

## EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, religion, national origin, sexual orientation or 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 all state and federal statutes, which prohibit 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

## **STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Silver Lake Regional School District and Union #31. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

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

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

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

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

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

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

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

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

LEGAL REF.: M.G.L. 151B:3A  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999  
National Education Policy Network, NSBA

## **ENTRANCE AGE**

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

1. Children who will be five years of age before September 1 of the school year during which they wish to enroll will be eligible to enter kindergarten.
2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

LEGAL REFS.: M.G.L. 15:1G  
Board of Education Regulations for Entrance to First Grade and Kindergarten, adopted  
7/20/71

File: JF

## **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.

Students from the towns of Halifax, Kingston and Plympton shall attend the Regional District schools for grades 7-12. With the permission of the Principal, High School seniors in good standing who move during their senior year may finish the year without payment of tuition. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of 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

**ADMISSION OF NONRESIDENT STUDENTS TO CAREER AND TECHNICAL  
EDUCATIONAL PROGRAM**

Students residing outside the Regional School District (Towns of Halifax, Kingston, Plympton) may attend the regional school district Career and Technical Education program on a space available and tuition basis.

LEGAL REFS.:M.G.L. 71:6, 6A; 74:8; 76:6,12, 12B

Agreement for a Regional School District (Silver Lake only)

## **POLICY FOR MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

### PURPOSE

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The Silver Lake Regional School District and Superintendency Union #31 shall ensure that every effort is made to comply with this legislation.

### DEFINITION

Silver Lake Regional School District and Union 31 is in compliance with the Massachusetts Department of Education (MADOE) which has adopted Section 725(2) of Act regarding the definition of homeless children and youth:

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

This definition shall include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Unaccompanied youth - a youth not in the physical custody of a parent or guardian.

### LIAISONS

The McKinney-Vento Act requires the Silver Lake Regional School District and Union #31, along with every school district, to designate a staff person to serve as the Homeless Education Liaison whose role it is to assist homeless students enrolled in school and to ensure that they receive the educational services for which they are eligible. This liaison may have other duties within the school district. This liaison shall be responsible for developing the grant application to MADOE.

### ENROLLMENT

Silver Lake Regional School District and Union #31 must immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment - such as school records, medical records or proof of residency. Furthermore:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

### TRANSPORTATION

Silver Lake Regional School District and Union #31 shall ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin. Furthermore:

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

### ACCESS TO COMPARABLE SERVICES

Homeless students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title 1 or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs. NOTE: To expedite the delivery of nutritional benefits, school officials may accept documentation that students are homeless from the local educational liaison or the director of homeless shelter where the students reside as the determination of eligibility for free lunch.

### ACCESS TO PRESCHOOL

An important goal of McKinney-Vento is to afford homeless preschoolers the same opportunity to enroll, attend and succeed in preschool as non-homeless preschoolers, thereby minimizing their educational disruption due to homelessness. The Silver Lake Regional School District and Union #31 Homeless Education Liaison and early care and education providers, including child development and preschool program personnel, child care resource and referral agencies and other service providers, must coordinate and collaborate to review and revise practices, or policies that inadvertently act as barriers to the enrollment of homeless children in child care and early education programs.

### DISPUTE RESOLUTION

If a dispute arises over school selection or enrollment, the Silver Lake Regional School District and Union #31 will immediately enroll the homeless student in the school in which enrollment is sought - pending resolution of the dispute - and must provide the parent, guardian or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision. The Silver Lake Regional School District and Union #31 shall refer the unaccompanied youth, parent or guardian to the Homeless Education Liaison, who will expeditiously carry out the dispute resolution process. The final decision in such a situation resides with Massachusetts Commissioner of Education.

### UNACCOMPANIED YOUTH & CHILDREN AND YOUTH IN STATE CARE OR CUSTODY

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing, denied housing by their families, those who have left home voluntarily, even when their parent/s want them to return home, and youth doubled up with friends or relatives. Also, in collaboration with the Department of Social Services, MADOE has determined that children, and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and are therefore homeless.

Unaccompanied youth or students in state care or custody who are awaiting foster care are entitled to the same educational rights and services, including transportation, under McKinney-Vento as any homeless child or youth in the care of their parent(s)/guardian(s).

