sex in the name of schools, programs or activities shall not be retained.
- (3) The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
- (4) Any standards used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, disability, sexual orientation, national origin. Limited English-speaking ability (as defined by M.G.L.c.71A) shall not be used as a deterrent to or limitation on admissions.
- (5) If admission to any school, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, is dependent upon the participation or completion of courses or programs which were previously limited to students of one sex or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any racial, ethnic or religious group of students to participate in such programs, then such criteria must be abolished.

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

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

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, disability, sexual orientation, national origin, or limited English speaking ability. 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, disability, sexual orientation, religion, or limited English speaking ability 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, disability, sexual orientation, national origin, or limited English speaking ability.
- (4) Each student, regardless of race, color, sex, national origin, religion, disability, sexual orientation 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 s/he resides, along with appropriate ESL instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

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

ADMISSION OF TRANSFER STUDENTS FROM CHARTER SCHOOLS

The Ayer Shirley Regional 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 REF: Chapter 12, Section 11 of the Acts of 2010

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

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

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

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

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

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

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

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

to District policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

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

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

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

SCHOOL CHOICE

It is the policy of the Ayer Shirley Regional School District to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will recommend to the School Committee whether or not to participate in school choice.
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. When the number of requests of non-resident students for admission exceeds the number of available spaces, the selection of non-resident students will 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.
4. 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.
5. Any sibling of a student already enrolled, or any child of an Ayer Shirley Regional School District employee shall receive priority for admission, as space allows.
6. The Regional 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, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special needs, academic performance or proficiency in the English language.

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

First Reading for amendment, January 17, 2018
Adopted by the ASRSD, February 6, 2018

STUDENT ABSENCES

MGL Title XII, Chapter 76, Section I states that students may be excused for necessary absences not exceeding seven (7) days in a six month period or fourteen (14) half days.

Regular and punctual school attendance is essential for success in school. The Ayer Shirley Regional School 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.

A student's absence will be excused, with proper documentation within 72 hours for the following reasons:

- Bereavement or serious illness in family
- Illness
- Professional health appointment
- School related field trips
- College visits (juniors and seniors only) – up to three per year in coordination with the School Counseling Office
- Observance of major religious holidays
- Legal/court appointments
- Registry of Motor Vehicles appointments; with prior approval from the administration

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

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his 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.

When returning to school after an absence, the student must submit documentation to the administrative office to excuse the absence.

Absences not outlined above are considered unexcused.

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

First Reading, May 25, 2017

Adopted by ASRSD, June 6, 2017

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 Regional School Committee as provided in Massachusetts General Laws;
- Having been expelled during the same school year from this District or any district in the Commonwealth;
- Not being a resident of the District and the District has opted not to participate in the School Choice Law;
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

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

It is the Regional 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 Regional School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the District.

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

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

Copies of handbooks will be made available in the main office of each school.

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

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

The chair of the Student Advisory Committee shall be an ex-officio nonvoting member of the Committee without the right to attend executive sessions unless such right is expressly granted by the Regional School Committee.

The general student body will be welcomed at Regional School Committee meetings and will be granted privileges of speaking in line with the privileges extended to the general public.

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

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

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 will include prohibited actions in the student handbook or other publication to be made available to students and parents.

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

Suspension

In every case of student misconduct for which suspension may be imposed 1, a Principal will 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 oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal will provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice will include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

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

The Principal will immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the Principal will: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other

matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal will 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

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year. A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal will inform the student of the length of the student's in-school suspension, which will not exceed ten (10) days, cumulatively or consecutively, in a school year. On the same day as the in-school suspension decision, the principal will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

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

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

The hearing with the Principal will 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 will discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

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

The Principal will, 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 will notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination will 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 will 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 will 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 will have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal will inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

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

If the Principal decides to suspend the student, the written determination will: 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 will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from

the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal will 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 will have the right to appeal the Principal's decision to the Superintendent.

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

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

The Superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The Superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The Superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student will have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent will 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 will not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent will 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 will be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled will 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 will inform the student and parent of this opportunity in

writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, will 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 will 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 will include the process for notifying such students and their parents of the services and arranging such services. Education services will 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 will notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice will 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 will 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 will document the student's enrollment in education services. For data reporting purposes, the school will track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting and Reviewing Discipline Data

The school district will 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.

Principals will examine discipline data, periodically, including the disaggregation of data by race and ethnicity, gender, socio-economic status, English language learner status and students with a disability status; the impact of in-school suspensions, short and long-term suspensions on the above stated selected student populations, and; the principal's need determine whether it is necessary or appropriate to modify disciplinary practices due to an over-reliance on suspensions, expulsions or removals on selected student populations compared with other students.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H3/4](#); [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 will 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.

School Committee First Read: October 5, 2021

School Committee Approved: October 5, 2021

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 students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

STUDENT CONDUCT ON SCHOOL BUSES

The Ayer Shirley Regional School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing Regional 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 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 Regional School Committee.

STUDENT CONDUCT ON SCHOOL BUSES

Procedures for Drivers and Parents

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. S/he will 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 will suspend the student's 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 will be denied the student and the responsibility for transportation will 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 will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Proper conduct is required aboard the bus at all times.

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

Parents and students will be informed of these regulations at the beginning of each school year.

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 Ayer Shirley Regional 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

GANG ACTIVITY/SECRET SOCIETIES

The goal of the Ayer Shirley Regional 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 that may help students.

Symbols

The Regional 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 Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education

The Regional 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.

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the Ayer Shirley Regional School Committee hereby deems that no student, employee or school organization under the control of the Regional 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 Regional School Committee shall engage in the activity of hazing any person while on school property.

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

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

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

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

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

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

CROSS REF: JICFB

HAZING EXHIBIT

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

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

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

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

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

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

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

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

BULLYING PREVENTION

The Ayer Shirley Regional School District 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 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 him/herself, or of damage to his/her 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 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 Ayer Shirley Regional 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 Ayer Shirley Regional 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 his/her 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 representative, 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/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 student will, 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 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 s/he 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 his/her 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 the Ayer Shirley Regional School District Bullying and Prevention and Intervention Plan, and a file shall be maintained by the principal or designee. An annual report will be submitted by the Principal or designee to the Superintendent by June 30 of each year.

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

Retaliation

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

Target Assistance

The Ayer Shirley Regional 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, coaches, 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 Ayer Shirley Regional School District's website.

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

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
Board of Education 603 CMR 26:00
M.G.L. 71:37O
M.G.L. 265:43, 43A
M.G.L. 268:13B
M.G.L. 269:14A

CROSS REFS: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student – Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

March 5, 2019 - First Read

March 25, 2019 - Second Read

April 2, 2019 - Third Read

April 24, 2019 - Adopted by the ASRSD School Committee

TOBACCO USE BY STUDENTS

Effective June 8, 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, including vapor/E-cigarettes, 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

First Reading, November 1, 2016
Adopted by ASRSD, November 1, 2016

ALCOHOL/DRUG USE BY STUDENTS

In view of the fact that the use of alcohol and/or drugs can endanger the health and safety of the user, and recognizing the deleterious effect the use of drugs or alcoholic beverages can have on the maintenance of general order and discipline, the Ayer Shirley Regional School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage or drugs, such as marijuana, steroids or any controlled substance, on school property or at any school function. A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away drugs or any beverage containing alcohol.

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

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

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

CROSS REF: IHAMA, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

First Reading, November 1, 2016
Adopted by ASRSD, November 1, 2016

DRUGS - WEAPONS - ASSAULT

Under the Education Reform Act of 1993, the following will occur in the area of student discipline procedures:

1. Any student who is found on school premises, on school-owned or leased property, or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter ninety-four C, including but not limited to, marijuana, cocaine, heroin, may be subject to expulsion from school or school district by the principal. Realistic facsimiles of firearms will also be considered a dangerous weapon.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or school related events, including athletic games, may be subject to expulsion by the school principal.
3. Any student who is charged with violation of either of the above two paragraphs shall be notified in writing of an opportunity of a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph 1 or 2 (above).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of reasons for the pupil's expulsion.

LEGAL REF: M.G.L. 37H

PREGNANT STUDENTS

Students who are pregnant shall be entitled, during and after pregnancy, to receive all services and to participate in all programs and activities for which they are eligible unless expressly prohibited by a physician. Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to home bound students under Ayer Shirley Regional School Committee policies shall be made available.

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

INTERROGATIONS AND SEARCHES

A. Student lockers and desks are the property of the school, and such locations may be searched at any time, either with or without cause.

B. School officials maintain the right to search a student and/or a student's personal property and to seize items in a student's possession under the following guidelines:

1. There is a reasonable cause to believe that the student is violating either a school rule or a law, or if the items are illegal or in violation of school rules, or if the items constitute a hazard to the health and safety of the students and others.
2. In addition to a search by hand, a hand held metal detector may be used if the administration has a reasonable suspicion that a student may be carrying a concealed weapon.
3. Examples of items subject to this regulation include, but are not limited to, drugs, weapons, (real or facsimile), pornography, stolen goods, fireworks, explosives, and/or alcohol.

C. 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:

When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his/her designee will be present. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation, unless the accusation being investigated involves abusive behavior by the parent/guardian.

If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials. It should be understood that Massachusetts case law has held that children under age 14 cannot waive their Miranda rights without the presence of a parent/guardian.

STUDENT COMPLAINTS AND GRIEVANCES

The Ayer Shirley Regional 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.

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

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

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

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Ayer Shirley Regional 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 Region will observe a complementary relationship to homes and communities, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

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

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES EXHIBIT

- (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 extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, religion, disability, sexual orientation 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 extracurricular activity because of the race, color, sex, religion, disability, sexual orientation, national origin, or limited English speaking ability of the student except as provided in 603 CMR 26.06(7).
- (3) Each school district shall provide a fair distribution of athletic expenditures. Each school within such district 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) 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.
- (6) 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 compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (7) Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular 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 or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

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

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, Ayer Shirley Regional School Committee policies, and administrative procedures.

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

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

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

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

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

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

STUDENT FUNDRAISING

Students are not permitted to go door to door for the purpose of fund raising for the Ayer Shirley Regional Schools. All in-school fundraising activities must be approved by the principal with notification to the Superintendent.

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 district or communities (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building principal and Superintendent.

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

STUDENT ACTIVITY ACCOUNTS

A program of co-curricular activities established by the School Committee should provide efficient procedures for their creation, operation, and demise; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

Authorization

In accordance with M.G.L. Chapter 71, section 47 (as amended by Chapter 66 of the Acts of 1996), a school principal may receive monies in connection with the conduct of particular student activities and must deposit said monies via the District Treasurer. The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students through the financing of the normal legitimate co-curricular activities of the student body operation.

