

## 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, sexual orientation, gender identity, religion, disability (both visible and invisible), age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

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

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

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

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

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)  
603 CMR 26:00  
603 CMR 28.00  
The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Nondiscrimination

## **EDUCATIONAL EQUITY**

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

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

To achieve educational equity the district will commit to:

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

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

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

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

## ATTENDANCE AREAS

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

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

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

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

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

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

CROSS REF.: JCA, Assignment of Students to Schools

## ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

1. If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.
2. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in their former school; permission will not extend beyond the current school year.

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

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

CROSS REF.: JC, Attendance Areas

## **ENTRANCE AGE - KINDERGARTEN**

Students will be accepted for admission into the kindergarten only if they shall have attained the age of 5 years on or before September 1 of the school year in which admission is sought.

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

## ENTRANCE AGE FOR FIRST GRADE

The policy for admission to Grade 1 in Plymouth Public Schools has been developed so that all children will be successful. For the purpose of this policy, the school year is defined as beginning July 1 and ending the following June 30 in accordance with the Department of Education Regulations.

Students will be accepted for admission into the first grade only if they shall have attained the age of six years on or before September 1 of the school year in which admission is sought.

Students who have successfully completed a private or public kindergarten, but do not meet the Plymouth age requirement for first-grade enrollment, may seek a waiver by petitioning the Principal within the school district in which the student resides. When possible, the petition should be presented no later than May 1<sup>st</sup> of the preceding school year for which admission is sought. The student seeking the waiver must be at least five (5) years of age by September 1 of the school year in which admission is sought.

A waiver may be granted by the principal after the request has been reviewed by the designated staff of Plymouth Public Schools. The designated staff members will consider the following:

- a) The parent's recommendations or reasons for early entry.
- b) Previous teachers' recommendations from a full-day public or accredited private school or reasons for early entry.
- c) Records of past performance.
- d) Completion of Plymouth Public Schools administered readiness testing with above-average scores in pre-reading and quantitative areas.
- e) The child must be at least five (5) years of age by September 1 of the school year in which admission is sought.
- f) Other relevant information as deemed appropriate.

The designated staff, upon reviewing the results of (a) through (f) above, will decide upon an appropriate educational placement for the child.

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

## **SCHOOL ADMISSIONS**

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

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

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

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

## PROOF OF RESIDENCY

### Residency

In order to attend Plymouth Public Schools, a student must actually reside in the Town of Plymouth. “Residence” is the place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life. This policy includes student acceptance into the Plymouth Public Schools Vocational Technical Education Programs. Temporary residence in the Town of Plymouth, solely for the purpose of attending a Plymouth public school, shall not be considered residency.

The residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child. Any student 18 years or older may establish a residence apart from his or her parent(s) or guardian(s) for school attendance purposes.

### Residency Verification

Families registering for the Plymouth Public Schools or submitting a change of address must demonstrate Plymouth residency by presenting one document from each of three categories in the following table:

<b>All applicants must present at least one document from <u>each</u> column (A, B, and C) below. No document may be used twice as verification.</b>		
<b>A. Verification of Plymouth Address &amp; School District</b>	<b>B. Verification of Current Residency At This Address</b>	<b>C. Verification of Identity</b>
<p><b><i>Dated within the past 60 days:</i></b></p> <ul style="list-style-type: none"> <li>- Letter from approved government agency</li> <li>- Payroll stub</li> <li>- Bank or credit card statement</li> <li>- Copy of Deed <b>OR</b> record of most recent mortgage payment.</li> <li>- Copy of Lease <b>AND</b> record of most recent rent payment.</li> <li>- Legal affidavit from landlord affirming tenancy <b>AND</b> record of most recent rent payment.</li> <li>- Section 8 Agreement</li> </ul>	<p><b>A utility bill or work order dated within the past 60 days, including:</b></p> <ul style="list-style-type: none"> <li>- Gas bill</li> <li>- Oil bill</li> <li>- Electric bill</li> <li>- Home telephone bill</li> <li>- Cable bill</li> </ul>	<ul style="list-style-type: none"> <li>-Valid driver’s license</li> <li>-Current vehicle registration</li> <li>-Valid Massachusetts photo identification card</li> <li>-Valid passport</li> </ul> <p><b><i>Dated within the past year:</i></b></p> <ul style="list-style-type: none"> <li>-W-2 Form</li> <li>-Excise (vehicle tax bill</li> <li>-Property tax bill</li> </ul> <p><b><i>Dated within the past 60 days:</i></b></p> <ul style="list-style-type: none"> <li>-Letter from approved government agency</li> <li>-Payroll stub</li> <li>-Bank or credit card statement</li> </ul>



In order to verify residency, Plymouth Public Schools reserves the right to request additional documents and/or to conduct an investigation. Because residency can change for students and their families during the school year, Plymouth Public Schools may verify residency at any time.

All new applicants are required to present the required three proofs.

- 1.1 If you are a tenant at will (“month-to-month”) and do not have a written lease, ask your landlord to complete and sign the *Landlord/Shared Tenancies Affidavit*, available at the schools or online. **This form must be notarized prior to submission.**

The “Proof of Residency” policy does not apply to homeless students and families. Contact the office of Student Services (508-830-4300) for assistance with registering your child. If you are staying in a shelter, bring a letter from the shelter staff stating that you are living there.

## **ADMISSION OF TRANSFER STUDENTS**

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

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

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

## HOMELESS EDUCATION PROCEDURES

### ENROLLMENT

The Plymouth Public Schools recognize that consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have enrollment documents available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in transition. Enrollment may not be denied or delayed due to lack of any document normally required for enrollment including:

- a. Proof of residency
- b. Transcripts/school records. (The enrolling school must contact the student's previous school(s) to obtain records. Initial Placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous teachers or schools.
- c. Immunizations or immunization/health/medical/physical records (if necessary, the school must refer students to the homeless liaison to assist with obtaining immunizations and/or immunizations and other medical records. Health records may often be obtained from previous schools. Local physicians may be contacted to initiate immunizations when needed)
- d. Proof of guardianship may often be obtained from a social worker or court documents
- e. Birth Certificate
- f. Any other documentation required, e.g. IEPs, Section 504 Plans, School Discipline Records
- g. Unpaid school fees
- h. Any factor related to the student's living situation

Unaccompanied youth must also be immediately enrolled in school. They may enroll themselves or be enrolled by a non-custodial parent, non-parent caretaker, older sibling, or liaison from the courts or state agency. The terms "enroll" and "enrollment" is defined to mean attending school and participating fully in school activities.

The school district recognizes the needs for enrollment of unaccompanied children and youth and at the same time reserves its rights and legal authority to balance those needs versus the safety of the school. As a result, these procedures and the accompanying policy do not preclude the district from exercising its rights to ensure the public safety of all of its children. Should the district find that information it was provided was deliberately falsified either orally or in writing it reserves the right to pursue criminal charges to the extent of the law.

### TRANSPORTATION

Without appropriate transportation, a student may not be able to continue attending their school of origin. To avoid such forced school transfers, transportation shall be provided to the school of origin for a child or youth in transition. Transportation will be provided for the entire time that the youth has a right to attend that school, as defined above, including during pending disputes. The homeless liaison shall request transportation to and from the school of origin for unaccompanied youth. The length of

the commute will be considered in determining the feasibility of placement in the school of origin if there is potential harm to the student. Factors that may be considered are the time of day of transportation, distance to and from school, age of the child or unaccompanied youth, medical or other disabilities. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Transportation requests from schools should be made to the homeless liaison in a timely manner in order to avoid or minimize the delay. If the student in transition is living in Plymouth, but attending school in another district, the Plymouth Public Schools will work mutually with the other district to determine who must arrange transportation. It is the Plymouth Public School's policy that inter-district disputes shall not result in a student in transition missing school. If such disputes occur, the Plymouth Public Schools will arrange transportation and immediately bring the matter to the State Coordinator for the Education of Homeless Children and Youth.

In addition to receiving transportation to and from the school of origin, children and youth in transition shall also be provided with other transportation services comparable to those offered to all other students.

## **SERVICES**

Children and youth in transition shall be provided services comparable to services offered to other students in the school selected, including:

- i. Transportation (as described above)
- j. Title I (as described below)
- k. Educational services for which the students meet eligibility criteria, including special education and related services and programs for English language learners
- l. Vocational and technical education programs
- m. School nutrition programs
- n. Before and after school programs

The Plymouth Public Schools recognize that children and youth in transition suffer from disabilities at a disproportionate rate, yet may not be frequently evaluated or provided with special education services. To address this problem, evaluations of children and youth suspected of having a disability shall be given priority and coordinated with the student's prior and subsequent schools as necessary to ensure timely completion of a full evaluation. When necessary, the district will expedite the request for the designation of a surrogate parent. If a student has an individualized education plan (IEP), or Section 504 Accommodation Plan the enrolling school shall immediately implement. Any necessary TEAM meetings or re-evaluations will be expedited. If complete records are not available, IEP TEAMS will use their best judgment in choosing the best course of action balancing procedural requirements and the provision of services. In all cases, the goals will be to avoid a disruption in services.

When applying any district policy regarding tardiness or absences, any tardiness or absences related to a child or youth's living situation will be excused. The Plymouth Public Schools will ensure that every

effort is made to identify and afford equal access to appropriate secondary education and support services. The homeless liaison in concert with appropriate school personnel will refer students for appropriate healthcare services, including dental and mental health services.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of these procedures must be provided in a form, manner, and language understandable to each parent.

### **DISPUTES**

If a dispute arises over any issue covered in the policy or procedures, the child or youth in transition shall be immediately admitted to the school in which enrollment I sought, pending final resolution of the dispute. The student shall also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I services while the dispute is pending.

