

STUDENT POLICIES GOALS

The School 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 maximize learning opportunities 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 in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

LEGAL REF.: 603 CMR 26:00

STUDENT POLICIES GOALS

Active Efforts

- (1) The School Committee of each school district shall establish policies, promote regulations and procedures, and implement monitoring and evaluation practices that support and promote affirmative action and stimulate necessary changes to endure that all obstacles to equal access to school programs for all persons regardless of race, sex, color, national origin, religion or limited English-speaking ability, no matter how subtle or unintended are removed. Such policies shall include a requirement for an annual evaluation of all aspect of the K through 12 school program to insure that all students regardless of race, color, sex, religion, disability, sexual orientation or national origin are given an opportunity to develop skills, competence, and experience, and to receive appropriate guidance so that they may be able to participate in all programs offered by the school including athletics and other extra-curricular activities. Special attention shall be given in this examination to schools and programs in which students of either sex or of racial or national origin groups present in the community are markedly under represented.
- (2) If participation in any school sponsored program or activity has previously been limited to students based on race, color, sex, national origin, disability, sexual orientation or religion, then the School Committee shall make active efforts to insure that equal access to all school sponsored programs or activities be provided within the system.
- (3) It shall be the responsibility of the School Committee and the Superintendent to provide necessary information and in-service training for all school personnel in order to:
 - (a) advance means of achieving educational goals in a manner free from discrimination on account of race, color, sex, religion, disability, sexual orientation or national origin.
 - (b) enhance consciousness of the kinds of discriminatory and prejudicial practices and behavior which may occur in the public schools.
- (4) The Superintendent, as an agent of the School Committee, shall promote and direct effective procedures for the full implementation of 603 CMR 26.00, and shall make recommendations to the Committee for the necessary policies, program changes, and budget resource allocations needed to achieve adherence to 603 CMR 26.00/
- (5) At the beginning of the school year, the Superintendent of each school system shall be responsible for sending to the parents/guardians of all school age children, in their primary language, a notice of the existence of S. 1971 c.622 and its implications. Such notice shall include the information that all courses of study, extra-curricular activities, and services offered by the school are available without regard to race, color, sex, religion, disability, sexual orientation or national origin. This notice may be included with other communications sent to parents/guardians by the school system. Upon request, the Department of Education shall provide a translation in requested languages to assist Superintendents in complying with this section. The Superintendent shall inform the community of the existence of the law and of its implications through newspaper releases or radio or television announcements.

- (6) The Superintendent shall ensure that all students are annually informed in a manner certain to reach them of the existence of St. 1971, c.622 and its implications. Students shall be informed that all courses of study, extra-curricular activities, services, and facilities offered by the school are available without regard to race, color, sex, religion, disability, sexual orientation or national origin.
- (7) The Superintendent of each school system shall make certain that employers who recruit new employees in and through the schools of that district, do not discriminate on account of race, color, sex, religion or national origin in their hiring and recruitment practices within the schools. Before any employer is allowed to recruit at or through any school, the employer shall be required to sign a statement that he/she does not discriminate in hiring or employment practices on account of race, color, sex, religion, disability, sexual orientation or national origin.
- (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 or national origin.
- (9) Adults serving on athletic regulatory boards shall fairly represent the interest of both male and female students.
- (10) Because selective secondary schools have had atypical student bodies in the past, such selective secondary schools, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, shall admit qualified applicants of each sex and racial and ethnic groups in numbers proportionate to the existence of members of such class in the secondary school population of the geographic area served by that school. After the period for application to the school has closed, if it is found that qualified applicants of one of the above classes have not applied in numbers sufficient to maintain this proportion, qualified students of the other categories may be selected to fill the remaining openings.
- (11) Any contributions to a school for activities and monetary awards within or sponsored by the school or for scholarships administered by the school made after the effective date of 603 CMR 26.00 by any person, group or organization shall be free from any restrictions based upon race, color, sex, religion, disability, sexual orientation or national origin.
- (12) The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

LEGAL 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 School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, religion, nationality, and physical and intellectual differences.

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

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

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

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

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal
Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal
Educational Opportunity, adopted 6/24/75, amended 10/24/78
Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78
603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

SCHOOL ENTRANCE AGE

1. Each child shall attend school beginning in September of the calendar year in which he/she attains the age of six.
2. As of September 1, 1994, school entrance age requirements in the Mansfield Public Schools are the following:
 - a. A child may enter kindergarten if he/she attains the age of five on or before September 1.
 - b. A child may enter first grade if he/she attains the age of six on or before September 1 or if the child has attended a private or public full day kindergarten for one school year and attains a minimum age of 5 1/2 years by September 1.

SCHOOL ADMISSIONS

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

Advance registration for prospective kindergarten students will take place annually. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal, proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency 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.: JLCA, Physical Examination of Students
JLCB, Inoculations of Students
JFBB, School Choice

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 or national origin. 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 or national origin.

School Admissions

- (1) All public schools in the Commonwealth shall admit students without regard to race, color sex, religion, disability, sexual orientation or national origin. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
- (2) No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, religion or national origin. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and 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 extra-curricular activities.
- (4) Any standards used as part of the admissions process, including but not limited to testing, the use of recommendations and interviewing, to any public school {as referred to in 603 CMR 26.02 (1)} shall not discriminate on the basis of race, color, sex, religion, disability, sexual orientation or 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 or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
- (2) The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, disability, sexual orientation or religion of that student.
- (3) The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, disability, sexual orientation or national origin.
- (4) Each student, regardless of race, color, sex, national origin, disability, sexual orientation, religion, or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

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

NONRESIDENT STUDENTS

It is the policy of the Mansfield School Committee to maintain a quality public school system for the residents of the town.