The Superintendent must approve all student activity accounts. Student Activity Accounts will be established upon the recommendation of students to the building principal. The principal, in turn, will make a recommendation to the Superintendent of Schools. The accounts must be specific to a student organization. No discretionary or commingled accounts can be established. An interest-bearing Student Activity Agency Account shall be established for the purpose of conducting student activities. All monies received in conjunction with approved student activities will be deposited into such Student Activity Agency Account.

Each school principal will be provided with a checking account for expenditure purposes only. Funds may not be deposited directly into such accounts. The bank account will be issued via the District Treasurer with a branch in Ayer and Shirley.

The maximum balance that may be on deposit in the checking account of the Lura A. White Elementary School principal is \$15,000; the maximum balance that may be on deposit in the checking account of the Page Hilltop Elementary School principal is \$15,000. The maximum balance that may be on deposit in the checking account of the Ayer Shirley Regional Middle School principal is \$15,000; and the maximum balance that may be on deposit in the checking account of the Ayer Shirley Regional High School principal is \$15,000. To the extent that funds are available in the Student Activity Agency Account, funds up to the maximum balances set by the School Committee will be transferred from the Student Activity Agency Account through the warrant process to initially fund each checking account. Periodically, to the extent that funds are available in the Agency Account, the Treasurer will reimburse each checking account, through the warrant process, to restore the maximum balance.

All expenditures with invoices shall be paid by check. In the event that a particular expenditure exceeds either the maximum balance or the amount currently available in the checking account, to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. No personnel expenses can be charged to the Student Activity Accounts with the sole exception of the Faculty Manager of Student Accounts who may be paid from the interest earned.

Signature Authority

Principals must sign all checks and authorizations with an original signature. Signature stamps are not permitted. All checks in excess of the stated maximum must be co-signed by the District Treasurer or paid

through the District Warrant. Lura A. White and Page Hilltop Elementary principal maximum, \$5,000; Ayer Shirley Regional Middle School maximum, \$5,000; and Ayer Shirley Regional High School maximum, \$5,000.

Year-End Balances

All year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students. Upon graduation, the class balance shall be disbursed in accordance with the class vote. If there is no such vote, all funds will be transferred to the Ayer Shirley Regional Schools Education Fund held by the Trust Fund Commissioners.

Interest Earned

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity checking 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:

- To cover the cost of periodic outside audits of the accounts;
- To purchase forms and supplies related to maintaining the student activity agency account by the school;
- To cover the cost 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;
- Refreshments for parents/student activities and for volunteers who have helped to support student programs;
- Faculty Manager of Student Accounts.

Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students. At no time shall such commission be used to benefit staff. Commissions should be spent in support of student clubs and co-curricular activities (source: vending machines, yearbooks, class rings, student pictures) or be deposited to the specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

Undesignated Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval. This plan must also be stated in the annual report to the School Committee or renewal each year.

Performance Bonds

The District will ensure that the person(s) administering said accounts shall give bond to the District in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts

Account Reconciliation and Annual Report

An annual report on what the interest was used for shall be filed with the Director of Finance every August for the prior school year. Monthly account reconciliation will be the responsibility of the principal. The development and oversight of financial practices and procedures will be the responsibility of the Director of Finance combined with the District Treasurer. An annual audit of the student activity funds shall be conducted in accordance with the procedures as agreed upon between the School Committee and the auditor, based on DOE guidelines.

A copy of the Student Activity Accounts Guidelines can be obtained from the Director of Finance.

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

First Reading for Amendment, March 21, 2018

Second Reading for Amendment, April 3, 2018

Third Reading for Amendment, May 1, 2018

Adopted by the ASRSD, May 1, 2018

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 staff. Involvement in contests shall be approved by the appropriate administrator.

STUDENT TRAVEL

All overnight, out of state, and out of country student trips must have prior approval of the Ayer Shirley Regional School Committee. Initial approval by the Regional School Committee is required before engaging students in fundraising activities. The Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight and out of state 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 Regional School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

The Regional School Committee will only review for approval school-sanctioned trips. The Committee will not review or approve trips that are privately organized and run without school sanctioning.

CROSS REFS: IJOA, Field Trips

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

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 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”. FMCSA ratings are available at <http://www.saferys.org/>.

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

2. Trip Scheduling

Overnight, out of state, and out of country 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 Department of Elementary and Secondary Education (DESE) 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) <http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach” Safety Checklist)

<http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense’s approved list of motor carriers

<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

CROSS REFS: IJOA, Field Trips, JJH Student Travel

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

INTERSCHOLASTIC ATHLETICS

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

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

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

The 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.

Athletic User Fee Guidelines:

High School and Middle School athletes are required to pay an athletic user fee, establish a payment plan, or secure a waiver. The fees will be collected through the athletic department at the start of each sport season. The Athletic Director will establish the collection dates for each sport. Collection dates will be near the beginning of each sports season (fall, winter, and spring). Athletic fees and family maximums will be published on the website and in the high school and K-8 student handbooks.

Failure to pay, establish a payment plan, or secure a waiver by the collection date will preclude the athlete from participating in any team practices, tryouts, games, or meetings. If arranging a payment plan, the first payment must be received before the first scheduled contest.

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

CROSS REFS: AC, Nondiscrimination (and sub-codes)
JB Equal Educational Opportunities

First Reading, November 1, 2016
Second Reading, DEcember 21, 2016
Second Reading, January 3, 2017
Adopted by ASRSD, January 3, 2017

Sports-Related Head Injury Policy

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Policy On Head Injuries and Concussions in Extracurricular Athletic Activities

File: JJIF

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File: JJIF-R

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Policy on Head Injuries and Concussions in Extra-Curricular Athletic Activities

The Ayer Shirley Regional School District seeks to prevent concussion and provide a safe return to activity for all students after injury, particularly after a head injury. In order to effectively and consistently manage these injuries, the Athletic Department abides by the following procedures that have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to athletic activity.

The policy and accompanying documents (procedures, protocols, and forms) will be reviewed and revised as needed- at least every two years.

First Reading as new, February 15, 2012
Adopted by the ASRSD, February 29, 2012

Section 1: Persons Responsible for Implementation of School Policy and Procedures

Regulation:

105 CMR 201.006 (A)(1): Designation, by the superintendent or head master, principal or school leader, of the person responsible for the implementation of these policies and protocols, either the Athletic Director or other school personnel with administrative authority;

The Ayer Shirley Regional School District has designated its Athletic Director and middle school/high school building principals to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries. In addition, the AD will be responsible for:

- (1) Supporting and enforcing the protocols, documentation, required training and reporting
- (2) Assuring that all documentation is in place
- (3) Participating in reviewing, updating and implementing policy every two years (with support from Central Office)
- (4) Including updates in annual training materials and student handbooks.

SECTION 2: ANNUAL TRAINING REQUIREMENT

Regulation:

105 CMR 201.006(A)(2): Annual training of persons specified in 105 CMR 201.007 in the prevention and recognition of 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

- ❖ The Commonwealth of Massachusetts requires annual safety training on prevention, identification and management of a sports-related injury including head trauma and second impact syndrome for designated school personnel as well as parents or legal guardians of children who participate in any extracurricular athletic activity. This annual safety training shall be required for ASRSD coaches, certified athletic trainers, trainers, volunteers, school nurses, school and team physicians, athletic directors, directors responsible for a school marching band whether employed by a school or school district or serving as a volunteer, parent or legal guardian of a child who participates in an extracurricular athletic activity and student who participates in an extracurricular athletic activity.

SECTION 3: DOCUMENTATION OF PHYSICAL EXAM

Regulations:

105 CMR 201.006(A)(3): Documentation of physical examination prior to a student's participation in extracurricular athletic activities on an annual basis, consistent with 105 CMR 200.100(B)(3) and information for students participating in multiple sports seasons that documentation of one physical examination each year is sufficient;

Every student in ASRSD must be separately and carefully examined by a duly licensed physician, nurse practitioner or physician assistant, prior to a student's participation in competitive athletics, on an annual basis. The completed and signed copy of the medical clearance form should be mailed, faxed or hand delivered to either the school nurse or athletic office. No student athlete will be allowed to participate in athletic activities until all forms, including annual physical examinations, are signed and submitted.

- ❖ *Frequency of Exam:* As a matter of school policy, ASRSD accepts physical examinations completed within 13 months to allow for insurance coverage that would be not be possible if examinations are within a 12 month period. This medical examination should be completed by a physician, nurse practitioner, etc. and should authorize the student athlete who participates in multiple sports seasons during the following 13 months that the student is medically cleared to do so.
- ❖ *Where Forms Kept:* The current annual medical examination form should be submitted to the school nurse. It should also be kept in the student's medical record. The school nurse and/or athletic director should ensure that all student athletes that are participating in extracurricular school sports have been medically cleared annually.
- ❖ A student athlete at ASRSD cannot participate in an extracurricular sports activity if she/he has not had a physical examination within the last 13 months.

SECTION 4: PRE-PARTICIPATION HEAD INJURY REPORTING FORMS, SUBMISSION AND REVIEW

Regulations:

105 CMR 201.006(A)(4): Procedure for the school to obtain and ensure review, prior to each sports season, of current information regarding and athlete's history of head injuries and concussion using either the Department Pre-participation Health Injury/Concussion Reporting Form For Extracurricular Activities, or school based equivalent.

- ❖ The Massachusetts concussion law requires athletes and his or her parents to inform their coaches about prior head injuries at the beginning of each sports season. This reporting is done via the **Ayer Shirley Regional School District**

Consent and Release/Pre-participation Head Injury/Concussion Reporting

Form for Extracurricular Activities and should be completed by the student's parent(s) or legal guardian(s) and the student. High school athletes must submit this form to the Ayer Shirley Regional High School's Athletic Director, **prior to the start of each season a student plans to participate in an extracurricular athletic activity.** Middle school athletes must submit this form to the Ayer Shirley Regional Middle School's Assistant Athletic Director, **prior to the start of each season a student plans to participate in an extracurricular athletic activity.**

- ❖ This form provides a comprehensive history with up-to-date information relative to concussion history. This form is designed to ensure that particular attention is paid to identifying athletes with a history of brain or spinal injuries. For example, it asks such questions as:
 - ❖ Has student ever experienced a traumatic head injury (a blow to the head)? (If yes, when?)
 - ❖ Has student ever received medical attention for a head injury? (If yes, when?)
 - ❖ Was student diagnosed with a concussion? (If yes, when?)
 - ❖ Durations of symptoms for most recent concussion.