### **STUDENT WITHDRAWAL FROM SCHOOL**

Leaving school before the end of the school year requires that all obligations incurred by the student have been met. The following procedure is required:

The student's parent contacts the school office.

The student obtains a sign-out card.

The student returns all books and school property.

The student satisfies all financial obligations.

The Silver Lake Regional School District and Halifax, Kingston and Plympton School Departments will then furnish a transfer card with a copy sent to the Office of the Superintendent of the receiving community. Additional pupil information will be furnished upon request by the parent, guardian, or the new school.

LEGAL REF.:            Student Handbooks

## **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 (CTE students excluded) and the District has opted not to participate in the School Choice Law;

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Among these rights and responsibilities are the following:

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

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

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

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

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

## **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.

### High School Student Advisory Committee

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

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

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

## **STUDENT CONDUCT**

Citizenship in a democracy requires respect for the rights of others. The students in the schools of the system shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. The School Committee requires them to respect constituted authority and to conform to school rules and regulations as published in the student handbooks and to those provisions of law which apply to the conduct of juveniles or minors.

Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experience provided, will be given every opportunity to do so.

## **SCHOOL PROPERTY**

All books and other materials or equipment issued to students are the property of the issuing school. Students are requested to cover all of their books. Lost or damaged books or other school property must be paid for by the students.

Outstanding obligations from non-payment of goods, books, and official documents could result in the loss of certain student privileges and report cards may be withheld until restitution.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student will be held financially responsible. Disciplinary action may also be administered.

Students who willfully or by neglect, destroy, deface or damage school property in any way, shall be severely disciplined. Any disciplinary action shall include a notice to parents and a full reimbursement of school funds used to repair damage to said property.

Student lockers are also the property of the school. An administrator may inspect the contents of any locker.

File: JICC (also EEAEC)

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

REF.: Student Handbooks

## **STUDENT PUBLICATIONS**

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

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

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

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

### Distribution of Literature

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

LEGAL REF.:           M.G.L. 71:82

## **GANG ACTIVITY/SECRET SOCIETIES**

The goal of the School Committees is to keep District and Union #31 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 may provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

### Symbols

The 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 at 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.

### **SECRET SOCIETIES**

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

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

## **PROHIBITION OF HAZING**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

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

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action as outlined in the Student Handbooks.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, may result in disciplinary action as outlined in the student handbook(s).

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

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

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

## 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.

## BULLYING

Bullying of any type has no place in a school setting. The Silver Lake Regional School District and Union #31 will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

1. Intimidation, whether physical, psychological, or electronic
2. Threats of any kind, stated or implied
3. Assaults on students, including those that are verbal, physical, psychological and emotional
4. Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

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

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

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
Board of Education 603 CMR 26:00

REFS.: National School Safety Center  
Maine Project against Bullying  
The Wellesley College Center for Research on Women

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JICFA-E, Hazing

## **SMOKING/USE OF SMOKELESS TOBACCO PRODUCTS**

### **Purpose:**

Students and staff are entitled to a safe, healthy environment in which to learn and work.

### **Statement of Policy:**

1. The use of tobacco products is prohibited in school buildings, on school grounds and in school buses at all times.
2. The Principal will determine an appropriate course of action for any school employee or student who violates this policy.

### **Implementation:**

The Principal is responsible to implement this policy through communications with staff, parents, students, and the community at large. The No-Smoking Policy may be included in Staff and Student Handbooks. A copy of this policy may be forwarded to the Police Department.

A No-Smoking sign shall be posted at the main entrance to the building.

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

## **DRUG AND ALCOHOL USE BY STUDENTS**

The use, service, possession, or consumption of any drug or alcoholic product at any school or school function is prohibited, whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to disciplinary action as outlined in the Student Handbooks, state and federal law.

File: JIH

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

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

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

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

### Interrogations by Police

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

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

## 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.

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

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

File: JJF

## 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 or Director of Business Services 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 recommends that districts consider an audit conducted by an outside accounting firm every two to three years.