For purpose of this policy, if a child resides temporarily in the town for the express purpose of attending its schools and the legal residence of his/her parents/guardians is in another city or town, the school system may recover tuition from the parents/guardians except as otherwise provided by law.

No nonresident student shall be admitted to attend the Mansfield Public Schools unless the parents/guardians of such child agrees to pay tuition for the period of attendance at the regular rate established by the Mansfield School Committee for nonresident students. If more than one child in a family is accepted as a tuition student, each will be charged the full tuition rate.

Under no circumstances will a nonresident student be allowed to attend the Mansfield Public Schools whether tuitioned or not, should he/she present false information regarding residency at the time of registration. Further, in cases where is shown that a nonresident student will be required to withdraw immediately and the parents/guardians will be billed for tuition covering the period of unauthorized attendance.

The Mansfield School Committee may waive all or part of the tuition charge for any nonresident child, but shall do so in only the most extreme and compelling of cases, having in mind that the cost of educating such nonresident child must be borne by the taxpayers of the town.

Method of Payment:

1. The tuition charge by the Mansfield School Committee for non-resident pupils shall be paid to the system in advance, in two equal installments as follows:
 - a. The first installment shall be due and payable on or before September 1.
 - b. The second installment shall be due and payable on or before February 1.
2. Tuition charges will be approved annually by the Mansfield School Committee

LEGAL REF.: M.G.L. 76:5 and 6

RESIDENCY AND TUITION

1. Every child shall have a right to attend the public schools of the town where he/she actually resides. 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 courses of study of such public school on account of race, color, sex, religion or national origin.
2. If a child resides temporarily in a town other than the legal residence of his/her parents/guardians for special purpose of attending school, the said town may recover tuition from the parents/guardians, unless by law such tuition is payable to a town or unless the Mansfield School Department participates in the School Choice Program as developed by the Governor of Massachusetts (1991).
 - a. Tuition payable by the parents/guardians, shall, for the period of attendance, be computed at the regular rate established by the School Committee for nonresident pupils, but in no case exceeding the average expense per pupil in such school for said period.
 - b. The School Committee of the town in which a child is temporarily residing for the special purpose of their attending school may waive all or part of the tuition charges for such child.
 - c. Reimbursement for the tuition of students involved in the School Choice Program will be according to guidelines as approved by the State.
3. Under provision of the law, residents in towns not maintaining vocational programs may be tuitioned to school in other towns with vocational programs.
4. Provision is made for towns and cities to receive pupils and charge tuition: for pupils from outside the State, for children in welfare programs who are placed in schools outside their city or town, and for children in institutions.
5. Any child, with the consent of the School Committee of the town where he/she resides, may attend, at the expense of said town, the public schools of another town, upon such terms as may be fixed by the two committees. The tuition rate shall not exceed the average expense per student for such school for the period the child shall attend.

LEGAL REFS.: M.G.L., 76:5, 6, 7, 11, 12 and 12E, 74:7 and 8, 71:6A

REQUIREMENTS FOR NON-RESIDENT STUDENTS

Students of Parents/Guardians Moving into Mansfield:

Students who are to be residents of Mansfield within a given school year, but who are not in residence at the time of their entrance into the Mansfield schools may attend the Mansfield schools without a tuition charge being made, but only under the following conditions:

1. Application for such attendance must be made in writing and some evidence of proof of eventual residency must be presented to the Superintendent of Schools.
2. Such tuition-free attendance will be effective up to thirty (30) school days from the time the student enters the Mansfield schools. Extensions may be granted the Superintendent upon presentation of appropriate documentation. By law such tuition is payable to a town.
3. An extension of the time stipulated above may be made under unusual circumstances only at the discretion of the Superintendent, provided further written application is made by the parents/guardians
4. Transportation of such students during the period of non-residency shall be the responsibility of the parents/guardians.

Students of Parents/Guardians Moving Away from Mansfield:

1. Pupils who have been in attendance in the Mansfield schools in a given school year may continue in attendance for the remainder of the school year without a tuition charge being made even though the family residence has changed to another town providing, in the judgment of the Superintendent of Schools, the education of the student would be detrimentally affected by a change of school during the year and the stipulation of paragraph 4 of this section have been met.
2. Permission for such non-resident students to attend the Mansfield Public Schools without a tuition charge may be granted only if, in the opinion of the Superintendent of Schools, the student has given evidence of proper attendance in the Mansfield schools.
3. Pupils who move outside the district following their Junior year may be allowed to complete their Senior year in Mansfield consistent with Policy JFAB.
4. Transportation of such students during the period of non-residency shall be the responsibility of the parents/guardians.

SCHOOL CHOICE

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

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

If the school district does decide to participate in school choice, the following conditions will apply:

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

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

SCHOOL WITHDRAWAL

No student, age sixteen (16) years or older, shall be considered to have permanently left school unless:

1. The administrator of school last attended by the student has mailed written notice within a period of ten (10) days from the student's fifteenth (15) consecutive absence to the student's parent/guardian.
2. Such written notice is written in the primary language of the parent/guardian.
3. Such notice conveys an invitation for the student and his/her parent/guardian to meet with the Principal prior to the student permanently leaving school.
 - a. The time for meeting may be extended at the request of the parent/guardian and with consent of the Principal, provided no extension shall be for longer than fourteen (14) days.
 - b. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.
4. The Superintendent shall annually report to the Department of Education the number of students for such leaving and any alternative educational or other placement which each such student has taken.
5. The provisions of this section shall not be apply to a student who has completed the regular course of education, or to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his/her education.

LEGAL REF.: M.G.L.,76:18

ASSIGNMENT OF STUDENTS

The classification and place of students for instructional purposes is the prerogative and responsibility of the school. The sole purpose of careful classification and placement procedures is to place each student in classroom and group settings in which optimal learning will take place.