Until the Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities is completed and signed by the parent/guardian and student and returned to the school prior to the start of every sports season, the student cannot participate in the extracurricular sports activity.

- ❖ *History of Multiple Concussions on Pre-participation Form:*
The decision to allow a player who reported a history of multiple concussions on her/his pre-participation form should be made only after consultation with the student's physician or primary care provider; the sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate school athletic staff and the parent. Current evidence indicates that youth who have suffered one or more concussions are more likely to suffer a subsequent one. Options may include switching positions, limiting contact in practices, or changing sports altogether to minimize the risk of re-injury. The focus of the Ayer Shirley Regional School District will always be on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.
- ❖ *Collection/Distribution of Pre-participation Forms:*
The Ayer Shirley Regional School District has the pre-participation forms available electronically at the School's website under the Athletic Department folder at www.asrsd.org. Hard copies of these forms are also available at the Athletic Department and School Nursing office.

- ❖ The parent/student can fax, mail, or hand deliver the completed and signed pre-participation form into the Ayer Shirley Regional School District, attention Athletic Department, which will forward a copy to the school nurse. In addition, during the months of July and August, coordination between the athletic and school nursing departments is particularly important when the school nurse is on vacation. The pre-participation forms should be submitted to the coaches or athletic directors who will then follow-up with the school nurse when s/he returns to work in August.

SECTION 5: MEDICAL/NURSING REVIEW OF PRE-PARTICIPATION FORMS

Regulation:

105 CMR 201.006 (A) (5): Procedure for medical or nursing review of all Pre-participation Forms indicating a history of head injury

At the start of each sports season, the Athletic Director will review all pre-participation forms and forward to the school nurse a copy of those forms indicating a history of head injury.

The school nurse will be responsible for:

- reviewing or having the school physician review completed pre-participation forms
- addressing any questions raised by the Athletic Director
- communicating with the coach (or athletic director) regarding the student's concussion history and discussing concerns
- following up with parents and students as needed prior to the student's participation in extracurricular athletic activities.

SECTION 6: MEDICAL/NURSING REVIEW OF REPORTS OF HEAD INJURY DURING THE SEASON

Regulation:

105CMR 201.006(A)(6): Procedure for the school to obtain and ensure timely medical or nursing review of a Department Report of a head Injury During Sports Season Form, or school-based equivalent, in the event of a head injury or suspected concussion that takes place during the extracurricular activity season.

- ❖ The following procedures will be followed when an athlete receives a head injury:
 - o Athlete is removed from the contest or practice.
 - o The certified athletic trainer conducts a *Standardized Assessment of Concussion* and completes the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form.**
 - o If certified athletic trainer is not available, the coach completes the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form.**

- ❖ Coaches will report all head injuries to the nurse as soon as possible for medical assessment and management and coordination of home instructions and follow-up care. The coach or athletic director will notify the school nurse of the student's injury, before the end of the next school day, so that the school nurse can initiate appropriate follow-up in school immediately upon the athlete's return to school. **(Note that the coach will be responsible for communicating the student's injury with parents/guardian the day of the injury.)**
- ❖ The certified athletic trainer/coach will give a copy of the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form** to the Athletic Director
- ❖ Coach will communicate to Athletic Director by the end of the next school day that a Head Injury form was completed and that student was removed from play.
- ❖ Athletic Director will notify school nurse and/or school physician (if appropriate) before the end of the next school day. The nurse will review the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form**.
- ❖ School nurse will contact the athlete's teachers and school counselor.
- ❖ Blank Copies of the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form** are kept in the school nurse's office and athletic director's office. These forms are also available on line at the school's athletic department webpage at www.asrsd.org.
- ❖ Parents are made aware of their responsibility for completing the form in the event of a head injury occurring outside of extracurricular athletic activity through written materials at the start of the sports season. Completed forms will be submitted to the athletic director, coach or school nurse.
- ❖ Collaboration and sharing of this information is crucial to management and coordination of student's care after a head injury. The Ayer Shirley Regional School District requires that the completed **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form** is submitted to the athletic director, and requires that a copy is forwarded to the school nurse, who is responsible for reviewing the form.
- ❖ The school nurse will forward this form to the physician if medically indicated. The school nurse will maintain documentation of the Head Injury Assessments in the student's health record.

SECTION 7: PROCEDURE FOR REPORTING HEAD INJURIES TO SCHOOL NURSE AND/OR CERTIFIED ATHLETIC TRAINER

Regulation:

105 CMR 201.006(A)(7): Procedure for reporting head injuries or suspected concussions sustained during extracurricular athletic activities to the school nurse and certified athletic trainer, if on staff.

- ❖ Same as Section 6 above

SECTION 8: REMOVING ATHLETES FROM PLAY AND MEDICAL EVALUATION

Regulation:

105 CMR 201.006(A)(8): Procedure for identifying a head injury or suspected concussion, removing an athlete from practice or competition and referring for medical evaluation.

- ❖ If a student athlete receives a blow to the head and any signs or symptoms are present - or if the student is suspected of having a head injury - the coach or athletic trainer must remove the student from play/practice and the student will not return to play/practice that day.
- ❖ The coach/athletic director will :
Call 911 immediately, if athlete requires urgent medical care.
- ❖ If athlete does not require urgent medical care, the coach will contact the parents/guardian immediately to notify parent of extent of injury and recommend parents/guardian to immediately contact primary care physician.
- ❖ Students must follow their primary care physician's written orders concerning return to school and physical activity (which includes physical activity in Physical Education class, outdoor recess, sports practice and/or games).

SECTION 9: MEDICAL CLEARANCE FOR RETURN TO PLAY

Regulation:

105 CMR 201.006(A) (9) The protocol for medical clearance for return to play after a concussion that at a minimum complies with 105 CMR.201.011.

105 CMR 201.011: Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the Athletic Director, unless another person is specified in school policy or procedure, a Department Post Sports-Related Head Injury Medical Clearance and Authorization Form (Medical Clearance and Authorization Form), or school-based equivalent, prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.

(A) Only the following individuals may authorize a student to return to play:

- (1) A duly licensed physician;
- (2) A duly licensed certified athletic trainer in consultation with a licensed physician;
- (3) A duly licensed nurse practitioner in consultation with a licensed physician; or
- (4) A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

All students at Ayer Shirley Regional High School and Ayer Shirley Regional Middle School must be cleared to return to play/practice by a licensed medical professional (physician, NP in consultation with a physician, CAT in consultation with a physician or neuropsychologist in coordination with the physician managing the student's recovery) **after the graduated return**

to play has been completed. (See details about graduated return to play below under Section 10). It is recommended that this medical professional have familiarity with concussion diagnosis and management in order to determine how serious the concussion is and when it is safe for the student to return to normal activities including physical activity and school (concentration and learning activities).

Sports activities include physical education class as well as physically active recess, sports practices, and games:

- The student should be completely symptom free at rest and with physical (sprints, non-contact aerobic activity) and cognitive exertion (school work).
 - Return to play should occur gradually (see below).
 - Students should be monitored for symptoms and cognitive function during each stage of exertion.
 - Students should only progress to the next level of exertion if they are asymptomatic at the current level.
- ❖ Medical clearance will be provided using the **Ayer Shirley Regional School District Post Sports-Related Head Injury Medical Clearance and Authorization Form**. Copies of this form will be available in the school nurse's office and in the athletic director's office. This form is also available on the Athletic Department webpage of the Ayer Shirley Regional School District website www.asrdsd.org.
 - ❖ It is recommended that the student take this form to the medical professional at the time of exam as other forms will not be accepted.
 - ❖ These forms must be provided to the coach or athletic trainer and will be shared with the school nurse for review with a copy kept in the student's medical record.
 - ❖ In a situation in which a student has been medically cleared but school staff has observed continuing symptoms, the school will make the final decision regarding a student's return to play. If this situation arises, the Ayer Shirley Regional School District staff must communicate to the physician or health care provider who provided the clearance regarding the symptoms that school staff have observed recurrence of symptoms and recommend reevaluation by the health care provider. It is possible that the health care provider was not aware of the student's symptoms when the provider gave the clearance.
 - ❖ **If the athlete still has symptoms, the athlete should NOT return to play.**

SECTION 10: DEVELOPMENT AND IMPLEMENTATION OF POST –CONCUSSION GRADUATED REENTRY PLANS

Regulation:

105 CMR 201.006: Procedure for the development and implementation of post-concussion graduated reentry plans to school and academic activities, if indicated, by persons specified in CMR 201.010€ (1).

105 CMR 201.010€ Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.

- (1) The plan shall be developed by the student's teachers, the student's guidance counselor, school nurse, certified athletic trainer if on staff, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
- (2) The written plan shall include instructions for students, parents and school personnel, addressing but not be limited to:
 - (a) Physical and cognitive rest as appropriate;
 - (b) Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
 - (c) Estimated time intervals for resumption of activities;
 - (d) Frequency of assessments, as appropriate, by the school nurse, school physician, team physician, certified athletic trainer if on staff, or neuropsychologist if available until full return to classroom activities and extracurricular athletic activities are authorized; and
 - € A plan for communication and coordination between and among school personnel and between the school, the parent, and the student's primary care provider or the physician who made the diagnosis or who is managing the student's recovery.
- (3) The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

The Ayer Shirley Regional School District requires that all students returning to school and athletics after a concussion have a written plan for reentry to academics as well as a written plan for reentry to sports. **Recovery from a concussion requires rest, both physical and cognitive, in order for the brain to heal.** This means that during the recovery period, it is as important for a concussed student to refrain from studying, working on a computer or playing video games, as it is for the student to refrain from participating in athletics. School staff, such as teachers, school nurses, counselors, administrators, speech-language pathologists, coaches and others should work together to develop and implement this plan in coordination with the student, their parents/guardian and the primary care provider.

- ❖ The written graduated reentry plans will be co-developed by the school nurse, the lead teacher/guidance counselor, and the athletic director.
- ❖ The written graduated reentry plans will be signed by the student, their parent/guardian, the school nurse, the lead teacher/guidance counselor, athletic director and coach so that all parties are in agreement as to the plan for reentry to academics and to sports.
- ❖ A graduated reentry plan, to either academics or sports, should not begin until a student is symptom free at rest.
- ❖ A student should be symptom free at each stage of the plan before graduating to the next phase.