The school where the dispute arises shall provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or the youth to the district's homeless liaison. The liaison shall ensure the student is enrolled in the school of his or her choice and receiving services to which they are entitled and shall resolve the dispute as expeditiously as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying enrollment of children and youth in transition.

### **FREE MEALS**

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, The U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day that the child or youth in transition enrolls in school, the enrolling school will submit the student's name to the Director of Food Services for immediate processing.

### **TITLE I**

Children and youth in transition are automatically eligible for Title I services, regardless of what school they attend. The trauma and instability of homelessness put such students at risk of academic regression to warrant additional support. The Director of Title I will reserve such funds that are necessary to provide services comparable to those provided to Title I, students, children and youth in transition attending non- participating schools. The amount reserved shall be determined by a formula based upon per-pupil Title I expenditure and developed jointly by the Director of Title I and the homeless liaison. Reserved funds will be used to provide education-related support services to children and youth in transition, both in school and outside of school, and to remove barriers that prevent regular school attendance.

The Plymouth Public School's Title I Plan will be coordinated with our McKinney-Vento services.

Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by state and federal law and regulations.

### **TRAINING**

The homeless liaison or designee will conduct training and sensitivity awareness activities for the following school staff on an annual basis:

- Superintendent and/or designee
- Principals
- Assistant Principals
- Housemasters
- Federal Program Administrators
- School Secretaries
- Counselors, Adjustment Counselors, School Psychologists
- Bus Drivers
- Custodians
- Cafeteria workers\School Nurses
- Teachers and Other Professional Staff

The training and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with the policy and procedures and increase sensitivity to children and youth in transition.

Each Principal will provide the name and contact information of a building liaison to the district's liaison. Building liaisons will lead and coordinate their school's compliance with the district's policy and procedures and will receive annual training from the district liaison.

## **EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

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

### **DEFINITIONS**

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

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

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

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

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

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

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

LEGAL REFS:           M.G. L. 15E;  
                              Interstate Compact on Educational Opportunity for Military Children



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

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

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

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

### **Best Interest Determination**

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

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

### **Transportation**

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

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

## **Immediate Enrollment**

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

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

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

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

## **ADMISSIONS POLICY – TECHNICAL STUDIES PROGRAM**

All students will be evaluated using the criteria contained in the Admissions Policy Guidelines. Priority for admission is given to Plymouth residents.

The College, Career, and Technical Education (CCTE) Director is responsible for the management of the program, as well as the administration of the policies and procedures set forth in this admissions policy. The Director reports directly to the Superintendent of Schools or designee. The Director is responsible for disseminating information about Tech Studies through local school assemblies and press releases, and for collecting applications from the local schools.

The College, Career & Technical Education Admissions Committee considers scholastic achievement, attendance, school behavior, and recommendation from the student's current Guidance Counselor.

The Admissions Guidelines can be found at: <https://5il.co/2bbc2>

## SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
5. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic performance, academic performance, or proficiency in the English language.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
603 CMR 26.00  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

## **STUDENT ABSENCES AND EXCUSES**

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

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

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

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

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

### **Student Absence Notification Program**

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

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

### **Dropout Prevention**

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

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

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

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

LEGAL REFS.: M.G.L. [76:1](#); 76:1A; 76:1B; [76:16](#); 76:18; 76:19; [76:20](#)

## **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 for 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 for beginning school as fixed by the School Committee as provided in Massachusetts General Laws or attaining the age of 22;

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

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

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

CROSS REF: JEB, Entrance Age

## **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 their rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy 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/guardians through handbooks distributed annually.

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



## **STUDENT INVOLVEMENT IN DECISION-MAKING**

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

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

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

### Student Advisory Committee

As required by state law, the Committee will meet with representatives of each High School as part as part of their regularly scheduled school committee meetings.

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

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

## STUDENT DISCIPLINE

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

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

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

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

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

### **Suspension**

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

### **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and

parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

The principal or a designee shall notify the superintendent in writing, including-by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

### **Emergency Removal**

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

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation;
2. Provide written notice to the student and parent/guardian as required above. The notice shall include the rights enumerated in law and regulation;
3. Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian;
4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

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

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses provided that the principal follows the process set forth in State regulation and the student has the opportunity to make academic progress.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Superintendent's Hearing**

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

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

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

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

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

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

### **Exclusion**

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

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

### **Academic Progress**

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

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

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

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

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

### **Reporting**

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

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

LEGAL REFS: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); [76:21](#)  
603 CMR [53.00](#)  
603 CMR 53.10(3) through (5)  
603 CMR 53.13(1)  
Chapter 222 An Act Relative to Student Access to Educational Services and  
Exclusion from School

REFS.: Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student  
Discipline under Section 504 of the Rehabilitation Act of 1973  
<https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>  
  
Questions and Answers Addressing the Needs of Children with Disabilities and the  
Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions. -  
<https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>



## **STUDENT DRESS CODE**

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

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

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

Specific requirements on dress codes are contained within each schools student handbook.

LEGAL REF.:           Creating a Respectful and Open World for Natural Hair Act of 2022  
<https://www.congress.gov/bill/117th-congress/house-bill/2116/text>  
M.G.L. 71:83

SOURCE: MASC – Updated 2022

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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

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

### Distribution of Literature

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

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

## **GANG ACTIVITY/SECRET SOCIETIES**

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

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

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

### Symbols

The 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 their 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**

No student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

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

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

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

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

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

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

## HAZING

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

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

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

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

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

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

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

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

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

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

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

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

## ANTI-BULLYING POLICY

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

### 1.0 Definitions

- 1.1 **"Bullying"** is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:
- causes physical or emotional harm to the target or damage to the target's property;
  - places the target in reasonable fear of harm to themselves, or of damage to their property;
  - creates a hostile environment at school for the target;
  - infringes on the rights of the target at school; or
  - materially and substantially disrupts the education process or the orderly operation of a school.
- 1.2 **"Cyber-bullying"** means bullying through the use of technology or any electronic communication.

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

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

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

- Wire;
- Radio;
- Electromagnetic;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications,
- Cellular communication; or
- Phone application ("app").



- 1.3 Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.
- 1.4 For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

## **2.0 Prohibition Against Bullying**

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

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

Bullying is prohibited:

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

## **3.0 Prevention and Intervention Plan**

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

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

## **4.0 Reporting**

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

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

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

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

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

## **5.0 Investigation Procedures**

The Principal or their designee, upon receipt of a report which, if true, would constitute bullying as defined by M.G.L. c. 71, § 37O, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying in accordance with the Plymouth Public Schools' Bullying Prevention and Intervention Plan.

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

## **6.0 Retaliation**

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

## **7.0 Training and Assessment**

Annual training shall be provided for school employees in preventing, identifying, responding to, and reporting incidents of bullying in accordance with the Plymouth Public Schools' Bullying Prevention and Intervention Plan.

LEGAL REFS.: Title VII, Section 703 Civil Rights Act of 1964 as amended  
Title IX of the Education Amendments of 1972  
603 C.M.R. 26.00  
M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

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

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

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

### Verbal Screening

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

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

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

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

## **STUDENT USE OF TECHNOLOGY IN SCHOOLS**

The School Committee recognizes that the use of technology is an important part of students being prepared for adult life. As such, the student use of technology as a part of their education is to be encouraged, as teaching students appropriate use of technology is part of the responsibility of the district.

Annually, all students must agree to and sign an appropriate digital use form developed by the Superintendent in conjunction with the Director of Technology; this form must also be signed for the parent or guardian for students under the age of 18.

Students shall utilize digital resources in a responsible, efficient, ethical, and legal manner. Students are required to abide by the district Code of Conduct in their use, both on and offline, of district digital resources, which should be regarded as an extension of the classroom.

Students are reminded that there is no expectation of privacy in the use of district digital resources.

Failure to abide by district policies and procedures regarding the use of district digital resources will be met with consequences.

LEGAL REF: 47 USC § 254

CROSS REF: ACAB SEXUAL HARRASSMENT  
JICFB BULLYING PREVENTION  
JK STUDENT CONDUCT  
INJD ACCESS TO DIGITAL RESOURCES  
INJDC ACCEPTABLE USE OF DIGITAL RESOURCES

## HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. 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 sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. 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 pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, 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; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

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

- 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:

- Written, verbal, or physical (including texting, blogging, or other technological methods) 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.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

## **PREGNANT STUDENTS**

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

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

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

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

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

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

The right of inspection of students' school lockers and personnel items is inherent in the authority granted school administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property 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 district 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 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 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 observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.



## **STUDENT COMPLAINTS AND GRIEVANCES**

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

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

LEGAL REFS.: MGL 71:37H, 71:37H1/2; 71:37H3/4

CROSS REFS,; Student Handbooks

CROSS REF: JIB, Student Involvement in Decision Making  
JIC, Student Discipline

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

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

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

1. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
2. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF.:           M.G.L. 71:47  
                          603 CMR 26.00

## **STUDENT ORGANIZATIONS**

### Student Organizations

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

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

The formation of any student organization that may engage in activities of a disruptive nature shall require approval by the principal and superintendent.

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

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

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

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

## **FUNDRAISING ACTIVITIES**

The School Committee recognizes a desire and a need for fundraising. The School Committee also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

No fundraising activity will be organized, conducted or have student involvement without prior approval by the administration.

In order to best meet the responsibilities and needs mentioned above, the following implementation guidelines will be in effect:

- Fundraising goals must be developed in advance of the fundraising activity and be approved by the building administrator or designee. Decisions on fundraising activities, accurate accounting procedures, and expenditure of funds will be part of the approval process.
- Participation in fundraising activities is voluntary. No student will be excluded from an event or program because of non-participation by the student or their parents. No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities.
- No fundraising activity is to interfere with the educational instruction of the children.
- Student safety must be promoted. No door-to-door sales or solicitations will be conducted by any students.
- The School District expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Annually, the School Committee will receive a summary report from the school district's approved fundraising entities. This report will include a summary of the organizations' fundraising activities, the gross and net receipts, and the expenditures made on behalf of the Plymouth Public Schools.