1. It is the responsibility of the school to provide classrooms at every grade level which accommodate students with considerable diversity of interests and abilities. Each student should be encouraged to progress academically as he/she grows and develops socially and emotionally.
2. Most students will require the normal allotted years of time to progress through elementary and secondary school. It is recognized, however, that it is sometimes necessary to make changes of placement with respect to "grade level."
 - a. Among the factors to be considered when contemplating retention or acceleration are: achievement in relation to age, achievement in relation to individual potential, social relationship to present group and possible social relationship to new group.
 - b. Research results on achievement during a second year in the same grade under punitive retention policies has yielded rather dismal results.
 - c. The decision to retain a student should be made early in the primary grades. Because of the irregularity of some pupil's patterns of growth and development, the progress of students who have been retained should be reviewed at the end of each school year.
 - d. A decision to accelerate or retain should be arrived at on the basis of a common decision on the part of teachers, appropriate specialists, Principal, and hopefully, parents/guardians and students.
3. The placement of students in ability groups is the prerogative and responsibility of the school. However, as a student matures, he/she should be more and more involved in decisions related to his/her placement in educational programs.
4. A student may be moved from one group to another for reasons such as social adjustment, change of grade placement and the availability of a more suitable educational program.
5. The procedure for handling complaints should be followed if a parent/guardian is not satisfied with the placement of a student.

Adopted: July 18, 1977

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. Children are expected to attend school regularly, in accordance with state law.

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

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

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

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

UNEXCUSED ABSENCES AND TRUANCY

Unexcused absences and truancy are violations of state law. Thus, disciplinary measures must be taken to enforce the law. These include such actions as referral to attendance officer and/or suspension.

Frequently, unexcused absences and truancy are symptoms of more serious problems with which a student has to contend. Counseling services and referral to outside agencies for assistance should be used as appropriate.

When a student is 16 years of age or older, the required notice and hearing steps detailed in School Committee policy and in M.G.L. 76:18 must be followed.

LEGAL REF.: M.G.L., 76:18

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

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

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

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

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

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

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

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

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

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

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

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

Student Advisory Committee

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

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

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

STUDENT CONDUCT ON SCHOOL BUSES

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

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

PUPIL TRANSPORTATION CONDUCT AND DISCIPLINE

Student Conduct

Students who violate any of the "RULES AND REGULATIONS FOR SCHOOL BUS PUPILS" may, at the discretion of the Administration, have their bus privileges suspended and/or be suspended from school. All other school rules and regulations governing student conduct will be enforced on school buses as they are in the school buildings.

MANSFIELD PUBLIC SCHOOLS
Mansfield, Massachusetts

RULES AND REGULATIONS FOR SCHOOL BUS PUPILS

Your school day begins when you board the school bus and ends when you are returned. You come under the jurisdiction of the school administration during this entire period. Students are eligible to ride the bus as defined in Policy EEAA. **REMEMBER** that it is a privilege to ride the school bus. If you are not well behaved, courteous, and/or endanger the health or safety of other pupils, this privilege may be taken away from you. The bus driver should be considered to have complete authority over students while it is his/her responsibility to deliver them safely to and from school.

THESE RULES OF BEHAVIOR ARE FOR YOUR OWN SAFETY!

1. Students should be at their assigned bus stops in advance of posted time for the bus arrival.
2. Remain well back from the roadway while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
3. Students waiting for buses shall not go on private property or cause any damage to such property as this might lead to a civil action by the owner of that property against a student or parents/guardians.
4. No standing - Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
5. Students shall cooperate with and be courteous to the driver and to fellow students.
6. There shall be no lettering or defacing of the buses or the property of other students.
7. No disturbing the driver by any means – there shall be no eating, drinking, and shouting, vulgar language, roughhousing, or throwing things on the bus.

8. Students shall keep their hands, arms and heads inside the bus.
9. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
10. **NOTE WELL!!!!** The emergency door is to be used for **EMERGENCY ONLY!!!! DO NOT** touch safety equipment on the bus.
11. Students shall be picked up and unloaded only at their regularly scheduled stops.

ANY STUDENT DISREGARDING THE ABOVE REGULATIONS SHALL BE REPORTED BY THE BUS DRIVER TO THE SCHOOL PRINCIPAL, WHO WILL TAKE THE NECESSARY ACTION TO SEE THAT SUCH A DISREGARD DOES NO OCCUR AGAIN, WHICH MAY MEAN THAT THE VIOLATOR FORFEITS HIS/HER PRIVILEGE TO RIDE IN THE BUS FOR A PERIOD OF TIME IN ACCORDANCE WITH SCHOOL POLICY.

General Rules and Regulations

1. Pupil Transportation Services are provided in accordance with Policy EEAA. The school bus is an extension of the classroom. Proper conduct and appropriate discipline is necessary for the safety of all. Student misconduct on a school bus may result in the loss of bus riding privileges.
2. If suspension is warranted as herein defined, the Principal, with the approval of the Superintendent of Schools, shall notify the parent/guardian (by letter, certified mail, return receipt requested) of the suspension of bus privileges, the number of days, not to exceed ten (10), the time the suspension is to start, and the reason for the action.
3. Suspension shall go into effect at the beginning of the next school day so that the student shall not be subjected to the hazards of walking home.
4. Permanent or long-time withdrawal of bus privileges may be made only by the Superintendent of Schools after the parent/guardian and student has had an opportunity for a hearing.
4. The Bus Company should provide each driver with a copy of individual student handbooks and any other notice regulating student conduct on the bus and/or reasons for removal or loss of bus privileges. A copy of "RULES AND REGULATION FOR SCHOOL BUS PUPILS" must be posted in each bus.
5. Bus operators must notify the building Principal or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Central Office.

