SECTION J

STUDENTS

JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	STUDENT-TO-STUDENT HARASSMENT
JC	ATTENDANCE AREAS
JCA	ASSIGNMENT OF STUDENTS TO SCHOOL
JEB	ENTRANCE AGE
JF	SCHOOL ADMISSIONS
JF-E	RESIDENCY AND REGISTRY POLICY
JF-F	RODMAN EARLY CHILDHOOD TUITION REDUCTION FOR TOWN EMPLOYEES
JFABC	ADMISSION OF TRANSFER STUDENTS
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
JFABE	EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN
JFABF	EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE
JFBB	SCHOOL CHOICE
JHE	ABSENCE – RELIGIOUS HOLIDAYS
JI	STUDENT RIGHTS AND RESPONSIBILITIES
JIB	STUDENT INVOLVEMENT IN DECISION-MAKING
JIC	STUDENT CONDUCT
JICB	CARE OF BOOKS AND OTHER SCHOOL PROPERTY
JICC	STUDENT CONDUCT ON SCHOOL BUSES
JICE	STUDENT PUBLICATIONS

JICF	GANG ACTIVITY/SECRET SOCIETIES
JICFA	HAZING AND PROHIBITION OF HAZING
JICFB	BULLYING
JICG	TOBACCO USE BY STUDENTS
JICH	ALCOHOL USE BY STUDENTS
JICI	DANGEROUS WEAPONS AND CONTROLLED SUBSTANCES
JIE	PREGNANT STUDENTS
JIH	SEARCHES AND INTERROGATIONS
JII	STUDENT COMPLAINTS AND GRIEVANCES
JJ	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES
JJA	STUDENT ORGANIZATIONS
JJE	STUDENT FUND-RAISING ACTIVITIES
JJF	STUDENT ACTIVITY ACCOUNTS
JJG	CONTESTS FOR STUDENTS
JJH	STUDENT TRAVEL
JJH-R	STUDENT TRAVEL REGULATIONS
JJIB	INTERSCHOLASTIC ATHLETICS
JJIF	ATHLETIC CONCUSSION POLICY
JK	STUDENT DISCIPLINE
JKAA	PHYSICAL RESTRAINT POLICY
JKF	DISCIPLINE FOR SPECIAL NEEDS STUDENTS
JL	STUDENT WELFARE
JLC	STUDENT HEALTH SERVICES AND REQUIREMENTS
JLCA	PHYSICAL EXAMINATIONS OF STUDENTS

JLCB	IMMUNIZATION OF STUDENTS
JLCC	COMMUNICABLE DISEASES
JLCD	POLICY AND PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS
JLCEA	LIFE-THREATENING ALLERGIES
JLCEA-R	FOOD ALLERGY MANAGEMENT POLICY
JM	STUDENT AWARDS AND SCHOLARSHIPS
JP	STUDENT GIFTS AND SOLICITATIONS
JQ	STUDENT FEES, FINES, AND CHARGES
JRA	MAINTENANCE OF STUDENT RECORDS
JRA-R	STUDENT RECORDS

File: JB

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

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

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

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

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

CROSS REF.: AC, Nondiscrimination

Approved: April 12, 2018
Reviewed:
Revised: April 12, 2018

File: JBA

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Canton Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

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

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

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

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

- Verbal, physical or written (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.

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

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

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

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

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

CROSS REFS.: IJNDB, Student Responsible Use Policy

Approved:
Reviewed:
Revised:

File: JC

ATTENDANCE AREAS

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

From time to time, changes in student enrollment, the development of new residential areas, or the opening or closing of a school building may require changes to previously established school attendance areas.

The School Committee will have a public hearing prior to setting new attendance area boundaries. 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 area boundaries for individual children in the best interests of the student and/or the school.

LEGAL REFS.: M.G.L. 71.37C; 71:37D; 71:37I; 71:37J
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet Educational Programs, adopted 2/25/73
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans Which Involve Redistricting, adopted 4/24/73

Approved:
Reviewed:
Revised:

File: JCA

ASSIGNMENT OF STUDENTS TO SCHOOLS

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

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.

2. If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.

3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in their former school; permission will not extend beyond the current school year.