Raffles are only allowed if permitted by the Town of Plymouth.

### **PROCEDURE FOR FUNDRAISING APPROVAL**

A "Request for Fundraising" form must be completed in detail by the sponsoring party including all parent organizations.

All contracts between the Plymouth Public Schools and an outside vendor must be reviewed and signed by the Business Administrator.

The Building Principal and Superintendent or designee will approve or disapprove all requests for fundraising based on District programs and goals.

The School Committee will be notified of all fundraising activities approved by the Building Principal and Superintendent or designee.

Upon the conclusion of the fundraising activity, a summary of both gross and net receipts will be forwarded to the building principal and superintendent. Unless approved otherwise, all gross and net receipts should be submitted within 30-days.

CROSS REF.: JF, Student Activity Accounts

## **STUDENT ACTIVITY ACCOUNTS**

The Plymouth School Committee authorizes the existence and maintenance of Student Activity Accounts in accordance with Sec. 47 of Chapter 71 of the Massachusetts General Laws, as amended by Chapter 66 of the Acts of 1996. As such, the School Committee also authorizes the Superintendent of Schools to designate the appropriate administrative personnel and protocols to accomplish this task.

The Town Treasurer is authorized to establish and maintain an interest-bearing Student Activity Agency Account. The interest earned by the Student Activity Agency Account will be designated as such, and maintained in the Principal's discretionary account and first used to pay any banking charges that may be associated with the operation of such an account. Any interest remaining shall be used for the benefit of the students. Any other undesignated receipts, including but not limited to commissions and revenue sharing will be deposited into the Principal's discretionary account for legitimate student activity purposes. -

The Building Principals or designees are authorized to accept money for recognized student activity organizations. All receipts will be deposited into the Student Activities Agency Account. Under no circumstances will any funds be deposited into the checking account.

### **REVIEW OF STUDENT ACTIVITY SUBSIDIARY LEDGER**

Annually, prior to the start of the new school year the Building Principal and the School Business Administrator will review the appropriateness of existing student activities subsidiary ledger (i.e., organization & club) accounts. In addition, acceptance of funds for new student organizations and/or reinstatement of any accounts that have been inactive for three fiscal years or more must be approved as appropriate for inclusion in Student Activities by the Building Principal and the School Business Administrator. When necessary, the Building Principal and the School Business Administrator will consult with the Town Auditor to resolve any questions regarding the appropriateness of any existing or new ledger accounts.

### **INACTIVE STUDENT ACTIVITIES**

The Building Principal will also review all accounts annually and determine if any inactive accounts exist. An inactive account is defined as an account having no activity for a period of three (3) years or more, and which there has been no receipts or disbursements recorded on its behalf, or an account for a club/activity that has been deemed by the Building Principal to be dissolved. Prior to disposal of the funds, a written notification by the advisor or student officer, to the Building Principal or other authorized administrator, must be made noting that the student activity will no longer exist and therefore, will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be determined by both the Building Principal and School Business Administrator. All assets of the recognized student activity shall be identified and stated in writing. Any disposition of assets from an inactive account shall be determined by the Building Principal and School Business Administrator, but in no case shall the disposition benefit specific individuals. The Building Principal and Business Administrator will dispose of these accounts by means of transferring any remaining balance to the building's Inactive Recovery Account. At the start of the school year, the Building Principal will submit, in writing to the Business Administrator, a proposal on how the funds in the Inactive Recovery Account will be used. All approved expenditures will be for a legitimate student activity purpose, as determined by the School Business Administrator.

## **Graduating Class Funds**

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

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

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

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

## **STUDENT ACTIVITY DEFECITS**

If a subsidiary ledger account falls into deficit, the District will take one (or more) of the following remedial actions to eliminate the deficit and will seek funds from the following sources:

- Transfer funds from the Principal's Discretionary Account
- Apply surpluses from Inactive Accounts
- Seek a School Committee appropriation
- Gift from an activity with a surplus balance through approval of the advisor and the Building Principal

The recommended remediation must be documented and approved by the Superintendent of Schools.

## **SRTUDENT ACTIVITY CHECKING/AGENCY ACCOUNTS**

The Town Treasurer is authorized to establish a Student Activity Checking Account-for each school building for use by the Building Principals with maximum balance limits of:

- \$100,000.00 each for Plymouth North and Plymouth South High Schools, and
- \$60,000.00 each for Plymouth Community Intermediate School and Plymouth South Middle School, and
- \$15,000 each for Cold Spring, Federal Furnace, Hedge, Indian Brook, Manomet, Plymouth Early Childhood Center, Nathaniel Morton, South and West Elementary Schools.

Funds will be transferred from the Student Activity Agency Account to the Student Activity Checking Account by means of a requisition through the warrant process. All defined procedural documentation will be included.

The Building Principal has statutory responsibility to be the primary signatory for this account. In addition to the Building Principal, each school will maintain two (2) signatories of record as follows: building based Vice Principal(s), or support personnel. In no case shall a signatory be designated who has the bookkeeping responsibility for this account. All checks must bear the signature of the Building Principal and one additional authorized signatory. In the absence of the Building Principal, the two building level designees may sign the check. The Building Principal must approve and initial a copy of all checks signed during their absence.

Any travel, for which a payment from the Student Activities Account is required, must follow School Committee Policy #13.5 – Travel Expense and Reimbursement Policy, and School Committee Policy IJOA – Field Trips, Excursions and Other Student Trips. Requests for reimbursements and payments must include a completed district authorized Travel and Reimbursement Form and all original receipts. Tax will not be reimbursed. Expenses being reimbursed to a staff member must not exceed \$1,000.00 without prior approval from the School Business Administrator.

#### THEFT OR LOSS OF FUNDS

The Town will carry “Employee Faithful Performance or Dishonesty” coverage through the Town’s general liability coverage that covers employee actions that would result in theft or loss of funds.

#### AUDITS

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

In addition, student activity checking accounts require an annual audit. The Student Activity Accounts from Plymouth North and Plymouth South High Schools, Plymouth Community Intermediate School and Plymouth South Middle School will be audited once every 3 years. The Student Activity Accounts from Cold Spring, Federal Furnace, Hedge, Indian Brook, Manomet, Mt. Pleasant, Nathaniel Morton, South and West Elementary Schools will be audited once every 5 years. The cost of the audit will be paid from the School Committee budget appropriation.

#### TRAINING

Annual training of individuals responsible for these accounts will be conducted during the first quarter of the school year. Employees who become responsible for these accounts after the initial training during the school year will be trained on an individual basis. All training will be conducted through the School Business Office. A Student Activity procedural manual will be provided to the Student Activity Treasurer in each building and updated as needed.



## **STUDENT LATE NIGHT OR OVERNIGHT TRAVEL**

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

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

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

CROSS REFS.: IJOA, Field Trips

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

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

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

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

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

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

### 2. Trip Scheduling

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

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

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

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

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

### 3. Fundraising

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

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

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

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

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

[www.uma.org/consumer/student-transportation/](http://www.uma.org/consumer/student-transportation/)

Department of Defense’s approved list of motor carriers

[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

CROSS REFS.: IJOA, Field Trips  
ADDA Background Checks

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

## **DEVELOPMENT AND ORGANIZATION OF HIGH SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM**

The Plymouth Public Schools believe that interscholastic athletic programs form an important part of a student's physical, mental and social growth. They further believe that interscholastic athletic programs must have sufficient budgetary support, from district support, student fees and community fundraising. This policy addresses how interscholastic athletic programs may be added, dropped or streamlined.

### **DEVELOPMENT AND ORGANIZATION OF AN INTERSCHOLASTIC ATHLETIC PROGRAM**

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

**Student Interest** – There should be an indication of strong interest, not just in terms of participation, but community interest as well.

**Association Recognition** – The athletic program being recommended should have affiliation to an association.

**Competition** – There must be organized interscholastic competition at the league and state level.

**Facilities** – Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing athletic programs.

**Coaches**– It must be possible to secure competent coaches. Coaches must be either a certified teacher or certified coach.

**Growth** – Consideration must be given to the potential growth of the athletic program.

**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.

**Revenue** – Consideration will be given to those athletic programs with the potential to generate revenue.

**Schedules** – The potential for scheduling competitions on a league and/or regional basis will be given priority.

**Weather and Geography** – The athletic program must be conducive for adequate involvement given the local weather and geographical conditions.

**Equal Opportunity** – Consideration will be given to those athletic programs that best equalize the opportunities for both genders. The Plymouth Public Schools does not discriminate on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or U.S. uniformed military service member, disability, or age in admission to, treatment in, or employment in its services, programs, and activities.

**Tradition and Community Interest** – The athletic program has special historical or other meaning of importance to our school district.

**Health Issues** – The athletic program will be reviewed for potential risk to students.

**Breadth of Offerings** – The athletic program will be considered within the context of the full set of offerings for athletic opportunities.

## **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:

- Proponents of adding a new athletic program must meet with appropriate administrator(s) and be able to show viable participation.
- Proponents must show that we have the facilities and/or field to meet the need of the athletic program.
- Proponents must show the ability to sustain a viable competitive athletic schedule.
- Once the above can be substantiated, the administrator will recommend to the Superintendent the implementation of the sport. The Superintendent will then recommend its implementation to the School Committee.
- Implementation options may include:
  - One single varsity team of grades 9 through 12, serving both high schools, if permission is granted by league affiliation and the MIAA.
  - Separate varsity teams of grades 9 through 12 serving each school.
  - Junior varsity and/or freshman teams at each school.
  - Funding in each year will depend on the viability of sustained enrollment and funds available within the district
  - The Plymouth Public Schools will not recognize any new independently funded programs.