## **STUDENT TRAVEL**

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

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

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

CROSS REFS.: IJOA, Field Trips

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

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

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

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

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

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

### 2. Trip Scheduling

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

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

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

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

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

### 3. Fundraising

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

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

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

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

<http://www.fmcsa.gov>

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

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

Department of Defense’s approved list of motor carriers

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

CROSS REFS.: IJOA, Field Trips

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

## **POLICY FOR THE DEVELOPMENT AND ORGANIZATION OF A HIGH SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM**

The Silver Lake Regional School District believes that interscholastic athletic programs form an important part of a student's physical, mental and social growth. This policy addresses how interscholastic athletic programs may be added, dropped or streamlined.

### **1.0 Criteria for the Development and Organization of a High School Interscholastic Athletic Program**

The following criteria will be considered prior to the addition of any interscholastic athletic program:

- 1.1 **Student Interest** - There should be an indication of strong interest, not just in terms of participation.
- 1.2 **Association Recognition** - The athletic program being recommended should have affiliation to an association (i.e. MIAA).
- 1.3 **Competition** - There must be organized interscholastic competition at the league and state level.
- 1.4 **Facilities** - Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing athletic programs.
- 1.5 **Coaches**- It must be possible to secure competent coaches. Coaches must be either a certified teacher or certified coach.
- 1.6 **Growth** - Consideration must be given to the potential growth of the total athletic program.
- 1.7 **Funding** - Adequate funding must be available through available funds in the district budget, and/or student fees, and/or fundraising so that the athletic program can be supported.
- 1.8 **Schedules** - The potential for scheduling competition on a league and/or regional basis will be given priority.
- 1.9 **Weather and Geography** - The athletic program must be conducive for adequate involvement given the local weather and geographical conditions.
- 1.10 **Equal Opportunity** - Consideration will be given to those athletic programs that best equalize the opportunities for both genders.
- 1.11 **Tradition and Community Interest** - The athletic program has special historical or other meaning of importance to our school district.
- 1.12 **Health Issues** - The athletic program will be reviewed for potential risk to students.
- 1.13 **Breadth of Offerings** - The athletic program will be considered within the context of the full set of offerings for athletic opportunities.

### **2.0 Guidelines for the Development and Organization of Interscholastic Athletic Programs**

The following will serve as guides in the development and organization of interscholastic athletic programs:

- 2.1 Proponents of adding a new athletic program must meet with Principal and Athletic Director and be able to show viable participation and independent financial funding to sustain and support any new sport for a minimum of three years.

- 2.2 Proponents must show that we have the facilities and/or field to meet the needs of the sport. They also need to show that the district has the support staff (maintenance) to accommodate the addition of the program.
- 2.3 Proponents must show the ability to sustain a viable athletic schedule.
- 2.4 Once the above can be substantiated, the Principal will recommend to the Superintendent the implementation of the sport. The Superintendent would then recommend its implementation to the School Committee.
  - 2.4.1 Implementation options may include:
    - 2.4.1.1 One single varsity team of grades 9 through 12, if permission is granted by league affiliation and the MIAA.
    - 2.4.1.2 Separate varsity teams of grades 9 through 12, both Male and Female, permission is granted by league affiliation and the MIAA
    - 2.4.1.3 Junior varsity and/or freshman teams.
- 2.5 Upon completion of a recommended but not limited to, two successful years, as a self sustaining sport the proponents may request of the administration and School Committee full implementation in the regional athletic program, based on available funds.
- 2.6 Funding in each year will depend on the viability of sustained enrollment and funds available within the district. If the district funding is unavailable, the program may continue with independent financial funding although the program would remain under the jurisdiction of the Director of Athletics.

### **3.0 Criteria for Streamlining or Dropping Interscholastic Athletic Programs**

The following, criteria will be considered prior to dropping or streamlining of any interscholastic athletic program:

- 3.1 **Student Interest** - Student interest declines to unsatisfactory level both in terms of participation and community interest over no less than two years.
- 3.2 **Association Recognition** - Affiliated associations do not recognize the athletic program.
- 3.3 **Facilities** - Adequate facilities do not exist, or the use of facilities conflict with other athletic programs.
- 3.4 **Coaches**- It becomes impossible to secure competent coaches.
- 3.5 **Funding** - Adequate funding is no longer feasible, particularly in view of participation levels, and/or budgetary constraints at the district level.
- 3.6 **Scheduling** - Scheduling of contests at the local or regional level becomes increasingly difficult.
- 3.7 **Weather and Geography** - Weather and geographical conditions make it increasingly difficult to adequately provide the athletic program.
- 3.8 **Tradition and Community Interest** - The athletic program has no special historical or other meaning of importance to our school.
- 3.9 **Health Issues** - The athletic program will be reviewed for potential risk to students.
- 3.10 **Breadth of Offerings** - The athletic program will be considered within the context of the full set of offerings for athletic opportunities.