Principal

1. The Principal should review the incident as written on the report with the student or students involved.
2. All students will be informed of the specific policies or regulations that have been violated. Each student will be given the opportunity to present his/her side if the issue before disciplinary proceeding can take place.
3. After investigation, the Principal will complete his/her section on the "Bus Conduct Report" form.
4. The Principal will then make three copies of the completed "Bus Conduct Report". One will be retained at the school, one will be sent home; the third will be mailed to the Bus Company involved.

Parents/Guardians

1. Parents/guardians are responsible for restitution as defined by statute for damages to the school bus, or other properties as a result of their children's actions.
2. Suspension of bus riding privileges does not relieve the responsibility of the student to attend school. It is the responsibility of the parent/guardian to arrange transportation for their child to and from school during periods of suspension from bus riding privileges.
3. In the case of a long-term suspension exceeding ten days, the Superintendent of Schools or designee will request that the parents/guardians of the suspended student meet with him/her before any restoration of bus riding privileges will be considered.

Violation of Rules - Progressive Penalties

1. **FIRST OFFENSE** may result in a warning, which will be sent via certified letter to parents/guardians. If, however, the first offense is serious enough, it may result in suspension of bus privileges, as deemed necessary by the administrator in charge. This suspension will normally be for three (3) days. However, based on the Principal's judgment of the severity of the offense, this suspension may be for up to ten (10) days.
2. **SECOND OFFENSE** may result in suspension of bus privileges as deemed necessary by the administrator in charge. This suspension will normally be for seven (7) days. However, based on the Principal's judgment of the severity of the offense, this suspension may be for up to ten (10) days.

3. **THIRD AND SUBSEQUENT OFFENSES** may result in suspension of bus privileges as deemed necessary by the administrator in charge. This suspension may not exceed ten (10) days.
4. **FOURTH AND SUBSEQUENT OFFENSES** may result in student's name being submitted to the Superintendent of Schools for the purpose of seeking long term or permanent suspension of bus riding privileges. However, based on the Principal's judgment of the severity of the offense, the Administration may bring a student's name to the School Committee for long term suspension on any given offense.

GANG ACTIVITY

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

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

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

Symbols

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

Prevention Education

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

HAZING

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

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

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

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

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

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

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

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

TOBACCO

Students are not permitted to smoke or use smokeless tobacco at anytime in the building and on the school grounds. Students who violate the above rule will be penalized as follows. *Assigned two day suspension.*

The Massachusetts Education Reform Act prohibits smoking in school and on school property, and because it is illegal for anyone under 18 years of age in Massachusetts to purchase tobacco products, possession of all tobacco products on school grounds is prohibited. Any student found in possession of tobacco products will have them confiscated.

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

ALCOHOL USE BY STUDENTS

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

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

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

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

ALCOHOLIC BEVERAGES ON SCHOOL GROUNDS — NON-MANSFIELD STUDENTS

Persons involved in the activities of the Mansfield Public Schools will adhere to the intent of M.G.L., 272, 40A.

Persons who sell, deliver, possess or use alcoholic beverages in a public school building, or on any premises used for public school purposes and under the charge of the School Committee, should be reported promptly to the appropriate law enforcement official.

PREGNANT STUDENTS

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

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

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

INTERROGATION AND ARREST OF STUDENTS

1. Parents/guardians are responsible for the behavior of their student during out-of-school hours. The following procedures should be followed in event a police officer seeks to interrogate student, search a student's locker or person, or arrest a student in regard to a suspected crime or misdemeanor which occurred off the school grounds during out-of-school hours.
 - a. The police officer should be asked for identification. In addition, the officer should be requested to give reason why it is necessary for investigative action to occur during school hours rather than after school at the student's home.
 - b. Unless such notice would interfere with the process of a lawful investigation, the student's parents/guardian should be contacted prior to any investigation of the student.
 - c. The Principal of the school must be present during any interrogation or search of a locker or desk of a student by a police officer.
 - d. The school must comply with a duly authorized warrant for the arrest of a student. In the event of arrest, the student's parents/guardian must be informed that the police are taking custody of the student.
2. The police should be requested to investigate any unsolved crimes which have occurred in school or on the school grounds. It should be remembered that the school is an educational institution and not an investigative agency. The following procedures should be followed in the event of a crime occurring in school:
 - a. A request should be made to the Police Department to have a police officer make an investigation.
 - b. Prior to any interrogation or arrest, parents/guardian of students under suspicion must be notified.
 - c. The Principal must be present during the interrogation or search of a locker or desk by a police officer.
 - d. Should an arrest result, parents/guardian must be informed that the police are taking the student into custody.
3. The Superintendent will be kept informed of any police investigation occurring in the schools.

LOCKER POLICY

As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student's locker if necessary to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations.

All attempts will be made to secure prior student consent and to have the student present when property is inspected, but such guarantee of notification or presence is not expressly implied or granted.

STUDENT COMPLAINTS AND GRIEVANCES

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

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, procedures will begin with the teacher or Principal and may ultimately be referred to the Superintendent and on to the School Committee, which possesses the ultimate authority for discipline in the school system.

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

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

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

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

1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents/guardian 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/guardian, 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

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted as such school which restrict students participation on the basis of race, color, sex, religion, 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 extra-curricular activity because of the race, color, sex, religion, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).
- (3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
- (6) A school may establish separate teams for males and females for interscholastic and intramural competition in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (8) Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

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

STUDENT ORGANIZATIONS

Student Organizations

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

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

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

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

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

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

Student Organizations - High Schools

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

LEGAL REF.: 603 CMR 26.06

**FUND-RAISING BY STUDENTS
GRADES PRE-K TO 8**

It is understood that up to this point principals and teachers have discouraged involvement of students in door-to-door fund-raising. The purpose of this policy is to raise the level of awareness to make clear the School Department's official position on this important matter.