## **STREAMLINING OR DROPPING INTERSCHOLASTIC ATHLETIC PROGRAMS**

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

**Student Interest** – Student interest declines to an unsatisfactory level both in terms of participation and community interest over no less than two years.

**Association Recognition** – Affiliated associations do not recognize the athletic program.

**Facilities** – Adequate facilities do not exist, or the use of facilities conflicts with other athletic programs.

**Coaches**– It becomes impossible to secure competent coaches.

**Funding** – Adequate funding is no longer feasible, particularly in view of participation levels, and/or budgetary constraints at the district level.

**Revenue** – The athletic program has little or no opportunity to generate revenue.

**Scheduling** – Scheduling of contests at the local or regional level becomes increasingly difficult.

**Weather and Geography** – Weather and geographical conditions make it increasingly difficult to adequately provide the athletic program.

**Tradition and Community Interest** – The athletic program has no special historical or other meaning of importance to our school.

**Health Issues** – The athletic program will be reviewed for potential risk to students.

**Breadth of Offerings** – The athletic program will be considered within the context of the full set of offerings for athletic opportunities.

### **GUIDELINES FOR STREAMLINING OR DROPPING INTERSCHOLASTIC ATHLETIC PROGRAMS**

Drop freshman and/or Junior Varsity teams, leaving a Varsity team at each school.

Consolidation of team to a single Varsity team serving grades 9 through 12, serving both high schools, if permission is granted by league affiliation and the MIAA.

Dropping entire interscholastic athletic program. If an athletic program is streamlined or dropped, the savings in the program will be recommended by the Director of Athletics for redeployment within the budget to support other existing programs or for potential new programs to be added.

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 athletic programs with as much prior notice as possible.

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

## **MANAGEMENT OF STUDENTS WITH HEAD INJURIES AND CONCUSSIONS**

### **PURPOSE:**

The purpose of this policy is to assure that any student who sustains a concussion or head injury is managed properly. Plymouth Public Schools recognizes the importance of educating students, parents/guardians, athletic staff, teachers, guidance counselors, school nurse educators, and designated others to recognize signs and symptoms of a concussion or head injury; and to respond appropriately to facilitate prevention, management, and safe return to academic and athletic activities in students with a concussion or head injury.

In accordance with Massachusetts state law and MA Department of Public Health (DPH) regulations related to Head Injuries and Concussions In Extracurricular Athletic Activities, the Plymouth Public Schools shall provide standardized procedures in regards to the prevention, management, and return to academic and athletic activities in middle and high school students who incur a head injury while involved in extracurricular athletic activities. This law also applies to students in the High School Marching Band. This policy and all related procedures are in compliance with Massachusetts General Law and MA DPH regulations. Out of concern for any student suffering from a concussion/head injury, this policy will apply to all middle and high school students who sustain a concussion/head injury, regardless of whether the injury occurred related to extracurricular athletic or marching band activities.

The Athletic Director or designated individual in each school will be responsible for the implementation of this policy and related procedures.

At the high school level, a concussion team consisting of the Athletic Director, a certified athletic trainer, a guidance counselor, and a school nurse educator will assume responsibility for the implementation of procedures associated with this policy.

At the middle school level, a concussion team consisting of the designated Athletic Director, a guidance counselor, and a school nurse educator will assume responsibility for the implementation of procedures associated with this policy.

Communication with all involved individuals is paramount to the successful management of students with head injuries. Plymouth Public Schools will maintain open communications between staff, students, parents, healthcare providers, and others involved in order to optimize recovery for students with head injuries to return to health and succeed in their education.

At the elementary school level, Plymouth School Health Nurses will assess, monitor, and manage elementary students with concussions in collaboration with the student's health care provider in regards to physical activity and academics.

Review and revision of this policy shall occur as needed, and at least every two years.

LEGAL REFS.: MA General Law (M.G.L.) Chapter 111, Section 222

MA Department of Public Health 105 CMR 201:000: Head Injuries and Concussions in Extracurricular Athletic Activities.

## ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents/guardians.

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

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

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

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

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

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<sup>1</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.



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

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

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

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

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

## PROCEDURAL GUIDELINES FOR THE MANAGEMENT OF STUDENTS WITH HEAD INJURIES AND CONCUSSIONS

### 1.0 General Statement (CMR 201.001)

Policy 6.20R: Guidelines for the Management of Students with Head Injuries and Concussions provides for standardization of procedures for persons involved in the prevention, management, and return to academic and athletic activities decisions in middle and high school students who incur head injuries while involved in extracurricular athletic and marching band activities (CMR 201.004). Out of concern for any student suffering from a concussion/head injury, these Procedures shall apply to all students with head injuries; regardless of where, when, or how they occurred.

Although the MA Concussion Regulations include only Middle and High School students, Plymouth School Health Services Nurses will assess, monitor, and manage elementary students with concussions in collaboration with the student's health care provider in regards to physical activity and academics.

These *Procedural Guidelines* were developed by members of the School Health Services and were reviewed and approved by staff members on the Concussion Team at each high school. They are available for reference in the Student Handbook.

Students and parents with limited English proficiency will be provided with verbal and written translation of these Guidelines and all related forms as needed (CMR 201.006).

As per Policy 6.20 *Management of Students with Head Injuries and Concussions*:

- The Athletic Director or designated individual in each school will be responsible for the implementation of the Concussion Policy and related procedures.
- At the high school level, a Concussion Team consisting of the Athletic Director, Certified Athletic Trainer, Guidance Counselor, and School Nurse Educator will assume responsibility for the implementation of these Procedural Guidelines.
- At the middle school level, a Concussion Team consisting of the designated Athletic Director, Guidance Counselor, and School Nurse Educator will assume responsibility for the implementation of these Procedural Guidelines.
- Communication with all involved individuals is paramount to the successful management of students with head injuries. Plymouth Public Schools will maintain open communications between staff, students, parents, healthcare providers, and others involved in order to optimize recovery for students with head injuries to return to health and succeed in their education.

### 2.0 Prevention / Training

**2.1 Prevention**

2.1.1 Strategies are incorporated under Role Responsibilities

**2.2 Training (CMR 201.006, 201.007, 201.008)**

2.2.1 Each individual associated with extracurricular sports activities must complete one of the head injury safety training programs approved by the MA Department of Public Health (DPH), as listed on the DPH's website (Appendix M). Training offered by the Plymouth Public Schools shall suffice as long as the training is consistent with the MA DPH approved training programs. Training is required annually, applies to one school year only, and must be repeated for every subsequent year.

2.2.2 A record of completion of annual training for all involved persons will be maintained by the Athletic Director or designated person.

2.2.3 Individuals who require training include anyone associated with extracurricular athletic and marching band activities, including, but not limited to:

2.2.4 Coaches

2.2.5 Athletic Directors

2.2.6 Game Officials

2.2.7 Athletic Trainers

2.2.8 Volunteers

2.2.9 School Nurse

2.2.10 Marching Band Directors and Assistants

2.2.11 Parents of students participating in extracurricular athletic and marching band activities

2.2.12 Students who participate in extracurricular athletic activities and marching band activities

2.2.13 The Athletic Director or designated person will ensure that individuals under their supervision complete the training; and provide either a certificate of completion or written signature that training was completed.

**3.0 Pre-Participation Requirements**

3.1 Head Injury Training Documentation (CMR 201.007) is required as above **prior to the start of** athletic and marching band activities.

3.2 Pre-Participation Forms must be completed prior to participation in athletic and marching band activities. Students must report any prior head injuries and concussions on the Pre-Participation Form.

3.3 A Sports Physical Examination with Medical Clearance Documentation (201.006, 201.007 and 201.008) is required prior to participation in any athletic or marching band activity. Physical exams are required annually (or within 13 months); one current physical is required for students participating in multiple sports. If a student has sustained a head injury since the date of the most recent physical examination, medical clearance for participation in athletic or marching band activities must be provided prior to play.

3.4 An ImPact test is required prior to participation in athletics and marching band activities at the high school level. This will be coordinated by the Athletic Director.

All Pre-Participation and Physical Exam Forms which indicate a history of head injury will be submitted to the School Nurse for review prior to participation.

#### 4.0 Head Injury Management and Return to Activity

- 4.1 No student will return to play or vigorous physical activity (including physical education) while signs or symptoms of a concussion are present. Students with a suspected head injury/concussion will be removed from play immediately, and will not be allowed to return to play until he or she has been medically evaluated and cleared by the appropriate healthcare provider.

**Only the following individuals may authorize a student to return to play (CMR 201.011);**

- A duly licensed physician.
- A duly licensed certified athletic trainer in consultation with a licensed physician.
- A duly licensed nurse practitioner in consultation with a licensed physician.
- A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

#### 4.2 Acute Injury (CMR 201.006 and 201.010)

- 4.2.1 **Extracurricular Sports Activity:** Immediately following a suspected head injury the student will be removed from play and excluded from any further play on the day of injury. A concussion assessment (refer to Appendix A) *Head Injury Assessment Tool, Acute* will be performed by appropriate staff (Coach, Certified Athletic Trainer, or School Nurse if available).

Depending on the severity of the symptoms the Coach or Athletic Trainer will:

- For severe symptoms keep the student out of play, activate an EMS call, and notify the parent/guardian in person or by phone immediately
- For mild to moderate symptoms, keep the student out of play and notify the parent/guardian in person or by phone as soon as possible by the end of the game/event.

Athletic Trainers, Coaches, and Band Directors will report any head injury or suspected head injury to the Athletic Director and/or School Nurse as soon as possible after the injury; and at the latest by the end of the next business day. A *Report of Head Injury During Sports Season Form* (Appendix B) will be completed.