#### **4.0 Guidelines for Streamlining or Dropping Interscholastic Athletic Programs**

- 4.1 Drop freshman and/or Junior Varsity teams, leaving a Varsity team.
- 4.2 Consolidation of team to a single Varsity team serving grades 9 through 12 (cooperative team), if permission is granted by league affiliation and the MIAA.
- 4.3 Dropping entire interscholastic athletic program.

Note: All recommendations to streamline or drop the athletic program will come through the Director of Athletics to the Principal's office, to the Superintendent, to the School Committee. All efforts will be made to drop or streamline a sport will be made with as much prior notice as possible.

### **OUT-OF-STATE TRAVEL FOR ATHLETIC TEAMS**

The Silver Lake School Committee authorizes athletic teams and/or individual athletes to travel out-of-state for the purpose of regularly scheduled contests, scrimmages, or regional events. The Athletic Director is responsible for scheduling such events. All out-of-state travel for athletic purposes must be approved by the Principal.

### **PARTICIPATION IN ACTIVITIES AFTER ABSENCE OR DURING SUSPENSION**

No student who has been absent or suspended, in or out, from school is to participate or attend any school activity, function or athletic event during the day or evening of his/her absence or suspension. This includes any student who is dismissed before 10:30 A.M. or any student who enters school after 10:30A.M. Students who are suspended are not eligible to participate in school related events from the beginning of the suspension through the last full day of the suspension.

## **CORPORAL PUNISHMENT**

State law provides that:

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

Established by law

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

File: JKAA

## **POLICY ON PHYSICAL RESTRAINT**

The Silver Lake Regional School District and Union #31 comply with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 CMR et seq. ("Regulations"), to the extent required by law. According to terms, the Regulations apply not only to school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

School staff may use physical restraint only:

1. When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others.
2. Pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, 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.

The regulations do not prevent a teacher, employee, or agent of the District from using reasonable force to protect students, other persons, or themselves from assault or imminent serious harm, or from restraining students as otherwise provided in the Regulations.

In the Silver Lake Regional School District and Union #31, we use non-violent restraint such as re-direction, escorts to quiet areas, talking to students and other such methods. Physical restraint is only used as a last resort when a child presents as harming him/herself or others.

Consistent with state law, training is provided by certified professionals on an annual basis.

A copy of the regulations can be obtained at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

All students are expected to meet the requirements for behavior as set forth in the handbook. Federal and state statutes require that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (I.E.P.). The following additional requirements apply to the discipline of students with disabilities:

1. The I.E.P. for every student with a disability will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The Principal (or designee) will notify the Special Education Office of the suspendable offense of a student with a disability and a record will be kept of such notices.
3. When it appears that the suspension of a student with a disability will accumulate to ten (10) days in a school year, a review of the I.E.P. will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition (manifest determination) and either:
  - a) design a modified program for the student or;
  - b) write an amendment to provide for the delivery of special education services during the suspension and any needed modifications of the I.E.P. relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

### Hearing Before the Superintendent of Schools

Upon receipt of a request for a hearing from a student and/or parent/guardian, the Superintendent shall mail a notice of the hearing to the student, the parent/guardian, to the principal or designee, and to any other interested party. The notice shall be in the language of the parent, as well as in English, and shall contain:

- a) the time and place of the hearing to be held no later than five (5) school days after receipt of the request for hearing, except that the student or parent/guardian may request a postponement of the hearing date of up to five (5) school days for preparation

- b) a statement of the student's rights which shall include the right to inspect his/her records, the right to have counsel or a representative present, the right to remain silent, the right to cross-examine witnesses, the right to present his/her case and witnesses, the right to a copy of all records and the right to an appeal.