In consideration of the risks to which students engage in door-to-door fund-raising may be exposed, it shall be the policy of the Mansfield Public Schools that all children in Grades Pre-K - 8 shall refrain from door-to-door solicitation unless accompanied by a parent/guardian or other adult. Administrators, teachers, and parent/guardian organizations are directed not to support or encourage solicitation without proper adult supervision.

It shall be the practice that fund-raising incentives will be prohibited unless approved by the Superintendent of Schools.

STUDENT ACTIVITY ACCOUNTS

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

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

1. Authorizes the principals to accept money for recognized student activity organizations which currently exist or as from time-to-time may be revised.
2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. Authorizes Student Activity Checking Accounts for use by the principals with specific maximum balances established for each school by School Committee policy.
4. Directs principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Education requires districts to conduct an annual audit by an outside accounting firm.

INTERSCHOLASTIC ATHLETICS

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

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

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire.

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

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

CROSS REFS.: AC, Nondiscrimination (and subcodes)

**STUDENT ACCESSIBILITY TO MANSFIELD SCHOOL SPONSORED
PROGRAMS/ACTIVITIES/EVENTS**

It is the policy of the Mansfield Public Schools that only students attending Mansfield High School are eligible to participate in school sponsored programs, activities and events.

Request for student participation at school sponsored programs, activities and events by students placed in out of district special education programs, will be reviewed and determined at the student's TEAM meeting.

It shall be the position of the School Committee that any appeals to this policy will be at the sole discretion of the Superintendent of Schools with advise and counsel from the Building Principal.

STUDENT DISCIPLINE

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the 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 District policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

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

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

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 and Chapter 766 Regulations, S. 338.0
Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January 27,
1994

CORPORAL PUNISHMENT

1. No teacher or other employee or agent of the School Committee shall inflict corporal punishment on any pupil. "The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil."
2. Nothing in this policy shall be interpreted as preventing a teacher or other employee or agent of the School Committee from using appropriate physical force in the following situations:
 - a. To protect himself/herself from assault by a student
 - b. To protect other students and staff members from the violent aggressive acts of a student
 - c. To prevent a student from harming himself/herself

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 Mansfield School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

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

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

The following definitions appear at 603CMR 46.02:

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

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

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

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

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

The Superintendent will develop written procedures identifying:

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

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

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

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

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

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

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

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

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

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

STUDENT WELFARE

Supervision of Students

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

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as 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/guardian or other persons authorized in writing by a parent/guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

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

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

Student Safety

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

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

Safety on the Playground and Playing Field

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

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

Fire Drills

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

STUDENT INSURANCE

A pupil accident insurance plan is made available to parents/guardian on a voluntary basis. Parents/guardian may insure their children against injuries which occurs during school hours and while participating in school-sponsored and supervised activities, either away from school premises or after school hours, and while traveling directly to or from school.

1. The School Committee assumes no responsibility for insuring the pupil. Such responsibility shall rest entirely with the parents/guardians.
2. Detailed instructions will be provided each school Principal in September of each year.

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

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

Procedures for Emergency at School

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

Each year parents/guardian 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 parents/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Procedures Handbook which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents/guardian. Requests made by parents/guardian for such administration of medication shall be reviewed and approved by the Principal or designee;

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

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the District Head Nurse.

Student Illness or Injury

In case of illness or injury, the parent/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 parents/guardian cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

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

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

CROSS REF.: EBB, First Aid

INOCULATIONS OF STUDENTS

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

Established by law

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

CROSS REF.: JR, School Admissions

COMMUNICABLE DISEASES

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

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

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

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

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

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

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

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

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

A. STUDENTS

1. All Mansfield Public School students diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) or Hepatitis-B Virus, and receiving medical attention are able to attend regular classes subject to the below listed situations:
 - a. If a student has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
 - b. If the student exhibits inappropriate behavior which increases the likelihood of transmission i.e., biting or frequent incontinence), he/she should not be in school.
 - c. Students diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) who are too ill to attend school, should have an appropriate alternative educational plan.
 - d. Siblings of students diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) are able to attend school without further restrictions.
2. The student's personal physician is the primary manager of the person diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III). Management includes acting as the "gate keeper" for the person's attendance at school or work in accordance with the policy as outlined above.
 - a. The student's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Diseases. The School Superintendent will be notified and will provide assistance in identifying those educational or health care agents with an absolute need to know.
 - b. Only persons with an absolute need to know should have medical knowledge regarding a particular student. In individual situations, the Superintendent might notify one or more of the following: Principal, School Nurse, Teacher (Classroom, Physical Education)
 - c. Notification should be by a process that should maximally assist confidentiality. Ideally, this process should be direct person to person contact.
 - d. If school authorities believe that a student diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) has evidence of conditions described in Paragraph 1, then the school authorities can dismiss the student from the class and request authorization from the student's personal physician so that class attendance is within compliance with the school policy.

- e. If school authorities and the student's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by the Commissioner who would determine the permissibility of attendance.
3. Since the student diagnosed as having AIDS or with clinical evidence of infection with the AIDS virus (HTLV III) has a somewhat greater risk of encountering infections in the school setting, the student should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmune gamma globulin and/or the outbreak has no longer become a threat to the student).
4. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any person should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
 - a. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.
 - b. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should also be disinfected with the bleach solution described in 4a.
 - c. Persons involved in the clean-up should wash their hands afterwards.