- 4.2.2 **Other Head Injuries:** For a head injury in a student not related to PPS athletic or marching band activities, the School Nurse will evaluate the student on their first day returning to school and follow the *Management of an Acute Sports-Related Head Injury* as noted above in Section 4.2.1. Should the injured student be a PPS athlete or band member, the school nurse will notify the appropriate Coach, Athletic Trainer, or Athletic or Band Director. (CMR 201.008).

- 4.3 For any type of head injury, two forms will be provided to the parent/guardian by the end of the next business day following the head injury (CMR 201.006 and 201.008):<sup>2</sup>

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<sup>2</sup> Although both forms pertain to Sports Injury, these forms will apply to all types of head injury.

- 4.3.1 **Report of Head Injury During Sports Season Form** completed and signed by the appropriate staff - Coach, Athletic Trainer, Band Director, School Nurse etc. (Appendix B).
- 4.3.2 **Post Head Injury Medical Clearance and Authorization Form** (Appendix D) to be signed by a DPH approved licensed healthcare provider in consultation with a licensed physician.<sup>3</sup>

#### 4.4 **Post Concussion Management** (CMR 201.006 and 201.010)

Each student with a head injury will undergo assessment on the first day of their return to school by the School Nurse using the *Post Concussion Assessment Tool* (Appendix E). The nurse will review the *Report of Head Injury Form* (Appendix B) completed by the parent or appropriate staff member; and the *Post Head Injury Medical Clearance for Academics Form* (Appendix D) completed by the healthcare provider.

An ImPact Test will be administered when the concussed student is symptom free; and as requested by the student's healthcare provider. Post Concussion ImPact testing will be coordinated the School Nurse or designated person.

#### 4.5 **Post Acute: Steps for Returning to Academics, Athletic, and Band Activities**

##### 4.5.1 **Graduated Re-entry to Academics/School** (CMR 201.006 and 201.010)

Students with head injuries will return to academics under a graduated re-entry plan (Appendix D-1 or F). The health care provider and/or designated Concussion Team member will provide the student and parent/guardian with instructions outlining the progressive stepped approach for gradual return to academics and steps to take if symptoms recur/worsen (Appendix D-1 or F).

The School Nurse will review the *Medical Clearance Form* from the health care provider, and discuss the student's return with Guidance Counselor and Teachers. If the student's assessment and performance is inconsistent with the medical clearance, the School Nurse will contact the healthcare provider for further discussion and clarification.<sup>4</sup> Until the School Nurse receives clarification from the health care provider, activity restrictions will remain in place. If necessary an Individual Health Plan (IHP) or 504 will be developed.

The School Nurse will complete a *Post Concussion Student Recovery Check List*(Appendix G); initiate a *Post Concussion Communication Form* (Appendix H), and a *Post Concussion Notification* (Appendix I); and distribute to Concussion Team members and other involved staff. The Team will meet as needed to develop

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<sup>3</sup> Certified Athletic Trainer, licensed Nurse Practitioner, Licensed neuropsychologist

<sup>4</sup> Consistent with CMR 201.011: Medical Clearance and Authorization to Return to Play: "The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach including medical consultation with parents, the school nurse and teachers as appropriate," the following shall occur. Any return to school/return to play instructions from the healthcare provider shall be reviewed by the school nurse with the Concussion Team and with teachers to ensure that the student's performance in school is consistent with the return instructions. For any student whose performance is not consistent with the return instructions, the nurse will contact the healthcare provider for further discussion and clarification providing additional information if appropriate.

/ review an individualized *Post Concussion Graduated Re-Entry Plan for Academics* (Appendix D-1 or F).

The designated Concussion Team member will communicate the plan to Teachers and others involved in the student's academics.

#### 4.5.2 **Graduated Return to Play**

Students will return to full participation in academics **prior to** returning to athletic and band activities. When the student is symptom free, he/she may begin the steps to return to play. A *Return to Play: Graduated Re-Entry Plan* (Appendix D-1 or L) will be completed by the healthcare provider, Athletic Trainer or designated person.

**NOTE: The graduated re-entry plan is a 5 day plan with a 24 hours wait time before advancing to the next step on the plan.**

### 5.0 **Concussion Team Responsibilities**

#### 5.1 **Athletic Director or Designee (CMR 201.012)**

- Participates in development and biannual review of concussion policy and procedures.
- Completes annual concussion training.
- Ensures that training requirements for staff, parents, volunteers, and students are met and recorded; maintains a record of all trainings.
- Ensures that all students participating in extracurricular athletic activities have submitted completed pre-participation forms prior to the start of athletic participation.
- Coordinates pre-participation ImPact Testing student athletes.
- Ensures that pre-participation forms, including *Report of Head Injury* forms are reviewed by the Athletic Trainer and the School Nurse, and shared with members of the Concussion Team where appropriate.
- Identifies athletes who have not submitted the required pre-participation forms.
  - Any student that has not submitted the required pre-participation documentation (physical exam with medical clearance to play, pre-participation form, and) documentation of completion of an approved concussion training program) will not be allowed to participate in practice or competition until all forms are received.
  - Any student whose parent/guardian has not submitted documentation of completion of an approved concussion training program will not be allowed to participate in practice or competition until all forms have been submitted.
- Ensures that athletes are prohibited from engaging in any sports related activity until all pre-participation forms for the student are received.
- Identifies athletes who are at greater risk for repeated head injuries by reviewing in a timely manner pre-participation and *Report of Head Injury* Forms; shares this information with the Athletic Trainer, Coach, and School Nurse.
- Ensures that athletes are prohibited from engaging in any dangerous athletic technique that endangers the health and safety of the student athlete, including using sports equipment as a weapon.

- Reports annual statistics to the MDPH, including the total number of *Report of Head Injury* forms received, and the total number of students who incur head injuries when engaged in any extracurricular athletic activities.

## 5.2 Coach (CMR 201.013)

- Completes annual concussion training
- Prevention of concussions (CMR 201.013)
  - Ensures that all students wear appropriate protective gear, including protective head gear, during sports activities.
  - Ensures all protective gear fits properly, is well maintained and worn correctly; and to keep all equipment in good working order.
  - Ensures that students use only appropriate footwear.
  - Keeps the locker room, playing fields well lit and free of clutter.
  - Follows the rules of the game and ensures that students, staff, and volunteers practice good sportsmanship.
- Identifies athletes who are at greater risk for repeated head injuries by reviewing in a timely manner the names of students provided by the Athletic Director from Pre-Participation Forms.
- Completes a *Report of Head Injury During Sports Season Form* (Appendix B) when a student experiences a suspected head injury during practice or competition.
- Teaches techniques aimed at minimizing sports-related injuries.
- Discourages and prohibits athletes from engaging in any dangerous athletic technique that endangers the health and safety of the student athlete, including using sports equipment as a weapon. Failure to comply will result in penalties that include personal sanctions and forfeiture of games.
- Identifies and removes from play athletes with suspected head injuries that occur during practice or competition.

## 5.3 Certified Athletic Trainer (CMR 201.014)

- Participates in development and biannual review of concussion policy and procedures.
- Completes annual concussion training.
- When present during practice or competition, completes *Report of Head Injury During Sports Season Form* (Appendix B) when student experiences a suspected head injury during practice or competition.
- Develops a graduated return to play plan for students with concussions.
- Discourages and prohibits athletes from engaging in dangerous athletic techniques that endanger the health or safety of an athlete, including the use of helmets or any other sports equipment as a weapon.
- Identifies athletes with head injuries or suspected head injuries that occur during practice or competition, and removes those athletes from play.

## 5.4 Marching Band Director and Assistant Directors

- Participates in development and biannual review of concussion policy and procedures.

- Completes annual concussion training.
- Ensures that training requirements for staff, parents, volunteers, and students are met and recorded; maintains a record of all trainings.
- Ensures that all students participating in marching band activities have submitted completed pre-participation forms prior to the start of participation.
- Coordinates pre-participation ImPact Testing student band members.
- Ensures that pre-participation forms, including *Report of Head Injury* forms are reviewed by the School Nurse, and shared with members of the Concussion Team where appropriate.
- Identifies students who have not submitted the required pre-participation forms.
  - Any student that has not submitted the required pre-participation documentation (physical exam with medical clearance to play, pre-participation form, and documentation of completion of an approved concussion training program) will not be allowed to participate in practice or competition until all forms are received.
  - Any student whose parent/guardian has not submitted documentation of completion of an approved concussion training program will not be allowed to participate in practice or competition until all forms have been submitted.
- Ensures that students are prohibited from engaging in any marching band related activity until all pre-participation forms for the student are received.
- Identifies students who are at greater risk for repeated head injuries by reviewing in a timely manner pre-participation and *Report of Head Injury During Sports Season Form* (Appendix B); shares this information with the School Nurse.
- Ensures that students are prohibited from engaging in any dangerous techniques that endanger the health and safety of the student, including using instruments, flags, etc. as a weapon.

## **5.5 Guidance**

- Director of Guidance or designee participates in development and biannual review of concussion policy and procedures.
- Completes annual concussion training.
- Participates with Concussion Team members in instituting *Post Concussion Graduated Re-Entry Plan for Academics* (Appendix F); this plan will include accommodations or modifications needed for academics.
- Coordinates development of a 504 plan, if needed.
- Coordinates the participation in MCAS in accordance with the MA DOE guidelines (Appendix K.2).

## **5.6 School Nurse (CMR 201.015)**

- Participates in the development and biannual review of concussion policy and procedures.
- Completes annual concussion training.
- Reviews in a timely manner the health information on students with a history of head injury from completed Pre-Participation forms and *Report of Head Injury During Sports Season Form* (Appendix B) and follows up with parents/guardians as needed.