All records and documents regarding suspension shall be removed from the student's file and destroyed upon the student's graduation or permanent withdrawal from the school, provided the Superintendent and Principal at any time at their discretion may expunge or remove any or all records or documentation regarding suspension. No information about a suspension shall be communicated to any person not directly involved in the disciplinary proceedings.

Any student suspended from regular classroom instruction shall be allowed full use of his/her regular textbook and, upon written request, will be provided homework at a time and place determined by the Principal.

The Superintendent, or designee, shall, subject to regulations established by the State Board of Education, maintain records of suspensions, the names, the dates and duration thereof and the reasons therefore, but such records, if made public, shall not disclose the identity of any student or his/her family or the identity of any school personnel.

## STUDENT WELFARE

### Supervision of Students

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

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

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

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

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

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

### Student Safety

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

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

### Safety on the Playground and Playing Field

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

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

### Fire Drills and reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

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

## **STUDENT INSURANCE PROGRAM**

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

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

## STUDENT HEALTH SERVICES AND REQUIREMENTS

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

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

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

### Procedures for Emergency at School

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

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/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:

In instances when the Emergency Medical Assistance Team is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

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

Provisions should be made for reporting all accidents, cases of injury, or illness to the Principal.

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

### Student Illness or Injury

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

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

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

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

CROSS REF.: EBB, First Aid

## **PHYSICAL EXAMINATIONS OF STUDENTS**

Every student will be examined once in each school year for screening in sight or hearing and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

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

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

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

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

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

CROSS REF.: JF, School Admissions

## **INOCULATIONS OF STUDENTS**

Students entering school for the first time, whether at kindergarten, through transfer from another school system, or participating in a school program while home schooled, 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 by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

Established by law

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

CROSS REF.: JF, School Admissions

## **COMMUNICABLE DISEASES**

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

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

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

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

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

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

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

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

## **ADMINISTERING MEDICINES TO STUDENTS**

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

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

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

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

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

Dept. of Public Health Regulations: 105 CMR 210.00

## THE USE OF AUTOMATIC EXTERNAL DEFIBRILLATION (AED)

### INTRODUCTION

A public access defibrillation (PAD) program provides an opportunity for trained responders at participating schools to deliver early defibrillation to victims of cardiac arrest. Use of an Automatic External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before emergency medical service (EMS) providers arrive and assume responsibility for the care of the patient.

### Purpose

The purpose of this policy is to define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health (Title XVI, Chapter 112, 12V, 12V ½) in order for the Silver Lake Region and Union #31 Health Services to acquire, maintain and utilize an Automatic External Defibrillator (AED). This policy will identify a Medical Director, EMS Coordinator, School Nurse Coordinator and Site Coordinator/School Nurse. It will include all memorandums of agreements, regulatory and documentation requirements. The use and training requirements are included along with roles and responsibilities of all AED providers.

### Policy

An AED may be available to faculty, staff and students during teacher contracted work hours in case of a sudden cardiac arrest. As the AED provider agency, The Silver Lake Regional School District and Union #31 will meet all Department of Public Health requirements for AED implementation. Only trained AED certified staff will be able to use an AED. All AED certified staff must maintain certification and participate in practice drills every six months.

There will be an **AED Task Force**:

School Physician/Medical Director  
School Nurse/Coordinator  
Site Leader/Building Nurse

### Responsibilities

#### Medical Director

- Oversees all medical aspects of the program, meet with task force as needed
- Ensures compliance with appropriate regulatory requirements
- Ensures proper skills training and maintenance for AED responders
- Establishes and review procedures for AED use

- Establishes a quality review and improvement program, including post-drill and post debriefing
- Establishes and maintain a relationship with local Emergency Medical Service (EMS)

### **School Nurse/Coordinator**

- Assists with the development and implementation of the AED program
- Acts as liaison among the AED program participants
- Coordinates and oversees non-medical aspects of the program
- Coordinates documentation (relating to training, maintenance, and use and post incident data collection)
- Coordinates training of AED certified staff
- Maintains a master list of all AED certified staff and training records