- ❖ Frequent or periodic assessments by the school personnel including the nurse, athletic director/coach, school physician or team physician as appropriate may be necessary until full return to classroom activities and extracurricular athletic activities are authorized by medical staff.
- ❖ A copy of the reentry plans will be kept in the student's medical record in the school health office and a copy will be kept in the athletic director's office.
- ❖ Graduated return to academic plans are based on the stages of recovery framework that takes a student from rest, to gradual return to full participation in academic activities.

Stages of Recovery:

The stages of recovery are a framework designed through a collaborative effort by local health care professionals. The purpose of this framework is to create common language that will help guide students, families, school personnel and health professionals through the recuperation process. Placement in stages is based on assessment of the student's medical condition by a licensed medical professional and accompanied by written orders.

Red Stage (Usually 2 – 4 days, but could last weeks)

- 1) Rest
- 2) Students typically do not attend school

Orange Stage

- 1) Rest
- 2) Attend school half to full days
- 3) Avoid school bus and heavy backpacks
- 4) Work with designated educational personnel regarding school accommodations
- 5) No tests in school
- 6) No sports, band, chorus, physical education or outdoor recess

Yellow Stage

- 1) Attend school full-time if possible
- 2) Students and families work with teachers regarding homework deadlines (complete as much as possible)
- 3) See school nurse for pain management and/or rest if needed
- 4) Limit one quiz/test per day (untimed testing is recommended)
- 5) Work in 15 minute blocks
- 6) No sports
- 7) Licensed medical professional will make decisions regarding band, chorus, physical education and out-door recess (elementary level) based on medical assessment

Green Stage

- 1) Attend school full time
- 2) Resume normal activities
- 3) Resume sports once school work is back on track, student is symptom-free, and has been cleared by a licensed professional

<u>Stage</u>	<u>Key Ideas</u>	<u>Expected Duration</u>	<u>Teacher's Actions</u>	<u>Student's Actions</u>
RED	Complete rest	Medical clearance	<ul style="list-style-type: none"> • School counselor or nurse contacts teachers • School counselor or nurse explains medical assessments used and possible timing of movement from stage to stage • School counselor or nurse communicates with the family 	<ul style="list-style-type: none"> • Out of school • Strict limits on computer, TV, texting, and cell phone
ORANGE	Recovering cellular health. Significant deficits in processing and concentration	Medical clearance	<p>Goal: Student should have minimum necessary work load when they transition to yellow phase:</p> <ul style="list-style-type: none"> • Teacher labels student's work in three categories of assignments: <ol style="list-style-type: none"> 1. Excused: Not to be made up 2. Accountable: Responsible for content, not process. May be notes or work shared by a classmate, or may be covered by a broader assignment, such as a review sheet. 3. Responsible: Must be completed by student, likely for a grade, when they transition to yellow stage. <ul style="list-style-type: none"> • Identify a classmate who is willing to share work (academic partner) • Communicate with student's family. Parents and student must understand the three categories • No assessments or homework during this time period • Provide access to nurse 	<ul style="list-style-type: none"> • In school part time • When present, observing, not participating • Communicate with teacher about progress and problems • Get copies of work from academic partner • Be patient with slow recovery, but get as much possible out of time spent in class

ASRSD Post-Concussion Graduated Return to Academics Schedule

File:JJIF-R

YELLOW	Gradual increase of time and energy as resuming normal workload	Medical clearance	<ul style="list-style-type: none"> • Support student in making up most important school work with deadlines agreed-upon in writing • Continue to keep lists of the three categories of assignments until all make-up work is completed • Allow untimed tests • Provide reader/ transcriber for tests • Decrease work load if symptoms appear • Limit to one assessment per day • Arrange meeting between school and parent/student 	<ul style="list-style-type: none"> • In school full time • Clear communication with teacher on what needs to be done, when, and how to prioritize • Communication with parents and teacher on pace or recovery and make-up work
GREEN	Complete resumption of normal activities	Medical clearance	<ul style="list-style-type: none"> • Monitor completion of make-up work • Communicate with family when student is caught up and working at same pace as classmates • Inform school counselor when term grades have been updated • Recognize that returning students often do better in the morning, as well as the fact they may be able to perform some tasks better than others. 	<ul style="list-style-type: none"> • Resume all normal activities

ASRSD Post-Concussion Graduated Return to Play Schedule

Graduated return to play athletic plans will begin only after a student has returned to full participation in academics, is completely symptom free at rest, and has the approval of a medical professional. If all 3 criteria have been met, then the student athlete may begin a graduated Return to Play Schedule.

The Graduated Return to Play Schedule is as follows:

The athlete will be given five physical post-concussion tests administered by a coach. The next test will be administered only when the previous test is passed with no symptoms.

- Test 1: (to increase heart rate): Low levels of physical activity. This includes walking, light jogging, light stationary biking and light weight lifting (low weight, moderate reps, no bench, no squats).
- Test 2: (to increase heart rate with movement): Moderate levels of physical activity with body/head movement. This includes moderate jogging, moderate intensity on the stationary cycle, moderate intensity weight lifting (reduce time and reduces weight for the athlete's typical routine).
- Test 3: Heavy non-contact physical activity. This includes sprinting/running, high intensity stationary cycling, completing the regular weight lifting routine, non-contact sport specific drills (agility with 3 planes of movement).
- Test 4: Sports specific practice
- Test 5: Full contact in a controlled drill or practice.

SECTION 11: PROVIDING INFORMATION, FORMS AND MATERIALS TO PARENTS AND ATHLETES

11a) ANNUAL TRAINING REQUIREMENT:

- ❖ Parents/guardians and students who plan to participate in any athletic program at Ayer Shirley Regional High School or Ayer Shirley Regional Middle School must participate in a mandatory preseason meeting where they will receive MDPH approved written training materials.
- ❖ In addition, parents and athletes have the option to take a free on-line course. Two free on-line courses are available and contain all the information required by the law. The first is available through the National Federation of High School Coaches. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt which should be provided to the coach or athletic director as documentation. The entire course, including registration, can be completed in less than 30 minutes.

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

The second on-line course is available through the Centers Disease Control at:
www.cdc.gov/Concussion

- ❖ The parent and athlete trainings available for the Ayer Shirley Regional School District are MDPH Approved Training On-line courses listed below. They are available free of charge, and last only about 30 minutes.
- ❖ Option 1- **Heads Up** is offered by Center for Disease Control
[Heads Up Concussion in Youth Sports On-Line Training Program](http://www.cdc.gov/concussion/HeadsUp/online_training.html)
http://www.cdc.gov/concussion/HeadsUp/online_training.html
- ❖ Option 2-**Concussion in Sports What you Need to Know** is offered by the National Federation of State High School Associations (NFHS).
[Concussion in Sports – What you Need to Know](http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000)
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>
- ❖ Option 3- **Review written copy of Concussion Training Materials Packet**
 - ***A Parent's Guide to Concussion in Sports***
(National Federation of State High School Association)
 - OR**
 - ***CDC Fact Sheet Heads Up!***
- ❖ All training materials are available at the ASRSD athletic department webpage at (www.asrsd.org). Hard copies are available in the athletic department office, and the school nurses office.
- ❖ ASRSD's athletic director is responsible for ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained.
- ❖ The written verification of completion of the annual training (either the certificate of completion from the on-line courses or a signed verification that written materials have been read and understood) will be kept on file by the following responsible parties:
 - o Superintendent's Office-all school nurses and the School Physician Consultant, all members of the physical education staff, Director of Marching Band
 - o Athletic Director- all members of the athletic staff, volunteers at any extra-curricular athletic activity, and parents or legal guardians of children who participate in any extracurricular athletic activity and student athletes.
- ❖ While not required by MDPH, ASRSD also offers this training to teachers, school counselors, and other school personnel.
- ❖ This training effort shall be in collaboration with ASRSD secondary principals and central office administration team. Documentation of such training will be provided to the superintendent's office for maintenance in a central file.
- ❖ In addition, it is required that MIAA Tournament Game officials complete one of the online training programs approved by the Department of Public Health.

When it comes to concussions, everyone should 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 brain injury **SIT THEM OUT and have them see the appropriate healthcare professional!**

11b) PROCEDURE FOR THE SCHOOL TO NOTIFY PARENTS WHEN AN ATHLETE HAS BEEN REMOVED FROM PLAY FOR A HEAD INJURY OR SUSPECTED CONCUSSION:

- ❖ The athletic trainer, coach, school nurse and/or volunteers (EMS, sports physicians) should promptly inform the athlete's parents or guardians about
- ❖ the possible concussion during the day of the injury via telephone and/or email and give them the fact sheet on concussions. The coach completes the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form** and returns it to the school. Inform the parents that the student will have to be medically cleared by a medical professional before returning to play and the Post-Sports-Related Head Injury Clearance and Authorization Form will need to be completed and returned to the school before the student can resume play.

This protocol is the same for all home and away athletic events.

11c) PROTOCOL FOR PARENTS/STUDENTS TO OBTAIN MEDICAL CLEARANCE FOR RETURN TO PLAY AND ACADEMICS AFTER A DIAGNOSED CONCUSSION: (see also # 8 above)

In the Ayer Shirley Regional School District, parents and students are oriented about the protocol on obtaining medical clearance for return to play after a diagnosed concussion. The Athletic Department has a page on sports related head injury/concussion on the district website that also details these protocols. Finally, parents and students can always call the high school athletic department office at 978-772-8600 x 1333 or the school nurse's office at 978-772-8600 x 1326 (HS) or x1207 (MS) to get further clarification or ask questions. No student will be allowed to return to play athletic activities until the medical clearance form is signed by authorized medical professional, submitted and reviewed by the school nurse.

11d) PARENT'S RESPONSIBILITY FOR COMPLETION OF THE PRE-PARTICIPATION FORM OR SCHOOL-BASED EQUIVALENT:

- ❖ The Ayer Shirley Regional School District will orient parents about the requirement to submit the **Ayer Shirley Regional School District Report of Head Injury During Sports Season Form**, signed by both student and parent, which provides a

comprehensive history with up-to-date information relative to concussion history.

- ❖ It is the parent's responsibility to tell all the student's coaches and the school nurse if the student has ever had a concussion via the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities**. In addition, student handbooks under the section for "Sports Concussion" include our policies regarding sports concussion including the requirement to complete the pre-participation form by student and parent at the start of every sports season. These forms should be submitted to the athletic department office which copies and reviews them and then forwards them to the School Nurse Office for review.
- ❖ At the beginning of every sports season, no student will be allowed to participate in athletic activities until the pre-participation form is signed, submitted by parent and student and reviewed by designated staff annually.