B. STAFF MEMBERS

1. It is expected that any staff member who has been diagnosed as having AIDS or with clinical evidence of the AIDS associated virus (HTLV III) shall inform the Superintendent of his/her condition.
2. A staff member shall not be denied the opportunity to perform his/her duties solely due to being diagnosed with AIDS or with clinical evidence of the AIDS associated virus.
3. In order to assure that health risks to other employees, children and the community is minimized, a staff member so diagnosed shall be required to present written certification from his/her physician that:
 - a. He/she is capable of performing the duties of his/her position;
 - b. In light of the duties of the particular position and the condition of the staff member, there is no danger of communicating the disease to others in the workplace.
4. A staff member so diagnosed shall permit a physician designated by the school department to communicate with his/her physician and where necessary, in the judgment of the school physician, to be examined by such physician. In addition, the school nurse and Superintendent shall be authorized to maintain communication with the staff member's physician in order to be apprised of the employee's condition and any potential danger of communicating the disease.

5. Confidentiality relative to a staff member's condition is to be strictly maintained and information concerning such condition shall be provided only to those persons with an absolute need to know. Notification should be by a process that would maximally assist confidentiality. Ideally this process should be direct person to person contact.
6. In the event that a staff member is prevented from performing in his/her position, benefits shall be provided according to the collective bargaining agreement or School Committee policies applicable to his/her position.

C. OTHER INFECTIOUS DISEASES

The above policy is, in general, applicable to other infectious diseases which may arise.

HEAD LICE

I. Nuisance Diseases:

School staff, school health department workers and the parents/guardian will work together for the effective control of such nuisance diseases as head lice (ringworm and scabies require medical diagnosis and should be handled separately).

If a parent/guardian discovers this problem at home, it is his/her responsibility to notify the school nurse so that she may initiate a proper investigation of possible contacts. At that time the nurse would review school policy on the subject with the parent/guardian and advise treatment and re-entry procedures.

If the condition is identified in school, parents/guardian will be notified and advised of school policy and treatment procedures. At that time an accurate account of possible contacts will be requested by the school nurse from the parents/guardian.

II. Head Lice (Pediculosis):

- A. Students found to be infested with head lice shall be medically dismissed from school pending treatment of such condition. The Principal will be notified of the reason for the child's dismissal.
- B. Students will be dismissed from school only with a parent/guardian, relative or designated responsible adult.
- C. At the time of a positive identification of head lice, all possible known contacts such as siblings, classmates, etc., will be checked by the nurse. Parents/guardian of classmates will be notified by hand carried letter of an incident of head lice in their classroom and are advised to check children frequently and must notify the school nurse if the condition is suspected.
- D. No student excluded by the school or kept home by a parent/guardian because of this condition shall be allowed to enter the classroom without written approval from the school nurse.
- E. Once the treatment has been completed successfully and the nurse has approved re-entry, the child will be checked weekly until they have been found lice and/or nit-free for four consecutive weeks.

III. Recommended Procedures to Prevent Head Lice:

The school principals will recommend the following procedures to parents/guardians for the prevention of head lice.

- A. Watch for signs of head lice, such as frequent head scratching. Anyone can get head lice...mainly by head-to-head contact buy also from sharing hats, brushes and headrests.
- B. Check all family members for lice and nits (lice eggs) at least once a week. Lice are reddish-brown wingless insects; nits are grayish-white, always oval shaped, and are glued at an angle to the side of the hair shaft.

- C. Be sure not to confuse nits with hair debris such as bright white irregularly shaped clumps of dandruff stuck to the hair shaft or elongated segments of dandruff encircling the hair shaft and easily dislodged. Head lice treatment is not appropriate for hair debris.
- D. Consult your pharmacist or physician before applying or using pesticides when the person involved is pregnant, nursing, has allergies, asthma, or has lice or nits in the eyebrows or eyelashes. Never use a pesticide on or near the eyes.
- E. Purchase an over-the-counter product for head lice. The NPA discourages the use of lindane products - such as Kwell - or its generic versions. Remember, all lice-killing products are pesticides and must be used with caution.
- F. Follow package directions carefully. Use the product over the sink, not in the tub or shower. Always keep the eyes covered.
- G. Remove all nits. This assures total lice treatment. Separate hair in sections and remove attached nits with a lice comb, baby safety scissors, or your fingernails.
- H. Wash bedding and recently worn clothing in hot water and dry in hot dryer. Combs and brushes may be soaked in hot water (not boiling) for 10 minutes.
- I. Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and car seats.
- J. Notify your child's school, camp, childcare provider and neighborhood parents/guardians. Check for lice on a regular basis. This is the best way to protect your family and community.

MEDICATION POLICY

Only a qualified physician is legally authorized to prescribe medication (no matter how simple) or to diagnose condition. No school personnel are to prescribe medication. School personnel are not to give medications to anyone except in unusual situations and only if all of the following conditions are met:

1. The medication has been prescribed by a duly authorized physician.
2. The medication will be administered by the school nurse only if in the receipt of specific orders signed by a licensed physician, nurse practitioner, or other licensed prescriber.
3. The medication is an oral or topical one; i.e., eye drops.
4. The student is under current and continuous medical supervision.
5. The medication is one that absolutely must be taken during school hours; that is, the time of administration cannot be changed to before and/or after school.
6. The student is unable to remain in school unless medication is given during school hours.
7. The regulations have been followed as outlined.

Regulations:

1. School personnel are to refer all requests for administration or supervision of medication to the nurse.
2. The nurse is to contact the family to see that the conditions in the above policy are met.
3. The nurse is to request the parents/guardian to obtain written orders from the physician on a medical form.
4. Orders for medication are to include diagnosis, name of medication, time of administration, dosage, possible side effects, and exact length of time medication is to be administered by school personnel.
5. The nurse is to obtain written permission from the parent/guardian indicating that school personnel may supervise or administer medication. The statement on the form should specify that the school is not responsible for the omission or any medication or for any problem arising from the effects of the medication.
6. The nurse is to discuss all questionable orders with the school physician.
7. The nurse is to confer with the Principal to determine which responsible adult is to administer or supervise the taking of medication, and he/she is to provide him/her with any information obtained from the family physician. **EXCEPTION:** Any psychotropic drug **must** be administered by a registered nurse.