- Reviews the *Post Concussion Medical Clearance Form* from the health care provider, and discusses the student's return with the Guidance Counselor and Teachers.
- Performs an initial assessment of the student upon re-entry. If the student's assessment is inconsistent with the medical clearance, the School Nurse will contact the healthcare provider for further discussion and clarification.<sup>5</sup> Until the School Nurse receives clarification from the health care provider, activity restrictions will remain in place.
- Provides periodic assessment of student's signs and symptoms as needed; and communicates student's status with guidance counselor and teachers.
- Participates with Concussion Team members in implementing the *Post Concussion Graduated Re-Entry Plan for Academics* (Appendix D1 or F ) for students who have been diagnosed with a concussion.
- Develops and revises Individual Health Plans as needed.

## 6.0 Record Maintenance (CMR 201.006)

The school, consistent with any applicable state and federal laws shall maintain the following records for three (3) years or at a minimum until the student graduates:

- Verification of completion of annual concussion training and receipt of materials.
- Pre-Participation forms.
- Report of Head Injury During Sports Season forms.
- Medical Clearance and Authorization forms.
- Graduated re-entry plans for return to academics; and return to athletic and band activities.

The school shall make these records available to the MA DPH and DESE upon request or in connection with any inspection or program review.

### Procedural Guidelines Review:

These *Procedural Guidelines* shall be updated by September 30, 2013 and every two years thereafter, in accordance with MA DPH regulations. **References and Links:**

Department of Public Health (2010). 105 CMR 201.000: *Head Injuries and Concussions in Extracurricular Athletic Activities*.

<http://www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/105cmr201.pdf>.

Rains, C., Robinson, B., (2010). *School Nurses and Athletic Trainers Team Up on Concussion Management*. <http://nas.sagepub.com/content/25/5/234>

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<sup>5</sup> Consistent with CMR 201.011: Medical Clearance and Authorization to Return to Play: "The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach including medical consultation with parents, the school nurse and teachers as appropriate," the following shall occur. Any return to school/return to play instructions from the healthcare provider shall be reviewed by the school nurse with the Concussion Team and with teachers to ensure that the student's performance in school is consistent with the return instructions. For any student whose performance is not consistent with the return instructions, the nurse will contact the healthcare provider for further discussion and clarification providing additional information if appropriate.

**Note:** These guidelines are consistent with 105 CMR 201:000: Head Injuries and Concussions in Extracurricular Athletic Activities. Any revision to these guidelines must be in compliance with 105 CMR 201.

**Note:** For the purposes of these guidelines, the terms head injury and suspected head injury and concussion are synonymous.

## **STUDENT CONDUCT**

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

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

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

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

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

Specific Codes of Conduct are published in each schools' Student Handbook.

LEGAL REF.: M.G.L. [71:37H](#); 71:37H ½; 71:37H ¾; 71:[37L](#); [76:16](#); 76:[17](#)  
603 CMR 53.00

## **RESTRAINT PREVENTION AND BEHAVIOR SUPPORT**

### **Purpose**

The Plymouth Public Schools (“the District”) seeks to ensure that every student is free from the use of physical restraint that is inconsistent with the requirements of 603 C.M.R. 46.00. Physical restraint is an emergency measure of last resort. It may be administered only when necessary to protect a student and/or school community member from assault or imminent, serious physical harm. When, based on this standard, physical restraint is necessary, staff will strive to prevent or minimize any harm to the student as a result of the use of physical restraint. The District will annually review its Restraint Prevention and Behavior Support Policy and Procedures, provide it to all district staff, and make it available to parents of enrolled students.

### **Definitions**

**Mechanical Restraint:** the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

**Medication Restraint:** the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

**Physical Escort:** a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

**Physical Restraint:** direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

**Principal:** instructional leader of a public school education program or his or her designee.

**Prone Restraint:** a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.

**Seclusion:** involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined below.

**Time-Out:** a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During a time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

### **Prohibitions**

Chemical restraint, mechanical restraint, and seclusion are prohibited in all public school education programs.

### **Specific Rights**

Neither 603 C.M.R. 46.00 nor this policy prohibits (1) any teacher, employee or agent of the District from using reasonable force to protect students, others or themselves from imminent, serious, physical harm; (2) any individual from reporting to appropriate authorities a crime committed by a student or other individual; (3) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or person alleged to have committed a crime or posing a security risk; or (4) an individual from reporting neglect or abuse to the appropriate state agency, pursuant to M.G.L. c. 119, § 51A.

### **Requirements for the Use of Time-out**

Time-out may be used only for the purpose of calming, it must be terminated as soon as the student has calmed, and it may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student's continuing agitation.

During a time-out, the student must be continuously observed by a staff member. The staff member will either be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for calming. The student may not be involuntarily confined alone in a room or in an area from which the student is prevented from leaving, as this would constitute seclusion, which is prohibited at all times.

### **Requirements for the Use of Physical Restraint**

Physical restraint is considered an emergency procedure of last resort. This means that it may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others; *and* the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Physical restraint may never be used for punishment. Physical restraint may not be used as a response to a student's property damage, disruption of school order, refusal to comply with rules/directions, or verbal threats unless the above harm standard is also met.

Physical restraint may not be used as a standard response for any student. No IEP or written behavioral plan may include physical restraint as a standard response to any behavior.

Safety: To ensure student safety, staff will review and consider a student's medical and psychological limitations, known or suspected trauma history, and/or behavior intervention plans. Physical restraint will not be used when it is medically contraindicated for reasons including, but not limited to, communication-related disorders, asthma, seizures, cardiac condition, obesity, bronchitis, or risk of vomiting.

During a physical restraint, staff will continuously monitor the student's physical status, including skin temperature, color, and respiration, and make certain that the student is able to breathe and to speak. Staff will use the safest physical restraint method available and appropriate for the situation and will use only the amount of force necessary to protect the student or others from physical injury or harm. Whenever possible, another adult who is not a participant in the restraint will witness the administration of the restraint.

Duration: A physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student demonstrates or expresses significant physical distress (e.g., difficulty breathing, sustained or prolonged crying, sustained or prolonged coughing). If a student demonstrates or expresses significant physical distress, staff will release the restraint and seek medical assistance immediately.

For any student to be restrained for more than twenty (20) minutes, staff must obtain the Principal's approval. This approval must be based on the student's continued agitation justifying the need for continued restraint.

Follow-up: Follow-up procedures will be implemented after the release of the student from physical restraint. These will include reviewing the incident with the student to address the precipitating behavior, reviewing the incident with staff who administered the restraint to discuss whether proper restraint procedures were followed, and considering whether any follow-up is appropriate for students who witnessed the incident.

Prone and Floor Restraint: Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific documentation, are met: (1) the student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone

restraint in an emergency as set out in 603 CMR 46.03(1)(b), and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

Floor restraints are prohibited unless the staff administering the restraint has received in-depth training in accordance with 603 C.M.R. 46.04(3), and these trained staff members determine that such method of restraint is required to provide safety for the student or others.

### **Reporting of Physical Restraint Use**

All physical restraints, regardless of duration, will be reported.

**Reporting within School and to Parents:** The reporting process within the school and to the student's parents is as follows: The staff will immediately verbally inform the Principal, and the Principal will make reasonable efforts to verbally inform the student's parents within 24 hours of the restraint. The staff will file a detailed written report no later than the next school day, and the Principal will provide the written report to the parents within three (3) school days of the restraint. There are no individual waivers permitted for these reporting requirements.

**Report Contents:** The report will include: names and job titles of those involved, including observers; date and time the restraint began and ended; the name of the administrator who was verbally informed; the name of the Principal or designee who approved extending the restraint beyond twenty (20) minutes, when such approval was obtained; what was happening before the restraint; the efforts staff used to prevent escalation of the student's behavior, including the specific de-escalation strategies that the staff used; the alternatives to restraint that staff attempted; the justification for initiating the restraint; a description of the holds used and why they were necessary; a description of the student's behavior and reaction during the restraint, and any medical care given; information regarding any further actions the school has taken or may take; and information regarding opportunities for the student's parents to discuss the restraint with the school.

**Reporting to the Department of Elementary and Secondary Education:** The reporting process to the Department of Elementary and Secondary Education (DESE) is as follows: The District will report to DESE all restraints that result in serious injury to either a student or a staff member within three (3) working days of the restraint. Additionally, the District will provide DESE with an annual report of its physical restraint use.

### **Administrative Reviews of Physical Restraint**

Two types of administrative reviews will be conducted in regards to the use of physical restraint. The Principal will conduct a Weekly Individual Student Review and a Monthly School-Wide Review.

**Weekly Individual Student Review:** A Weekly Individual Student Review will be conducted in regards to any student who has been restrained multiple times during the week. The Principal will convene a review team to assess the progress and needs of any such student, with the goal of reducing or eliminating future restraint. This team will review and discuss the written restraint reports, analyze the factors that led to the restraint, consider the factors that may have contributed to the escalation of the student's behavior, and develop a written action plan.

**Monthly School-Wide Review:** A Monthly School-Wide Review will also be conducted by the Principal. In this review, the Principal will consider patterns of restraints, the number of restraints, duration of restraints, and any injuries caused by restraints. The Principal will assess whether the restraint prevention and management policy needs to be modified and/or whether there is a need for additional staff training on restraint reduction and restraint prevention strategies, or take other action as appropriate.

### **Training Requirements**

**General Training:** The Principal will ensure that all staff receives training on the District's Restraint Prevention and Behavior Support Policy and Procedures and the requirements for the use of restraint. This training will comply with the requirements of 603 C.M.R. 46.04(2).

**In-Depth Training:** The Principal will identify and authorize certain staff to serve as a school-wide resource to assist in ensuring the proper administration of physical restraint. These identified staff will participate in an in-depth training that complies with the requirements of 603 C.M.R. 46.04(3) and 603 C.M.R. 46.04(4).

### **Specific Procedures**

The Superintendent will develop specific procedures identifying:

Appropriate responses to student behavior that may require immediate intervention.