11e) PARENT'S RESPONSIBILITY FOR COMPLETION OF THE REPORT OF A HEAD INJURY FORM, OR SCHOOL-BASED EQUIVALENT

- ❖ The Ayer Shirley Regional School District will orient students about the requirement to submit the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** signed by both student and parent, which provides a comprehensive history with up-to-date information relative to concussion history.
- ❖ In addition, student handbooks under the section for "Sports Concussion" include our policies regarding sports concussion including the requirement to complete the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** by student and parent at the start of every sports season. These forms should be submitted to the athletic department office which copies and reviews them and then forwards them to the School Nurse Office for review.
- ❖ At the beginning of every sports season, no student will be allowed to participate in athletic activities until all required forms including the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** has been signed, submitted by parent and reviewed by school nursing and athletic department staff.

SECTION 12: INCLUSION OF SPORTS-RELATED HEAD INJURY POLICY IN THE STUDENT AND PARENT HANDBOOK

Regulation:

105 CMR 201.006(A) (12): Inclusion in the student and parent handbooks of information regarding the sports-related head injury policy and how to obtain the policy.

- ❖ **State Concussion Law Requirements:** The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:
 Student athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious, or is suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play.”
- ❖ At the beginning of every sports season, no student will be allowed to participate in athletic activities until all required forms including the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** has been signed, submitted by parent and reviewed by school nursing and athletic department staff.
- ❖ Parents and student-athletes who plan to participate in any sports program at Ayer Shirley Regional High School or Ayer Shirley Regional Middle School **MUST** also take one free online course about concussions, per school year. Two free online courses have been made available and contain all the information required by the law. The first online course option is offered through the National Federation of High School Coaches. You will need to click the “order here” button and complete a brief information form to register. At the end of the course, you will receive a completion receipt, a copy of which should be submitted to the school. The entire course, including registration, can be completed in less than 30 minutes:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>
 The second online course option is offered through the Centers for Disease Control and Prevention at: http://www.cdc.gov/concussion/HeadsUp/online_training.html
 A third option, review of written materials, will be provided for parents/guardians and student athletes without Internet access.
- ❖ If a student athlete becomes unconscious, or is suspected of having a concussion, during a game or practice, the parent must submit to the school nurse the **Ayer Shirley Regional School District Post Sports Related –Head Injury Medical Clearance and Authorization Form** signed by a medical professional as well as a signed **Post-Concussion Graduated Return to Play Schedule Form**.

SECTION 13: COMMUNICATING WITH PARENTS WITH LIMITED ENGLISH PROFICIENCY

Regulation:

105 CMR 201.006(A) (13): Procedure for communicating with parents with limited English proficiency

Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. The Ayer Shirley

Regional School District makes every attempt to communicate effectively with Parents with limited English proficiency. All sports-injury related materials including the on-line training classes, the CDC fact sheets on concussions and the required forms are available on the Athletic Department website at www.asrsd.org. The Ayer Shirley Regional School District, which serves a diverse population, has a website with a translator so that website materials can be translated into many languages. The Ayer Shirley Regional School District will translate other materials as requested. In the event a student receives a concussion or is suspected of having a concussion The Ayer Shirley Regional School District Athletic Director's office should notify the parent in the appropriate language. Interpreters are available by contacting the Principal's office.

SECTION 14: OUTREACH TO PARENTS FOR FORM AND TRAINING COMPLETION

Regulation:

105 CMR 201.006(A)(14): Procedure for outreach to parents who do not return completed forms required for students to participate in extracurricular sports and for how to handle situations where a student verifies completion of the annual training requirement but a parent has not

- ❖ Student Athletes in the Ayer Shirley Regional School District will not be permitted to participate in extracurricular sports until both the parent and student have completed and returned the signed **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** before the start of every sports season. In the event the school has not received the **Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities** or other required forms, including documentation of an annual physical examination and documentation that both the student athlete and their parent/guardian have completed the required annual training, the Ayer Shirley Regional School District will make three attempts to contact parent using the schools typical communication methods to parents (email, snail mail, telephone, etc.). The student athlete will not be allowed to play or practice until the appropriate required signed and completed forms are returned to the Athletic Department.

SECTION 15: SHARING CONCUSSION-RELATED HEALTH INFORMATION

Regulation:

105 CMR 201.006(A) (15): Procedure for sharing information concerning and athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need to know basis consistent with requirements of 105 CMR 201.000 and applicable federal and state law including but not limited to the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99

Informal collaboration occurs on a temporary, as-needed basis for information exchange, as when the school nurse informs (while adhering to protocols for confidentiality) the physical education teacher that a particular student may not participate in athletic activities because of a recent injury.¹ There may be circumstances in which there is a need to share information in the student health record with authorized school personnel — either to enhance the educational progress of the student or protect his/her safety or well-being. For example, staff may need to be alerted to signs or symptoms of a medical problem on a need to know basis and offered a course of action. This type of disclosure should be made only to those authorized school personnel who work *directly with* the student in an instructive (academic or athletic), administrative, or diagnostic capacity. Finally, authorized school personnel should be instructed not to re-disclose the information.

If there is any question about the sensitivity of the information, the school nurse should seek the permission of the parent/guardian and student, if appropriate, prior to disclosure to authorized school personnel. Ultimately, however, federal regulations permit information in the student health record to be seen by authorized school personnel on a need to know basis, and the basis for such sharing seems even more compelling when necessary to protect the well-being or safety of the student.²

There may be times when a school nurse has the legal obligation to disclose health or related information to protect a student's health or safety. Public policy requires the protection of a patient's right to privacy by medical professionals, unless there is an immediate threat or serious harm to the student or others.³

SECTION 16 A & B: REQUIREMENTS THAT COACHES, ATHLETIC TRAINERS, TRAINERS AND VOLUNTEERS A) TEACH STRATEGIES THAT MINIMIZE SPORTS-RELATED HEAD INJURY AND B) PROHIBIT DANGEROUS PLAY

Regulation:

105 CMR 201.006(A) (16) Instructions to coaches, certified athletic trainers, trainers and volunteers a) to teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury; and b) to prohibit athletes from engaging in any unreasonably dangerous athletic technique

105 CMR 201.012(C)(6): The Athletic Director shall be responsible for "Ensuring 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..."

105 CMR 201.013(A)(6) & (7): Coaches shall be responsible for (6) Teaching techniques aimed at minimizing sports-related head injury; (7) Discouraging and prohibiting athletes 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..."

¹ Massachusetts Department of Public Health Comprehensive School Health Manual, 2007, p. 2-7

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Teaching Form & Techniques:

Coaches of the Ayer Shirley Regional School District are expected to be current with best practices in their sport that reduce the likelihood of head injury. In addition, coaches are prohibited from teaching or promoting dangerous practices such as using a helmet as a weapon. It is expected that all coaches and athletic department staff teach techniques that minimize sports injury and/or concussion such as proper fitting, certified (especially helmets) equipment and protective equipment.

Prohibiting Athletes from Dangerous Technique

Athletic Directors and coaches of Ayer Shirley Regional School District should enforce rules prohibiting dangerous moves (e.g., “spearing” or “horse collaring” , clothes-lining or helmet to helmet contact in football, or free-falling flips or swan dives from any type of toss, partner stunt or pyramid in cheerleading). In addition, coaches must ensure that student athletes learn proper checking/tackling techniques that are safe and minimize the risk of head injury. Athletic department staff should encourage students to follow the rules of play and to practice good sportsmanship at all times.

SECTION 17: PENALTIES***Regulation:***

105 CMR 201.006(A)(17): Penalties, including but not limited to personnel sanctions and forfeiture of games, for failure to comply with provisions of the school district’s school policy

The Ayer Shirley Regional School District takes the safety of student athletes seriously. All members of the school staff are expected to follow these policies and protocols to support the health and safety of student athletes. The underlying philosophy of these policies is “when in doubt, sit them out”. Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the Superintendent and also place their complaint in writing with a request for resolution.

First Reading as new, February 15, 2012
Adopted by the ASRSD, February 29, 2012

STUDENT DISCIPLINE

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the Ayer Shirley Regional 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 or in conflict with Regional School Committee policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

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

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

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

LEGAL REFS: M.G.L. 71:37H and 37L; 76:16 and 17

Chapter 380 of the Acts of 1993

Chapter 766 Regulations, S. 338.0

Mass. Dept. Of Education, Advisory Opinion on Student Discipline,
January 27, 1994

CORPORAL PUNISHMENT

State law provides that:

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

Established by law

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

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Ayer Shirley Regional 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 as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

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 603 CMR 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 of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents 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 district'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 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.

LEGAL REF: M.G.L. 71:37G; 603 CMR 46:00

Adopted by the ASRSD, December 16, 2015

STUDENT SUSPENSION, EXCLUSION, EXPULSION AND RE-ADMITTANCE

A. SUSPENSION

1. The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the pupil, or when, in the opinion of the principal or assistant principal, a continuum of offenses makes it necessary to use this kind of action.
2. In suspension cases, the applicable procedure as noted below shall be used:
 - a. No suspension shall be imposed unless the student involved is personally advised of the specific nature of the offense and is provided an opportunity to present his/her view of the incident.
 - b. If there is, in the opinion of the principal or assistant principal, a discrepancy in the accounts of what constituted the incident or if suspension is for an offense which might lead to court action, or consideration of exclusion or expulsion, or is otherwise one of an unusually serious nature, the parent should be advised immediately of the student's right to a formal hearing at the school level.
 - c. At such hearing, the student shall have the right to be present; may, if s/he chooses, be represented by counsel; and may present evidence on his/her own behalf.
 - d. At the conclusion of such formal hearing, the student and the parent shall be advised of the student's right of appeal to the Office of the Superintendent of Schools.
3. Before sending a student out of the school building, the parent or guardian shall be notified by telephone that this is being done, or if the parent or guardian cannot be reached by telephone, the student shall be kept in the school office until dismissal.
4. If a suspended student is disrupting the school process, in a situation where the parent or guardian cannot be reached by telephone, the police should be called to escort this student out of the building and to his/her home.
5. In all suspension cases, a letter shall be sent by the principal or assistant principal to the parent or guardian within 24 hours of the suspension. This letter shall make it clear to the parent or guardian that the pupil will not be reinstated until a satisfactory parent-school conference has been held. Furthermore, a copy of this letter of notification will be sent to the Superintendent. Where necessary such letters shall be translated into the native language of the parent. It is anticipated that the guidance department will exercise a supportive role in any conference involved in the suspension process.
6. A student shall have the opportunity to make up assignments and tests missed during a period of suspension. The initiative in making such arrangements rests with the student.