### **Site Leader/Building Nurse**

- Is responsible for the day-to-day accountability for the AED program, during the contracted school year.
- Checks AED equipment and accessories (by site leader and/or designee) and document, in accordance with maintenance procedures.
- Maintains a list and documentation of training for all AED responders at the site and forward copies to the School Nurse if unit is out of service

### **Local EMS**

- Coordinates and document initial AED training; annual refresher and biennial retraining and any additional training on an ad-hoc basis to designated AED trained staff.
- Acts as a resource to the Medical Director and School Nurse/Coordinator
- Conducts immediate post incident debriefing
- Retains copy of usage report for documentation

### **AED Responders**

- Completes training and certification, every 6 months
- Responds to emergencies in the school or at school events

### **Training**

All AED responders are required to have current documentation of successful completion of a course of basic life support that includes cardiopulmonary resuscitation and the use of AED according to standards and guidelines of the American Heart Association, Heart Saver AED Program.

The EMS Liaison will coordinate and document initial AED training and annual refresher and biennial retraining for AED responders.

On-site drills will be conducted at least once during the school year. Drills will include a review of site-specific emergency communication and response plans as well as use of specific AED devices. This on-site training will be coordinated and documented by the School Nurse/Coordinator with the assistance of the EMS Liaison.

### **Maintenance**

Maintenance of the AED shall be the responsibility of Silver Lake Regional Schools and Union #31. Whenever service is needed the Service Icon on top of the AED unit will illuminate to indicate service is required. The School Nurse/Coordinator or her designee must be notified immediately. The School Nurse/Coordinator will oversee and document the service of the AED.

LEGAL REFS.:General Laws of Massachusetts

Title XVI, Public Health Chapter 112. Registration of Certain Professions and Occupations.

Chapter 112: Section 12V ½

## **CHILD ABUSE AND NEGLECT**

### **POLICY STATEMENT**

The Silver Lake Regional School District and Superintendent Union #31 affirms their responsibility to provide for the safety and well-being of students. This responsibility extends to complying with the Massachusetts Mandatory Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51 A. The Silver Lake Regional School District and Superintendent Union #31 recognize that because of their sustained contact with school-age children, school employees will actively carry out the letter and spirit of the law. It is expected then, that when any staff member in his/her professional capacity, has reasonable cause to believe that a child under the age of eighteen years is suffering from the effects of any form of child abuse and neglect, that the staff member will report his/her concerns to the building principal for consideration of reporting to the Department of Social Services.

LEGAL REFS.:M.G.L. 71:37L; 119:51A

## **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 School 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.

Those who are financially eligible are exempt from paying fees. Students are not exempt, however, 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.

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 is to be construed harmoniously with such statutes.

### Application of Rights

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

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student’s parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, 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 any electronic record, 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 9<sup>th</sup> 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 9<sup>th</sup> grade.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,  
P.L. 93-380, Amended  
P.L. 103-382, 1994  
M.G.L. 66:10 71:34 A, B, D, E, H  
Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002  
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CROSS REF: KDB, Public's Right to Know

File: JRC

### **PUBLICATION OF NAMES POLICY**

Silver Lake Regional School District and Superintendency Union #31 plan to publish the names of students who will receive recognition at the Honor Society Induction, sports assemblies, quarterly honor rolls, special awards and assemblies, and graduation. If you do not wish to have such information about you released to the news media or printed in school programs, you must inform the principal in writing. This is in compliance with the student's record release regulations.

The federal No Child Left Behind Act (NCLB) contains a provision regarding the disclosure of names, addresses, and telephone listings of secondary students to military recruiters and institutions of higher education. Silver Lake Regional High School is obligated to provide, upon request, names, addresses and telephone numbers of students in grades 9-12 to military recruiters as well as to institutions of higher education. Therefore, student names, addresses, and telephone numbers will be released to military recruiters and institutions of higher learning UNLESS the parent/guardian or student notifies the principal in writing indicating that they DO NOT want this information released.

Silver Lake Regional School District and Superintendency Union #31 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.

## **STUDENT PHOTOGRAPHS**

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

Enhance the safety of students through visual identification in an emergency situation.

Facilitate the social, educational, and administrative activities conducted in the school.

Provide a service to parents and students.

Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.