Methods to prevent student violence, self-injurious behavior, and suicide (individual crisis planning, de-escalation techniques)

Alternatives to physical restraint (verbal prompting, physical escort, time-out, de-escalation techniques)

Description of physical restraints used in emergency situations

Restraint complaint procedure (how it is filed, how it is investigated)

Methods to engage parents in discussions about restraint prevention and the use of restraint solely as an emergency measure

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



## STUDENT WELFARE

### Supervision of Students

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

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

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

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

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

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

### Student Safety

Instruction in courses, when appropriate, will include and emphasize safety and 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 Facilities Department 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

CROSS REFS.: EB, Safety Program  
EBB, First Aid

## STUDENT HEALTH SERVICES AND REQUIREMENTS

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

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

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

### Procedures for Emergency at School

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

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

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

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

### Student Illness or Injury

In case of illness, mental/behavioral health crisis, or injury, the parent or guardian will be contacted and asked to pick up the student.

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

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

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

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

## PHYSICAL EXAMINATIONS OF STUDENTS

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

Every student will provide evidence of or 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 team and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school nurse.

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

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

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

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

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

CROSS REF.: JF, School Admissions

## **IMMUNIZATION OF STUDENTS**

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

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 students with disabilities 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.

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 disabled child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

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

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

LEGAL REF.:           M.G.L. 71:55

## MEDICATION GUIDELINES

Administration of medications in Plymouth Public Schools under the jurisdiction of the Plymouth School Committee, in accordance with the Massachusetts General Laws and the Department of Public Health:

### 1.0 Management of the Medication Administration Program

- 1.1 The school nurse shall be the supervisor of the medication administration program in the school.
- 1.2 The school nurse and the school physician shall develop and propose to the School Committee policies and procedures relating to the administration of medications.

### 2.0 Medication Orders

- 2.1 The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary, including the beginning of the school year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days.
  - 2.1.1 In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
    - 2.1.1.1 the student's name;
    - 2.1.1.2 the name and signature of the licensed prescriber and their business and emergency phone numbers;
    - 2.1.1.3 the date of the order and discontinuation date;
    - 2.1.1.4 the name of the medication;
    - 2.1.1.5 the route and the dosage of the medication;
    - 2.1.1.6 the frequency and suggested time of medication administration;
    - 2.1.1.7 specific directions for administration;
    - 2.1.1.8 sequence of medications, if multiple;
    - 2.1.1.9 a diagnosis and any other medical condition(s) requiring medication if not a violation of confidentiality or if not contrary to the request of a parent/guardian or student to keep confidential.
  - 2.1.2 Recent pharmacy labeled container, which provides all information required, may be accepted as a physician's written order.
  - 2.1.3 Every effort shall be made to obtain from the licensed prescriber or pharmacist the following additional information, if appropriate:
    - 2.1.3.1 Any special side effects, contraindications and adverse reactions to be observed;
    - 2.1.3.2 Any other medications being taken by the student.
  - 2.1.4 For short-term medications, i.e., those requiring administration for ten school days or

fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request clarification of the particular issue. Short-term medications ordered for three times per day are encouraged to be given at home.

- 2.1.5 For "over-the-counter" medications, i.e., nonprescription medications, the same policies and procedures as for prescription medications shall apply.
- 2.1.6 Medications administered by routes other than oral, topical, inhaled may be considered for administration in school after consultation with and/or approval from the school physician.
- 2.1.7 Investigational new drugs may be considered for administration in school after consultation with and/or approval from the school physician.

### **3.0 Parental Consent**

- 3.1 The school nurse shall ensure there is a written authorization by the parent/guardian, which contains:
  - 3.1.1 the student's name;
  - 3.1.2 the school attended;
  - 3.1.3 the student's date of birth;
  - 3.1.4 the student's sex;
  - 3.1.5 the parent or guardian's printed name and signature;
  - 3.1.6 known allergies;
  - 3.1.7 name of medication;
  - 3.1.8 licensed prescriber;
  - 3.1.9 dosage or medication;
  - 3.1.10 suggested time of medication administration;
  - 3.1.11 a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student (18 years or older) that such medication not be documented.

### **4.0 Medication Administration Plan**

- 4.1 The school nurse, in collaboration with the parent/guardian, whenever possible, shall establish a medication administration plan for each student receiving medication. This plan will be part of the parent consent. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.
- 4.2 The Department of Education Guidelines for Special Education require student consent for the 18-21 age group and student participation in planning after age 14, if appropriate. If appropriate, the medication administration plan shall be referenced in any other health or education plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766 or federal laws, such as the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or the American Disabilities Act (ADA).



- 4.3 Prior to the initial administration of the medication, the school nurse shall assess the child's health status.
- 4.4 In addition to information as listed above in 3.0 (*Parental Consent*), the following will be included in the plan:
  - 4.4.1 Diagnoses, if not in violation of confidentiality;
  - 4.4.2 Date medication ordered;
  - 4.4.3 Expiration date of medication;
  - 4.4.4 Storage conditions;
  - 4.4.5 Quantity received;
  - 4.4.6 Dosage frequency;
  - 4.4.7 Route;
  - 4.4.8 Time to be given.
- 4.5 The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication by ascertaining date of birth, consulting teacher, or other necessary means.
- 4.6 The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent/guardian and/or licensed prescriber.
- 4.7 In accordance with standard nursing practice the school nurse may refuse to administer or allow to be administered any medication which, based on her/his assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the parent/guardian and/or licensed prescriber shall be notified by the school nurse and the reason for refusal explained and documented.
- 4.8 The initial dose of medication will not be given in school except in life threatening situations.
- 4.9 The school nurse shall have a current pharmaceutical reference available for her/his use, such as Pediatric Dosage Handbook, or *Physician's Desk Reference* (PDR).
- 4.10 Adverse Reaction to Medication
  - 4.10.1 Any unexpected or dangerous reaction to a drug. An unwanted effect caused by the administration of a drug.
  - 4.10.2 Emergency care responsibility is shared by school staff as coordinated by school nurse. Care will involve providing necessary immediate care and contacting the parent/guardian, physician, and/or ambulance.

## **5.0 Field Trips/Medication Delegation**

- 5.1 For the purpose of administering medication to an individual child, including parenteral administration (i.e., by injection) of epinephrine pursuant to 210.004 (B) (4), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of medication to a specific child.
- 5.2 The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.
  - 5.2.1 When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
  - 5.2.2 The administration of parenteral medications may not be delegated, with the exception of epinephrine where the child has a known allergy or preexisting medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
  - 5.2.3 Supervision of authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The School Committee shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel.
  - 5.2.4 After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals – on a voluntary basis - who may administer medications.
- 5.3 When possible, medications should be given by the school nurse before leaving or upon returning to the school, or as agreed upon with the parent(s)/guardian(s) in the student's medication administration plan.
- 5.4 Every effort shall be made to provide a nurse to accompany students with specialized medication needs or life-threatening illnesses at special school events.
- 5.5 Parents are encouraged to accompany their own children on field trips to administer medications.
- 5.6 Students who have approval to self-administer medications will be allowed to medicate themselves on field trips, as noted in 6.0 (*Self Administration of Medications*).

## **6.0 Self Administration of Medications**

- 6.1 The school nurse may permit self-medication of prescription oral, topical, or inhalation medications without additional assistance or direction by a student provided that the following conditions/requirements are met:

- 6.1.1 The student, school nurse and parent/guardian enter into a written agreement, which specifies the conditions under which prescription medication may be self-administered.
  - 6.1.2 The licensed prescriber provides a written order for self-administration of medication.
  - 6.1.3 The school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the prescription medication.
  - 6.1.4 The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency, route, and time of day the medication is ordered.
  - 6.1.5 The student follows a procedure for documentation of self-administration.
  - 6.1.6 The school nurse establishes a protocol for the safe storage of self-administered prescription medication and as necessary consults with teachers, the student, and parent/guardian, if appropriate, to determine a safe place for storing the prescription medication for the individual student, while providing for accessibility if the student's health needs require it. In the case of an inhaler, whenever possible, a backup supply of the medication shall be kept in the health office.
  - 6.1.7 The school nurse develops and implements a plan to monitor the student's administration. Monitoring may include teaching the student the correct way of taking the prescription medication, reminding the student to take the prescription medication, visual observation to ensure compliance, recording that the prescription medication was taken, and notifying the parent/guardian or licensed prescriber of any side effects, variations from the plan or student's refusal or failure to take the prescription medication.
  - 6.1.8 Parents' wishes regarding informing teachers shall be respected.
- 6.2 Self-administration of other essential medications may be considered subject to written agreement of the ordering physician, parent/guardian, and school nurse.

## **7.0 Handling, Storage, and Disposal of Medications**

- 7.1 Parent/guardian or designated adult shall deliver all medications to be administered by the school nurse for students in grades preschool through twelve.
  - 7.1.1 All medications must be in a pharmacy or manufacturer-labeled container. Expiration dates shall be checked.
  - 7.1.2 The school nurse receiving medications that are controlled substances shall document the quantity of the medication delivered and confirm with parent.
- 7.2 All medications shall be stored in their original pharmacy or manufacturer-labeled containers and in such manner as to render them safe and effective.
- 7.3 All medications to be administered by the school nurse shall be kept in a securely locked cabinet used exclusively for medications. The cabinet shall be substantially constructed and

anchored securely to a solid surface. Prescription medications requiring refrigeration shall be stored in a refrigerator, which is in a locked room. Refrigerator temperature shall be maintained at temperatures of 39 degrees to 42 degrees F. Temperature recordings will be maintained daily when school is in session.