B. EXCLUSION

1. The principal may initiate exclusion proceedings which shall be defined as excluding a student from regular classroom instruction and related school activities for a period exceeding ten (10) but not to exceed one hundred seventy-nine (179) school days, when the student has acted in such a manner that his/her removal is necessary to protect the physical safety of others or in order to prevent substantial interference with the right of others to pursue an education and/or because of a violation listed in subsection (2).

2. Exclusion may be imposed for the following violations:
 - a. Possession of a weapon, other than a firearm, or any object which can be construed as a weapon;
 - b. Assault/attack on a teacher or staff member which does not involve the use of a weapon, and which does not result in serious bodily injury;
 - c. Assault/attack on a fellow student which does not involve the use of a weapon;
 - d. Damaging personal property of school staff;
 - e. Arson, bomb threat, false alarm;
 - f. Extortion;
 - g. Possession of, use of, fireworks, firecrackers;
 - h. Continued and repeated serious disruptive behavior;
 - i. Hazing (as defined in the Student Handbook);
 - j. The sale or distribution of alcohol or other drugs; and
 - k. The possession of alcohol or controlled substances.¹
3. If the principal recommends exclusion s/he shall explain his/her intentions to the student, and shall within twenty-four (24) hours of the alleged act(s) upon which the recommendation is based, or within twenty-four (24) hours of the time s/he learns of such alleged act(s), mail a notice thereof to the student and to his/her parent(s) or guardian(s) with a copy to the Superintendent. Such notice shall contain:
 - a. A statement that the principal is recommending exclusion of the student;
 - b. The length of time for which exclusion is recommended;
 - c. A description of the school regulation(s) allegedly violated by the student;
 - d. A statement of the facts as known to the principal leading to the recommendation for exclusion;
 - e. The time and place of a hearing to be held (not sooner than seven (7) calendar days from the date notice is postmarked); and
 - f. Information as to the student's right to due process, to wit; the right to have a hearing, to have an attorney represent him/her at the hearing; to present witnesses, to cross-examine adverse witnesses; and to have a tape recording of the hearing provided by the Region at no cost to the student.
4. The hearing shall conform to these guidelines:
 - a. The principal shall conduct the hearing.
 - b. The student shall have the right to be present during the presentation of evidence. If witnesses against the student testify at the hearing, the student, his/her attorney, or his/her parent(s) or guardian(s) shall be allowed to question such witnesses. The student, his/her attorney, his/her parent(s) or guardian(s) shall be allowed to submit evidence in his/her own defense including presentation of witnesses, and/or documentary evidence. No evidence not presented at the hearing will be considered, unless the student consents to such consideration during the course of the hearing.
 - c. The hearing shall be private.
 - d. A tape recording shall be made and a written summary record shall be completed.
5. In order for the principal to impose exclusion, then s/he must find that:
 - a. The student committed one or more of the violations listed in Section B(2); and/or
 - b. The continued presence of the student in school would endanger the physical safety of others or cause substantial interference with the right of others to pursue an education.

6. Within seven (7) calendar days of the hearing, the principal shall determine, based solely on the evidence presented at the hearing, whether the student committed a violation warranting exclusion or is otherwise subject to exclusion. If the principal determines that a violation, as set forth in B(2)above has occurred, or that the continued presence of the student in school would endanger the physical safety of others or cause substantial interference with the right of others to pursue an education, s/he may exclude the student.
7. The principal shall fully record his/her findings of fact along with the decision, which in the event of exclusion, shall include the length and terms of any exclusion imposed. Within seven (7) calendar days of the hearing, one copy of the findings and decision shall be mailed by certified mail, return receipt requested, to the student, one copy to his/her parent(s) or guardian(s), one copy to his/her attorney, if any, and one copy to the Superintendent.
8. If the principal excludes the student, the student shall have the right, within seven (7) calendar days of notification by the principal, to request a second hearing before the Superintendent.²
9. If the principal finds that no violation has occurred or there is insufficient evidence of such, and the continued presence of the student in school would not endanger the physical safety of others or cause substantial interference with the right of others to pursue an education, then the student shall immediately be reinstated. In such cases all records and documentation regarding the disciplinary proceedings shall be immediately destroyed. No information regarding the hearing shall be placed in the student's permanent record or file or communicated to any person, except as provided herein.
10. At any time during this process, the principal may exercise the option of an emergency evaluation as provided for in the regulations for the implementation of M.G.L. CH. 71B.
11. The principal may recommend reassignment of a student to another school upon completion of his/her term of exclusion if s/he believes that such reassignment will assist the student in successfully completing his/her education free of further discipline problems.
12. Exclusion may be for the remainder of the school year. At the discretion of the principal, exclusion may also be carried into the next school year up to the 45th school day. The principal may establish special conditions for re-admission at the conclusion of a period of exclusion.³
13. Following any instance of exclusion and prior to the student's re-admission to school, the student and parent or guardian will meet with the principal and other appropriate staff. During this meeting, the participants will discuss his/her ability to return to school and plans to monitor the student's subsequent behavior.
14. Grade and/or subject area placement upon re-admission will be to the grade and/or subject areas in which the student was placed at the time of the exclusion, unless otherwise approved by the principal.

C. EXPULSION

1. Expulsion is a permanent removal of a student from the school and the school district.
2. Except as otherwise provided for in M.G.L., Chapter 71, Section 37H or 37H1/2⁴, no student shall be expelled from school except by majority vote of

the Ayer Shirley Regional School Committee upon the recommendation of the Superintendent and after a formal hearing pursuant to M.G.L., Chapter 71, Section 17. Said hearing shall conform to these guidelines:

- a. The student shall have the right to be present during the presentation of evidence. If witnesses against the student testify at the hearing, the student, his/her attorney, or his/her parent(s) or guardian(s) shall be allowed to question such witnesses. The student, his/her attorney, his/her parent(s) or guardian(s) shall be allowed to submit evidence in his/her own defense including presentation of witnesses, and/or documentary evidence. No evidence not presented at the hearing will be considered, unless the student consents to such consideration during the course of the hearing.
3. See Section D – Re-admission below
4. No action by the School Committee is required in the event that a student is expelled by a principal pursuant to M.G.L., Chapter 71, Section 37H and/or 37H1/2.
- b. The hearing shall be private.
- c. A tape recording shall be made, and a written summary record shall be completed.

D. RE-ADMISSION AFTER EXPULSION

1. While expulsion is ordinarily expected to be permanent due to the seriousness of the underlying offenses, a student who has been expelled, may apply for readmission to the Ayer Shirley Regional Schools at the beginning of the school year following the school year in which s/he was expelled and/or the beginning of any school year thereafter.
2. Application for re-admission shall be made to the principal of the building from which the student was expelled hereafter the “receiving principal”. Said application shall be in writing, on a form promulgated by the Ayer Shirley Regional School District, and must have been received, along with all supporting materials no later than the August 1st preceding the September in which re-admission is sought. A copy of said application, together with all supporting materials will be provided by the receiving principal to the Superintendent of Schools and all other principals upon receipt.
3. A student, once expelled, has no right to re-admission. The receiving principal shall conduct a hearing on each application for re-admission before a hearing panel composed of all persons employed as principals in the Ayer Shirley Regional School District. The hearing panel, by majority vote, may request additional supporting materials, tests and/or evaluations which they deem to the issue of re-admission. Failure to provide such materials, and/or to co-operate in any requests or evaluations shall be grounds for disapproval. In addition to the foregoing, the hearing panel may obtain information concerning the student from such other sources a majority deems appropriate, provided that all such information is presented at the hearing. Copies of any written materials obtained from sources other than the student shall be mailed or given to the student within five calendar days of their receipt by the Ayer Shirley Regional School District.

4. The application for re-admission shall be approved or disapproved no later than the August 15th following its submission, unless said date is extended to accommodate testing and/or evaluation. The hearing panel shall readmit a student only if a majority of said panel can determine from the information in their possession that the offense which gave rise to the expulsion is unlikely to reoccur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. Said determination shall be made only by a majority vote of those principals present and voting, which majority must include the principal of the building to which the student will be assigned. If the hearing panel elects to readmit the student, they shall set forth in writing the basis for their determination that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the rights of others to pursue an education if the student is allowed to return to school. The receiving principal shall mail notice of the decision to the student by certified mail, return receipt requested.
5. In the event of a disapproval, the student may appeal to the Superintendent by submitting a written appeal along with his/her original application and supporting materials within seven calendar days after the date on which notice of such disapproval was mailed. In the event re-admission is approved, any principal who participates in the hearing may likewise appeal to the Superintendent.
6. The Superintendent is not required to meet with the student and/or to provide any type of a hearing. However, the Superintendent may elect to conduct a hearing if s/he feels that it will help the decision making process. The Superintendent may request additional supporting materials, tests and/or evaluations which s/he deems relevant to the issue of re-admission. Failure to provide such materials, and/or to co-operate in any requests or evaluations, shall be grounds for disapproval. In addition to the foregoing, the Superintendent may obtain information concerning the student from such other sources s/he deems appropriate, except that information obtained orally shall only be obtained through a hearing as here in before set forth. Copies of any written materials obtained by the Superintendent from sources other than the student shall be mailed or given to the student within five (5) calendar days of their receipt by the Superintendent.
7. The Superintendent shall determine whether an application for re-admission is approved or disapproved no later than the August 31st following its submission, unless said date is extended to accommodate testing and/or evaluation as here in before set forth. The Superintendent shall readmit a student only if s/he can determine from the information in his/her possession that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. If the Superintendent elects to readmit the student, s/he shall set forth in writing the basis for his/her determination that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. The Superintendent shall mail notice of his/her decision to the student by certified mail, return receipt requested.