8. All medicines should be transported to school by the parent/guardian. The medicine container must have the original label which includes the name of the student, the name of medication, dosage, and time of administration.
9. An original copy of the physician's order form is to be kept on file in the school nurse's office or any other reliable convenient place.
10. The family physician or parent/guardian is to inform the nurse when medication has been discontinued. The nurse is to confer with parents /guardian of students at appropriate intervals.

Regulations for Life Threatening Situation of Severe Allergic Reaction (Anaphylactic Shock) from Stinging Insect :

1. The nurse on duty in the building shall administer, by intramuscular injection, 0.3 cc. Of 1:1000 adrenaline and arrange immediate transportation to medical facility via ambulance.
2. When the nurse on duty is not in the building when a severe allergic reaction is eminent, the responsible adult in charge shall make arrangement for immediate transportation via ambulance to a medical facility.

ADMINISTRATION OF MEDICATION IN SCHOOLS

This policy applies to all medications, prescription or non-prescription, which are able to be administered to students in school.

1. If a student's physician determines that it is necessary for the student to receive medication during school hours, the written physician's order and specific instructions must be provided to the school. {210.005(D)(1)}
2. Each medication must be accompanied by a parent's/guardian's "Consent For Administration of Medication." {210.005(D)(3)}
3. Medications must be provided by the parent/guardian in the original container with the prescription label or manufacturer's label intact. {210.008(A)(1)} Upon request, pharmacists will provide identical containers and divide medications for school and home. If medication is to be given on field trips, a second identical empty container must be provided by the parent/guardian (to send with the person designated to give the medication on the field trip).
4. Each medication which is to be given for more than 10 school days must be accompanied by a written physician's order. (Prescription label serves as physician's order for short-term medication.) {210.005(D)(2)(a)}
5. Medications will be administered by Registered Nurses { {210.002 (2)} employed by Mansfield Public Schools with the following exceptions:
 - a. Self administration according to school policy {210.006(B)}
 - All medications to be self administered in schools must be approved by the school nurse.
 - Self-administration will be limited to inhalers and very unusual circumstances deemed appropriate by the nurse, parent/guardian, and physician.
 - b. Delegation to teachers or Instructional assistants for field trips {210.007}
 - 1.) Consent for Administration of Medication (including pre-measured injectable medications such as Epi-pens) will include a plan for field trip days. This plan will be determined when medication is delivered to the school {210.005(E)(O)} and will remain in place for the school year, unless the School Nurse is notified by the parent/guardian of needed change.
 - 2.) If the parent/guardian requests delegation to a teacher or instructional assistant:
 - Medication will be delegated for field trips only
 - The parent/guardian must give signed consent for the teacher or instructional assistant to administer the medication
 - The teacher or instructional assistant will have the option of accepting responsibility for the medication, and if willing to administer, will receive training in administration of specific delegated medication, by the School Nurse.

6. Medications should be delivered to school by an adult. Upon delivery, medications will be dated and counted. {210.008(A)(273)}
 7. Medications will be stored in locked cabinets in the Health Offices. {210.008(C)}
- Exception:** Medications carried by students, i.e., inhalers.
8. All medications given by school personnel will be documented on the student's medication record.
 9. If any emergency should occur involving response to medication, the prescribing physician will be notified, and medical treatment will be provided according to the physician's advice and the nurse's assessment.
 10. If any error should occur involving administration of medication, the parent/guardian will be notified and a report will be filed with the Superintendent of Schools. The prescribing physician may be consulted by the parent/guardian or the nurse as deemed appropriate.
 11. This policy will be made available to any parent/guardian upon request. Any question between the nurse and the parent/guardian may be reviewed by the Principal, or other school authority upon request.
 12. The first dose of a newly prescribed medication must be given at home.
 13. "Three times a day" medications will be given at school only if the physician specifically orders a dose during school hours.
 14. Administration of early a.m. or first daily dose of medications are discouraged at school and given only after careful consideration on an individual basis, according to the following criteria:
 - The nurse who will be responsible for administration of the medication must be informed prior to, and included in any discussion of feasibility of giving the medication. {210.003(A)(10)}
 - A home visit will be made at the discretion of the School Nurse.
 - An individualized Health Care Plan or Administration of Medication plan for the student will be developed by the nurse and signed by the parent/guardian.
 - The nurse may consult with the prescribing physician before a.m. administration begins, and address any appropriate questions or concerns regarding administration, side effects, continuity, blood levels needed and parameters to temporary a.m. administration. {210.005(H)} The parent/guardian may be asked to sign a release of information, to facilitate this communication.
 - The physician will be asked to write complete and specific orders with time parameters included.

LEGAL REFS: 105 CMR 210.000:
 M.G.L., 71:54B

EXEMPTION FROM LIABILITY FOR PROVIDING FIRST AID

"No public school teacher, collaborative, teacher of such collaborative, Principal, secretary to the Principal, nurse, or collaborative employee of such collaborative who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school building or such collaborative operated in building or on the grounds thereof shall be liable in a suit for damages as a result of his/her acts or omissions either for such first aid or as a result of providing emergency transportation to a place of safety, nor shall he/she be liable to a hospital for its expenses if under such emergency conditions he/she causes the admission of such injured or incapacitated student, nor shall he/she be subject to any disciplinary action by the School Committee or collaborative board of such collaborative for such emergency first aid or transportation.