- 7.4 Access to stored medications shall be limited to the school nurse or Nurse Leader. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible.
- 7.5 Parents or guardians may make arrangements to personally retrieve their child's medications from the school during any school day.
- 7.6 No more than a 30-school-day supply of the controlled substances for a student shall be stored at school.
- 7.7 Where possible, all unused, discontinued or outdated prescription medications shall be returned to the parent/guardian and the return appropriately documented. According to signed parent consent, medications will be destroyed one week following termination of medication order or the last day of school if parent does not retrieve medication from school. Such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. Every effort should be made to return medications at the end of the school year. The destruction of medication will be documented by the school nurse and witnessed by one additional licensed personnel.

## **8.0 Documentation and Record Keeping**

- 8.1 Each school shall maintain a medication administration record for each student who receives medication during school hours.
- 8.2 Each record shall include physician order, parent/guardian consent, medication plan and daily log (written or computerized).
- 8.3 A master of these records will be maintained. Individual information shall be accessed as necessary from computerized medication daily logs.
- 8.4 The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations governing Administration of Prescription Medications in Public and Private Schools.
- 8.5 The daily log shall contain:
  - 8.5.1 the name of the student
  - 8.5.2 the name of the medication

- 8.5.3 the dose or amount of medication administered
  - 8.5.4 the method of administration
  - 8.5.5 the date and time of administration or omission of administration; including the reason for omission
  - 8.5.6 the signature of the nurse administering the medication
- 8.6 All documentation shall be recorded-
- 8.7 If a medication is delegated to an individual by a trained educator (other than the school nurse) documentation shall be made in the daily medication log in the student's electronic record.
- 8.8 The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- 8.9 The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

## **9.0 Reporting and Documentation of Medication Errors**

- 9.1 Medication errors are defined as any failure to administer medication as prescribed for a particular student:
- 9.1.1 Incorrect dosage;
  - 9.1.2 To incorrect student;
  - 9.1.3 Incorrect medication;
  - 9.1.4 Not within appropriate standards of nursing care;
  - 9.1.5 Unordered medication.
- 9.2 In the event of a medication error, the school nurse shall notify the parent/ guardian immediately. The nurse shall also notify the student's licensed prescriber.
- 9.3 Medication errors shall be documented by the school nurse on the Medication Error Report.
- 9.3.1 The Medication Error Report shall be forwarded to the School Nurse Leader the day the error is discovered.
  - 9.3.2 The Medication Error Report will be reviewed upon receipt by the Nurse Leader.
  - 9.3.3 The School Physician will review the error within two school days following review by the School Nurse Leader.
  - 9.3.4 All Error Reports will be maintained by the School Nurse Leader and trended for possible opportunities for improvement.
  - 9.3.5 All Medication Error Reports will be made available to the Department of Public Health upon request.

9.3.6 All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health.

9.3.7 All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

#### **10.0 Dissemination of Information to the Parent(s)/Guardian(s) Regarding Administration of Medications**

10.1 Parent information will be published annually in Student Handbooks and will also be available in each Health Office.

10.2 An outline of these medication policies will be available to the parent/guardian on request.

#### **11.0 Procedures for Resolving Questions between the School and Parents Regarding Administration of Medications**

11.1 School Nurse, parent, and licensed prescriber will confer to resolve questions regarding administration of medications.

11.2 The Nurse Leader and School Physician may be consulted, if necessary.

#### **12.0 Policy Review and Revision**

12.1 Review and revision of these policies and procedures shall occur as needed, but at least every two years.

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

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

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

### **Purpose of this Plymouth Public School 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 Plymouth Public Schools Health Care Services to acquire, maintain and utilize Automatic External Defibrillators (AED's).

Increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event.

Identify individuals responsible for the AED Program:

**Program Coordinator:** Director of Health Services, Plymouth Public Schools

**School Physician Consultant:** Site Coordinator - School Nurses at each participating Plymouth Public School Building.

### **Policy**

An Automated External Defibrillator (AED) will be available to AED trained faculty, staff and students at all school buildings in case of a sudden cardiac arrest during regular school hours.

- AED trained faculty, staff, students and bystanders are authorized to use an AED.
- All AED trained faculty, staff and students must maintain certification and participate in practice drills annually.
- Bystanders who are trained to use an AED may, after identifying themselves as being trained in the use of the AED, request and use the AED if it is accessible in the event of a sudden cardiac arrest on school grounds.
- The Plymouth Public Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation.
- Maintenance of the AED shall be the responsibility of the Plymouth Public Schools School Health Care Services.

### **Responsibilities**

Responsibilities as defined by the American Heart Association and as stated in the Automated External Defibrillator Program Memorandum of Agreement, which is on file with the Director of Health Services.

The Medical Director will:

- oversee all medical aspects of the program.
- ensure compliance with appropriate regulatory requirements, including specific requirements of M.G.L. c.112 §12V and 12V ½.
- ensure proper skills training and maintenance of skills for targeted AED faculty and staff responders.

The School Nurse Leader will:

- act as a liaison among the AED program participants.
- coordinate and oversee non-medical aspects of the program.
- coordinate documentation relating to training, maintenance, use and post event data collection including downloading and transmission of event information from the AED to the Medical Director.
- coordinate training of AED certified Plymouth Public Schools staff.
- maintain a master list of all AED certified Plymouth Public Schools staff and training records.

The School Nurse will:

- be responsible for the AED program at his/her site during the contracted school year.
- check AED equipment and accessories (by School Nurse and/or designees) and document, in accordance with maintenance procedures.
- maintain training documentation of all targeted AED responders at the site.
- coordinate and document site-specific drills and refresher training.
- maintain documentation regarding use of AED.
- notify the Nurse Leader if the AED is out of service.

The EMS Coordinator will:

- act as a resource to the Medical Director and School Nurse Leader.
- facilitate immediate post incident debriefing.
- retain copy of usage report for documentation.

## **Training**

All School Nurses and Health Aides are required per contract to maintain certification by the American Heart Association: Basic Life Support (BLS) for Healthcare Providers.

All Physical Educators and Health Educators are required to maintain certification by the American Heart Association: BLS and/or Heartsaver AED.

All Building Crisis and Medical Response Team Members are encouraged to have current documentation of successful completion of a course of Basic Life Support (BLS) that includes cardiopulmonary resuscitation and the use of AED's according to standards and guidelines of the American Heart Association, preferably the Heartsaver AED Program. First Aid training is an additional voluntary credential for Building Medical Response Team Members.

Employees of the Plymouth Public Schools will be offered the opportunity to receive CPR/AED training.

Student AED documentation will be forwarded by the Health Educators to the school nurse.

Upon request of the Nurse Leader or Medical Director, the EMS Liaison will assist the school district as needed to accomplish AED training requirements.



All school personnel will be educated at the beginning of the school year by completing the AED component of the District Mandated Trainings program. The school nurse will review use of the AED on an as needed basis.

### **Procedures**

Procedures will be kept at each AED site.

### **Policy Review and Revision**

Review and revision of this policy by the Nurse Leader and Medical Director shall occur as needed, but at least every two years.

## **LIFE THREATENING ALLERGIES MANAGEMENT**

- 1.0 Students with a diagnosed life-threatening allergy will have an Individualized Health Care Plan (IHCP) and a Plymouth Public Schools Life Threatening Allergy Action Plan (AAP) developed by the School Nurse in accordance with the Plymouth Public Schools Protocol for the Management of the Student with Life Threatening Allergies.
- 2.0 The Nurse Leader is responsible for maintaining current application with the Massachusetts Department of Public Health for the delegation of administration of epinephrine by auto-injector to the student with diagnosed life-threatening allergic conditions, consistent with regulations.
- 3.0 The School Physician Consultant will:
  - 3.1 Provide standing orders for the registered nurse to administer epinephrine and Benadryl to individuals with undiagnosed allergies. Orders will be written annually and be in effect for a twelve-month period.
  - 3.2 Review the Plymouth Public Schools Protocol for the Management of Life-Threatening Allergies at least every two years and as recommended by the Nurse Leader or designee.
- 4.0 At the beginning of the school year, all school personnel will be required to complete the “Life Threatening Allergies” component of the District’s annual Mandated Trainings program. School Nurses assigned to the schools throughout the District will educate individual staff members, who are assigned students that have recognized medical issues regarding recognition of life-threatening allergic reactions and the District’s emergency medical response procedures.
- 5.0 Review and revision of this policy shall occur as needed, but at least every two years.

LEGAL REFS.: 105 CMR 210.00

## **HEALTH AND SAFETY POLICY**

### **STATEMENT RELATIVE TO HEALTH AND SAFETY**

The Plymouth Public School District will create a physically safe, psychologically healthy, structurally sound and hazard free environment with adequate physical space and sufficient staffing.

The personal safety of each student and staff member of the Plymouth Public School District is of paramount importance. Safety is everyone's responsibility, and is best achieved through education, training, the proper use of protective equipment and the rigid enforcement of safety rules and regulations.

The District is committed to providing a safe and healthy environment for its students and staff. It is imperative that everyone takes an active role in initiating preventive measures to control hazards associated with the various activities within the schools.

It has long been the practice of the Plymouth Public School District to provide employees and students with any information necessary to provide for their health and safety. It is essential that all staff and students share in the responsibility of creating and maintaining a healthy and safe learning environment.

## **STUDENT FEES, FINES, AND CHARGES**

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

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

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

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

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

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

## **STUDENT RECORDS**

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

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

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

LEGAL REFS:           Family Educational Rights and Privacy Act of 1974,  
                          P.L. 93-380, Amended  
                          P.L. 103-382, 1994  
                          M.G.L. 66:10; 71:34A, B, D, E, H  
                          603 CMR 23.00

CROSS REF:           KDB, Public's Right to Know

## **STUDENT PHOTOGRAPHS**

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

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents/guardians on a voluntary basis. The building Principal or their 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/guardians and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

Parents/Guardians can opt-out of student pictures by completing the opt-out form contained in the student handbook.

LEGAL REF.:           M.G.L. 30B:1(b)(31)