8. A student applying for re-admission is required to submit the following along with his/her application:
 - a. Three (3) letters of recommendation from persons who are not relatives;
 - b. Fully executed releases on forms provided by the Ayer Shirley Regional School District which will allow unrestricted access to all of the students psychological, psychiatric, medical, criminal, probation, parole, hospital, and/or educational records and all back up materials maintained by the record keepers; and
 - c. Evidence of psychological and/or psychiatric counseling or a statement from a psychologist or psychiatrist that the student requires no such counseling.
9. A student applying for re-admission is encouraged to submit the following along with his/her application:
 - a. A description of the steps taken by the student to continue the educational process during the period of expulsion.
 - b. Evidence of involvement in community organizations, scouts, and church sponsored activities during the period of expulsion; and
 - c. Any other evidence which the student feels will demonstrate his/her fitness to return as a student to the Ayer Shirley Regional School District and/or assist the principal in determining that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school.
10. Grade and/or subject area placement upon re-admission will be to the grade and/or subject areas in which the student was placed at the time of the expulsion, unless otherwise approved by the principal.
11. Re-admission may be made on a trial basis for a period of time not to exceed six (6) months. The principal may reinstate the expulsion at any time during the trial period on the basis of facts which would in the ordinary course warrant an exclusion as set forth above. The procedures for exclusion will govern any such expulsion. If the student is expelled again, no application for re-admission will be entertained from that student at any future time. As a condition of re-admission on a trial basis, the student and his/her parents shall agree in writing to accept possible reinstatement of the expulsion on the terms set forth above.
12. Any hearing convened by a principal or the Superintendent for the purposes of readmission shall conform to these guidelines:
 - a. The student shall have the right to be present during the gathering of information. The student, his/her attorney, or his/her parent(s) or guardian(s) shall be allowed to question any persons providing information at the hearing. The student, his/her attorney, his/her parent(s) or guardian(s) shall be allowed to submit information in support of readmission, including presentation of witnesses, and/or documentary information in addition to that previously provided.
 - b. The hearing shall be private.
 - c. A tape recording shall be made, and a written summary recording shall be completed.

¹ In cases subject to the provisions of c.71 s.37H and/or 37H ½, the appeals process set forth therein shall govern.

LEGAL REFS: M.G.L. 71:84, 71:85, 76:16; 76:17

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision is 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, Section 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 communities.

Student Safety

Instruction in courses in technology education, science, art, physical education and health 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 schools' playgrounds 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 buildings 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

STUDENT INSURANCE PROGRAM

A non-compulsory 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.

STUDENT ALLERGY POLICY

The District recognizes the increasing prevalence of student allergies and the life-threatening nature of the allergies for many students. The administration shall develop and implement procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school communities, and to plan for the individual needs of students with life-threatening allergies. Further, these procedures will aim to assist students in assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in school activities.

STUDENT ALLERGY PROCEDURES

The procedures for dealing with student allergies will be reviewed annually and modified as appropriate and will include the following:

- A. Education and training: The District will provide annual education and training to all appropriate personnel on management of student allergies. The training will address prevention efforts, information about common allergens, and recognition of signs of an allergic reaction, emergency response plan, and Epi-pen administration where appropriate.
- B. Individualized planning and accommodations: An Individual Health Care Plan (IHCP) or Emergency Health Care Plan that addresses the management of anaphylaxis will be developed for each student with a medically diagnosed life-threatening allergy.
- C. Classroom management procedures: Appropriate accommodations will be made in the classroom, including designation of the classroom as "allergen-free" as necessary. The use of allergen-free foods will be used for celebrations.
- D. Common use areas: The procedures will address foods used in common areas and cleaning of those areas, including use of those areas by groups other than students.
- E. Kitchen and cafeteria procedures: The food service staff must make reasonable efforts to ensure that all food items offered to a student with life-threatening allergies are free of foods suspected of causing the allergic reaction.
- F. Transportation procedures: School buses and vans must have a working means of two-way communication and a plan to check the communication system periodically. Bus and van drivers must have an emergency response plan. The eating and sharing of food will be prohibited on transportation routes unless medically indicated for a student.
- G. Field trip procedures: Planning for field trips will include plans to implement a student's IHCP, and identification of the communication system (cell phone, walkie-talkie etc). A trained staff member designated by the school nurse will attend field trips which include a student with a life-threatening allergy in the event that the parent doesn't attend.
- H. Emergency response procedures: All staff members supervising students with life-threatening allergies must have a means of communication to call for assistance. The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school facility during the school day.
- I. Procedures for handling epinephrine: Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine. The school nurse shall register with the Department of Public Health and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210. All staff members will be informed of the location of the Epi-pens.

REF: Massachusetts Department of Education, Managing Life-Threatening Food Allergies in Schools, Fall 2002

LEGAL REFS: Section 504 - Rehabilitation Act of 1973
IDEA
USDA Federal Regulations 7 CFR 210.10

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 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 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/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 parents. Requests made by parents for such administration of medication shall be reviewed and approved by the principal or designee;

Provisions for reporting all accidents, cases of injury, or illness to the principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the principal or designee any accident or serious illness and such reports will be filled 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.

SOURCE: MASC

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, Medication Administration Policy

First Reading for amendment, September 19, 2012
Adopted by the ASRSD, October 17, 2012

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will have yearly growth, vision and hearing screenings and postural screening in grades 5-9. The results of the screenings will be kept in the student health record.

Every student must have a general physical examination within six months before entrance or during the first year after entrance into the Regional School District. Documentation of this must be provided to the school nurse, and kept in the student health record.

Before entering kindergarten, 4th, 7th, and 10th grade all students must provide documentation of a current physical examination to the school nurse. The physical examination record will be kept in student health record.

Every candidate for a school interscholastic sports team must have a current physical examination form, indicating that s/he is fit for sports, on file in the nurse's office prior to tryouts or the start of the season.

The school nurse will consult with the school physician should there be any question of the health and well being of the school population. If a student is found to have an illness or injury in need of medical evaluation, the parent(s)/guardian(s) will be contacted.

LEGAL REF: M.G.L. 71:54; 71:57

REF: Massachusetts Department of Public Health, Comprehensive School Health Manual, 1995

IMMUNIZATION REQUIREMENTS

No child shall be admitted to school, except upon presentation of a health care provider's certificate attesting to immunizations as specified by the Massachusetts Department of Public Health. The documentation will be kept in the student health record.

The only exceptions to these requirements are:

- Presentation of a written statement from a health care provider that immunization would endanger the health of the child
- Presentation of a written statement from the student's parent(s)/guardian(s) stating that vaccination or immunization is contrary to the religious beliefs of the student or parent(s)/guardian(s).
- Students that are homeless, and do not have complete immunization records as established by the federal McKinney-Vento Homeless Assistance Act.

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

REF: Massachusetts Department of Public Health, Comprehensive School Health Manual,
 1995

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 Ayer Shirley Regional 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 child with disabilities 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

COMMUNICABLE DISEASES REGULATIONS

Management of common communicable diseases shall be in accordance with Massachusetts Department of Public Health guidelines. A student, who is diagnosed with, or exposed to, a disease, as defined by law, that may be harmful to the health and welfare of other students and staff, may be excluded from school attendance. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. Ayer Shirley Regional School District reserves the right to require a health care provider's statement authorizing the student's return to school.

The educational placement of a student diagnosed with a communicable disease, will be determined on an individual basis in accordance with this policy and administrative procedures. Those involved in the placement determination will include but not be limited to, administration, professional staff, and school nurse. A regular review of the placement determination will be done to maintain an appropriate educational placement for the student.

As a public health measure, any student who exhibits the following, regardless of whether s/he harbors a known blood-borne infection, should be excluded from school until these conditions are resolved:

- _ Any weeping or bleeding lesion that cannot be covered or controlled with medication.
- _ Inappropriate behavior that increases the likelihood of transmission.
- _ Evidence of infection, and are too ill to be in school.

The District may request written authorization for school attendance from the student's health care provider once the condition is resolved.

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 REFS.: M.G.L. 71:55: 111:6
 Massachusetts Department of Public Health, Comprehensive School Health Manual,
 1995
 FERPA
 HIPAA

AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION

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

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

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

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

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

CROSS REF: JLCCA-E

SCHOOL ATTENDANCE FOR STUDENTS WITH HIV/AIDS EXHIBIT

Students with HIV/AIDS infection who are receiving medical follow-up pose no risk of transmitting HIV through casual contact in a school setting, and have the fundamental right to attend classes and participate in school programs and activities.

Those students unable to attend school shall have appropriate alternative education.

The diagnosis of HIV infection and AIDS is confidential and students and parent(s)/guardian(s) are not obligated to disclose it. The privacy of students with HIV infection or AIDS is protected by Massachusetts General Law protecting against unwarranted invasion of privacy, and prohibits health care providers and facilities from disclosing HIV test results without specific informed written consent of the person tested. School personnel are bound to protect confidentiality by the Family Educational Rights and Privacy Act (FERPA).

A student or his/her parent(s)/guardian(s) may wish to disclose the diagnosis of HIV infection or AIDS, though there is no obligation to do so. Notification should be by a process that would maximally assist patient confidentiality. This should be by direct person-to-person contact with the school nurse. If disclosure to other personnel who are directly involved with the student is necessary, specific, informed, written consent is required. This must specify what information is to be shared, the time frame for which it applies, and the names of the individuals to be informed.

The school nurse should keep the release of information consent form and any other HIV/AIDS-related information in a locked file separate from the school health record. It should list who has written permission to view it.

Standard (universal) precautions will be followed for care of all blood and body fluid spills in the schools. In-service training and/or information regarding standard precautions will be provided to all Ayer Shirley Regional School employees every three years. All new employees will be provided information during orientation or from their immediate supervisors.

In-service education of appropriate school personnel, such as school nurses and the school physician, should ensure that proper and current information about HIV/AIDS is available.

LEGAL REF: M.G.L. 214:1B: 111:70F; 112:12F; 129A: 135A
 Family Educational Rights and Privacy Act (FERPA)
 Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule, 45 CFR 164

REF: Massachusetts Department of Public Health, Comprehensive School Health Manual, 1995
 AIDS/HIV Infection Policies for Early Childhood and School Settings, May 1993

MEDICATION ADMINISTRATION POLICY

A. Medication Administration by the School Nurse

All medication administration shall be performed in accordance with Massachusetts Department of Public Health (MADPH) guidelines 105 CMR 210.00. The school nurse shall supervise the school medication administration program, including documentation, storage, and information dissemination to families.

Any prescription medication to be administered must have: 1) a signed Medication Order from a provider, 2) a container with a pharmacy label that matches the medication order, and 3) signed parent or guardian permission to administer the medication. Medication orders must be renewed at the beginning of each school year and whenever there is a change in prescription.

The school physician, in consultation with the school nurses, will provide yearly standing orders for certain medications to be administered based on nursing assessment and with written permission from a parent or guardian.

Per MA DPH CMR 105 210.008, a parent, guardian or parent/guardian-designated responsible adult shall deliver all prescription medications to be administered by school personnel or to be taken by self-medicating students to the school nurse or other responsible person designated by the school nurse. In extenuating circumstances, as determined by the school nurse, the prescription medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the exact quantity of prescription medication being delivered to the school. Parent/Guardian is required to pick-up medication at the end of the school year.