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

CONFIDENTIALITY OF COMMUNICATION BETWEEN PROFESSIONAL STAFF AND STUDENTS

The role of the guidance counselor and teacher in a public school setting requires careful delineation of the conditions under which information received by professional staff is communicated to other responsible parties. School personnel are responsible for bridging communication between the home and the school. A guidance counselor and teacher in the public school setting, therefore, must be cognizant that they are acting as an agent of the parents/guardian and must be sensitive to interrelationship between student/parent/guardian and professional staff.

The guidelines that follow are to assist the professional staff in carrying out their responsibilities in a manner which is consistent with both the student's needs and institutional requirements of the public school:

1. A professional staff member does not have the right of privileged information.
2. A guidance counselor, in establishing a relationship with a student, should make the student aware that there is no guarantee of confidentiality of information that may be communicated during a counseling session.
3. Information received in confidence should be revealed if, in the judgment of the professional staff member, there is a clear and imminent danger to the individual or to society, or even the potential for such.
4. If information received in confidence is revealed, it should be given only to appropriate parties with whom this type of information should be shared.
5. When, in the judgment of the staff member there is clear danger to the individual, or to society or the potential for such, communication with the home must be established regardless of the fact that the information was given in confidence.
6. A staff person would also call upon other personnel resources in the school in dealing with these types of sensitive issues.

**RESPONSIBILITIES FOR SUPERVISION OF
CLASSES, HOME ROOM AND STUDENT ACTIVITIES**

1. The teacher is responsible for the health, safety and security of students assigned to the teacher during the regularly scheduled instruction and homeroom periods and on those occasions in which teachers are responsible in providing supervision for before and after school related activities as governed by School Committee policies, administrative rules and regulations, and contractual agreements.
2. No teacher should be absent from any class, homeroom, or student activity in which the teachers bears supervisory responsibility without making specific arrangements with the administrator and/or immediate supervisor, to assure the responsibility of supervision is assumed by another certified person.
3. It is recognized that, after proper preparation, a student teacher or intern needs the experience of teaching a class without the supervising teacher being present. However, the supervising teacher retains responsibility for the class during such circumstances and shall remain in close proximity in event the student teacher or intern needs assistance.
4. The certified teacher cannot avoid the continuing responsibility for supervision of students. The School Committee elects and contracts with teachers on the basis of "...their qualifications for teaching and their capacity for the government of schools."

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

SAFETY OF WALKERS AND CYCLISTS

1. Parents/guardian are responsible for the safety of their child on the way to and from school.
2. The School District will cooperate with any established service or automobile club with a well-conceived program for pedestrian and/or bicycle safety for students. The Principal and teachers of each school, in a manner appropriate to the age group, shall provide a pedestrian and bicycle safety program for all students.
3. Under provisions of the law, a school safety program can be organized to encourage pupils to cross highways at designated crossings when conditions are safe, to assist drivers of school buses to maintain safety rules, and to protect pupils who are boarding and leaving school buses. School Committee members and school personnel are protected from any liability which might arise from the maintenance or operation of a safety patrol providing it functions according to provisions of the law.
4. The Chief of Police in each municipality has the authority to authorize the installation of flashing signs in the immediate vicinity of any public or private school if he/she feels these are necessary for safety purposes. The cost of such signs and the expense of their installation are borne by the commonwealth. The Superintendent is responsible for contacting the Chief of Police if he/she feels there is a given location where consideration should be given to the installation of flashing lights.

LEGAL REFS.: M.G.L., 71:48A
 1971 Regular Session, Chapter 810

COMMUNICATIONS AND SOLICITATIONS

The public school has direct, daily, "live" contact with more homes in the community than any other institution or organization. Because of this unique position, there is a tendency to look to the school organization as a means of communication to students and other members of the families of the community. To prevent any misuse of the school organization, the following guidelines have been established:

1. Students and the school organization shall not be used as a means of collecting information not directly pertinent to the conduct of the school program or school-related activities.
2. Except for distribution of information relative to the schools, students and the school organization shall not be used as a means of disseminating advertising or promotional materials. No information, letter or document shall be sent out from a school without prior approval of the Superintendent of Schools.
3. There shall be no solicitation or canvassing of students by outside organizations within or through the schools unless by specific sanction of the Superintendent.
4. No employee may release name and address lists of students to persons outside the school, except that the Superintendent may authorize the release of names and addresses of high school juniors and seniors to colleges, military services and other organizations if, in his/her judgment, such institutions or organizations offer worthwhile opportunities in which numbers of future high school graduates would have an interest.
5. Students will not be sent off the school grounds or person or school-related errands for any school district employee.
6. School students generally are not to participate in fundraising activities during school time to support community and/or other charitable organizations, though we do support student participation in such activities on their own or through other community groups.
7. In-school fund raising activities are limited to school initiated, curriculum based programs.

STUDENT FEES, FINES, AND CHARGES

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

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

STUDENT RECORDS

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

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

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

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
 P.L. 93-380, Amended
 P.L. 103-382, 1994
 M.G.L. 66:10 71:34A, B, D, E, H
 Board of Education Student Record Regulations adopted 2/10/77, June 1995, as
 amended June 2002
 603 CMR: Dept. Of Education 23.00 through 23:12 also
 Mass Dept. Of Education publication Student Records; Questions, Answers and
 Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

STUDENT RECORDS

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

Application of Rights

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

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student’s age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team that evaluates a student.

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

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

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

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

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

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

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

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

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

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

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

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

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

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

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

- (b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school principal annually. The initial request must include the following:
1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.
- (c) The non-custodial parent must submit a written request for a access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

LEGAL REFS.: M.G.L. 66:10 71:34 A, B, D, E, H
(cont.) Board of Education Student Record Regulations adopted 2/1077, June 1995 as
amended June 2002.
603 CMR: Dept. Of Education 23.00 through 23:12 also
Mass Dept. Of Education publication Student Records; Questions, Answers and
Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know