B. Medication Self-Administration

The school nurse may permit self administration of prescription medication by a student provided that the following requirements are met: 1) the school nurse evaluates the student's health status and abilities and deems self administration safe and appropriate; 2) the student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which prescription medication may be self administered; 3) the student has signed authorization from a provider and parent or guardian to carry and self-administer certain medications. Medications that may be carried by a student for self-administration include bronchodilators, epinephrine auto-injectors, cystic fibrosis digestive enzymes, insulin and glucose tabs.

For field trip purposes when a nurse is not available, a student may be trained to self-administer medication per the DPH training guidelines.

C. Naloxone (Narcan) Administration

The school district may, in conjunction with the School Physician and School Nurse Leader, stock nasal naloxone and trained medical personnel and first responders may administer it to a person suspected of an opioid overdose with respiratory depression or unresponsiveness.

D. Delegation of Epinephrine and Field Trip Medication to Unlicensed Personnel

Delegation of emergency epinephrine administration and field trip medication administration to unlicensed personnel may occur following: 1) training of the delegate by the school nurse in medication administration

using content and competency testing developed and approved by the MADPH in consultation with the Massachusetts Board of Registration in Nursing, and 2) signed permission from a parent or guardian for the trained delegate to administer specified medication. Delegation of the above will follow proper application to the MA DPH for delegation authority.

Massachusetts Dept. of Public Health Regulations: 105 CMR 210.000, 210.006; 210.007; 210.008; 244 CMR 3.00 THE ADMINISTRATION OF PRESCRIPTION MEDICATIONS IN PUBLIC AND PRIVATE SCHOOLS

LEGAL REF.: M.G.L. 71:54B

As of March 14, 2016, Massachusetts Opioid Legislation also provides a “Good Samaritan” provision that protects staff and others when administering nasal naloxone. Ref.: M.G.L CHAPTER 94C, Section 34A-Massachusetts.

First Reading, January 3, 2017

Second Reading, January 18, 2017

Third REading, FEbruary 15, 2017

Adopted by ASRSD, February 15, 2017

STUDENT SERVICES - GUIDANCE

The Ayer Shirley Regional School District encourages parents and students to utilize the full services of the guidance department. The guidance counselor and staff are available to assist students in their academic, vocational and emotional growth. The counselor is available by appointment before, during and after school, and is immediately available in crisis situations.

The guidance department in the Regional Schools provides academic, vocational, social, and personal counseling for all students by:

- assessing and understanding their abilities, aptitudes, educational and vocational needs
- increasing their understanding of educational and occupational opportunities and requirements
- helping them make the best possible use of these opportunities through the formulation and achievement of realistic goals
- helping students maintain normal personal social relations
- providing information useful to administrators, staff members and parents in planning and evaluating the school's total program.

The guidance department also works with students and their families on a variety of individual and social issues. Often problems that are evidenced in society and the community are also evidenced in school. Problems with interpersonal relationships, family, addictions and other personal matters can be discussed with a member of the guidance department in a positive and confidential manner.

The goal of the counseling program is to work with students to develop the confidence and skills to deal with issues, make appropriate choices and seek out people and agencies that may help them to deal with difficulties.

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

REPORTING OF CHILD ABUSE AND NEGLECT

The Massachusetts Child Abuse and Neglect Reporting statute, Chapter 119, Section 51A states that any school employee, “who, in his/her professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon him/her including sexual abuse, or from neglect, including malnutrition, shall notify the person in charge of such institution, school or faculty, whereupon such person in charge shall then become responsible to make the report in the manner required by this Section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars.”

To comply with the law, it is the policy of the Ayer Shirley Regional School District that any teacher or other mandated school employee who has reasonable cause to believe that a child’s physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the in-house child abuse team which shall be set up in each individual school. This in-house child abuse team shall include the principal, the school nurse, counselor, other staff members whose membership might be helpful, and the person reporting the incident.

LEGAL REF: M.G.L. 119:51A

STUDENT DISMISSAL

1. All early dismissals will be by written parental/guardian authority only unless the student is 18 or older. Such dismissal notes will be approved before school begins on the day of the dismissal.
2. Parents and or guardians must report to the school office to dismiss a child.
3. No teacher will grant permission for a student to leave the school grounds during the school day. Such permission must be granted by the principal or assistant principal (where applicable).
4. Any student who rides a bus to school must have parental permission to walk home. A blanket permission can suffice.
5. Students will be released only to a parent or their designee unless prior arrangements have been made between parent and administration.

OUTSIDE EMPLOYMENT OF STUDENTS

Work permits are issued through the high school guidance office. Any student who is employed must have a work permit regardless of the length of time of employment or place of employment. It is the student's own responsibility to secure this permit before beginning work.

Revised Labor Laws stipulate that children 14 to 16 years of age who wish to obtain an employment permit must first obtain a Promise of Employment Form at the high school office. This form must be completed by the employer and must have the signature of a physician. The form will then be returned to the high school office with proof of age to obtain an employment permit. These permits are issued through the guidance office.

The student should:

1. Generally be 16 years old
2. Produce a valid birth certificate
3. Have verification of employment
4. Inform the guidance office of employment

Some under age employment will be considered.

LEGAL REF: M.G.L. c. 149 §§ 86-89

STUDENT GIFTS AND SOLICITATIONS

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school district will be made only as approved by the Superintendent with notification to the Ayer Shirley Regional School Committee.

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

LEGAL REFS: M.G.L. c. 268A, The Conflict of Interest Law as Amended by c. 28, Acts of 2009

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

First Reading, May 25, 2017
Adopted by ASRSD, June 21, 2017

STUDENT FEES, FINES, AND CHARGES

The Ayer Shirley Regional School Committee recognizes the need for student fees and class dues in order to fund certain school activities. It also recognizes that some students may not be able to pay these fees or dues. No student will be denied access into any program because of the inability to pay these supplementary charges.

A school may exact a fee, dues, fine, or charges only upon approval by the Ayer Shirley Regional School Committee. All fees, dues, fines, and charges will be paid through the principal's office and will be non-refundable. Fee and dues structures shall be reviewed by the Committee on an annual basis and be established for the coming year prior to July 1.

Hardship Waivers: Upon application to the Principal of the middle school or high school, students approved, or eligible to be approved to receive free or reduced price meals under current federal laws and regulations may be eligible to pay a reduced fee only or be excused from payment of the fee. Persons seeking a hardship waiver, but denied waiver of the fee may appeal to the Superintendent of Schools within ten business days of the denial. The Superintendent's decision will be final and there shall be no further right of appeal.

All fees and dues must be paid before October 1 of each school year and are non-refundable. All hardship waivers must be submitted to the building principal, in writing, prior to October 1 of each school year.

Student Activity/Club Fee: This is a one time annual \$50.00 fee for all sanctioned school clubs and activities. This fee will assist in subsidizing co-curricular and extracurricular activities. This fee will be allocated to the Student Activities Revolving account and be disbursed between all clubs. All club advisors must submit a list of their club's participants to the main office prior to September 30 of each year so that invoices can be mailed to students. Any additions to a club's list of students must be submitted to the main office by the club's advisor within a week. This fee will be collected by the Principal.

Student Athletic Fee: This is an annual \$200.00 fee for high school student athletes and \$100 fee for middle school student athletes per year, and includes multiple sports. There is a \$500.00 family cap. This fee will be allocated to the Athletic Revolving account and be monitored and collected under the direction of the Athletic Director.

Class Dues: This is an annual \$15.00 fee that all student members of each class are required to pay on an annual basis. This fee will be used to defray the cost of senior activities and will be directly deposited into each classes' revolving account. Students who apply for and are granted hardship waivers will be allowed to participate in class fundraisers in order to contribute their fee each year. Students who do not pay this fee or participate in fundraising will not benefit from the reduced costs/discounts of senior activities. This fee will be collected by the Principal.

Student Parking Fee: This is an annual \$100.00 fee allowing any student with a valid driver's license and registration to park their vehicle on school grounds during the school day. This is privilege and may be revoked as a result of disciplinary action, and is non-refundable. All students parking on campus must obtain and complete a parking application from the main office. Once approved, and payment received, students will be issued a parking permit and assigned space. Transfer/sharing of permits and spaces is not allowed. Students

enrolling in the Ayer Shirley Regional Schools for the first time after the beginning of the second semester of the school year may be allowed to pay 50% of the fee, but in no case will the fee be otherwise pro-rated or reduced unless approved by waiver as noted above. The ASRSD is not responsible for damage to or theft from student vehicles. This fee will be allocated to the Athletic Revolving account.

Student Technology Fee: This is a one time fee of \$25 for each student who is issued a Chromebook or other comparable device as designated by the district technology department for use during the school year in a 1:1 technology model. Students and parents will sign the 1:1 technology use contract and submit the fee prior to receiving the device from the technology department. The collected fees will be used to maintain the technology devices during the normal course of use. In cases where the district believes that a device was purposefully abused or otherwise intentionally not maintained securely, the district reserves the right to charge the student and his/her family a fee for the replacement of the device.

First Reading, May 25, 2017

Adopted by ASRSD, June 21, 2017

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 (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the Regional School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school district.

Notwithstanding Section 444(a)(5)(B) of the General Education Provisions Act, any local educational agency receiving assistance under NCLB shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent.

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
 Board of Education Student Record Regulations adopted 2/10/77, June 1995 as
 amended June 2002.
 603 CMR: Dept. Of Education 23.00 through 23:12 also
 Mass Dept. Of Education publication Student Records: Questions, Answers and
 Guidelines, Sept. 1995
 No Child Left Behind Act (Public Law 107-110, Sec. 9528)

CROSS REF: KDB, Public's Right to Know

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that “the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth,” and under M.G.L.c.71, s.34F which directs that “the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times.” 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents’ and students’ rights of confidentiality, inspection, amendment, and destruction of students’ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, s/he 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.

STUDENT RECORDS REGULATIONS

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 Ayer Shirley Regional School Committee or who are providing services to the student under an agreement between the 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 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 Committee or are employed under a Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the Regional School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

Access of Third Parties: Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which

parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

Access Procedures for Non-Custodial Parents: As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 - 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 - 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the principal annually. The initial request must include the following:
 - 1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 - 2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

- (c) The non-custodial parent must submit a written request for a access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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. 103-382, 1994
 M.G.L. 66:10 71:34 A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/75, as amended June
 2002
 603 CMR: Dept. Of Education 23.00 through 23:12
 Mass Dept. Of Education publication Student Records: Questions, Answers and
 Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

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.