4. To permit school students to take courses not offered in their assigned schools.

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

SOURCE: MASC February 2019

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J

603 CMR 17.00

603 CMR 26.00

CROSS REF.: JC, Attendance Areas

Approved: October 1, 2020
Reviewed: Sept. 10, Sept. 17, 2020
Revised: October 1, 2020

File: JEB

AGES FOR SCHOOL ENROLLMENT ATTENDANCE POLICY

Kindergarten: A child entering kindergarten must be five years of age or older *on or before September 1st of the year of entrance into* kindergarten. There will be no exceptions.

Grade One: A child entering grade one must be six years of age or older on or *before September 1st of the year of entrance into grade one.* Children who do not meet Canton's grade one age requirement, but have successfully completed kindergarten in another public school and then relocated to Canton for grade one will be accepted for grade one placement.

If a child has successfully completed kindergarten in a private school and there are data indicating that the child is ready for first grade and is within three months of our age cutoff for first grade, a parent or guardian may request that the appropriate elementary principal review the child's readiness. This would involve an examination of a portfolio of a child's work as well as a review of the child's social readiness. Upon completion of this review, the principal will make a recommendation to the Superintendent based on the child's readiness. If the Superintendent agrees that there is sufficient evidence that the child is ready for first grade, enrollment can proceed. However, if the child is judged not to be ready, the student will only be allowed to enroll in kindergarten. The decision of the Superintendent is final and cannot be appealed.

Maximum Age for School Enrollment/Attendance

The maximum age for enrollment and/or attendance in the Canton Public Schools is age 21.

Ages for Compulsory Attendance

State law requires that all children be enrolled in grade one beginning in September of the calendar year in which they attain the age of six (6) and that they attend school regularly until they reach the age of sixteen (16).

Under MA law, each School Committee must enforce the school attendance of all children of compulsory school age residing in the town.

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

Adopted: May 27, 1998
Revised: March 1, 2018
Reviewed:

File: JF

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools.
Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must adhere to the requirements contained in Policy JF-E. Proof of residency of legal guardianship may also be required by the school administration.

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

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

Approved:
Reviewed:
Revised:

File: JF-E

RESIDENCY POLICY

A. Residency Requirements

Only children of school age who actually reside in the Town of Canton are entitled to attend the Canton Public Schools (M.G.L., c. 76, s. 5). "Residence" is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Canton for the purpose of enrolling in the Canton Public Schools, shall not be considered residency. (M.G.L. c. 76, s. 6). Persons who are found to temporarily reside in Canton for the special purpose of enrolling in the Canton Public Schools will be dismissed immediately from the Canton Public Schools and the parent(s), guardian(s), or others may be jointly and severally liable to the school district for tuition and other costs and fees.

Before any student is assigned to or attends any Canton public school, the student's parent or legal guardian must provide documents demonstrating proof of permanent residency in Canton. The student cannot be enrolled until residency is established. Residency can, and does, change for students and their families, therefore the Canton Public Schools reserves the right to request additional, updated information at any time, and to routinely verify the residency of students entering grades preschool, kindergarten, six and nine. The Canton Public Schools will implement administrative procedures consistent with this policy.

Exceptions to the residency requirements include:

(1) students whose families move out of town during their senior year of high school;
(2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student's behalf;
(3) students for whom another community or state agency may pay approved tuition rates; and
(4) homeless students entitled to a free, appropriate public education in accordance with the provisions of the McKinney-Vento Homeless Education Assistance Act. (See Policy JFABD for additional details).

Decisions regarding residency may be appealed to the Superintendent of Schools who may exercise discretion if the situation warrants it. The Superintendent's decision shall be final.

B. Investigation

Once the student has enrolled, school principals are required to look into situations in which there is reason to believe that the phone number and the address do not appear to be authentic. The principals will report questionable situations to the Superintendent or his/her designee.

The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private

investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

If it is discovered that a Canton student is a nonresident, the student's parent or legal guardian will be notified of the violation and instructed to enroll the student in the school district of the city or town where he or she actually lives. Failure to transfer the student out of the Canton Public Schools within five (5) school days will result in the student's immediate dismissal from the Canton Public Schools, unless there are fewer than ten (10) school days left in the marking period/school year; in which case, the student will be transferred at the end of the marking period/school year.

A student, other than a high school senior, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school. Only students whose families move out of town during their senior year of high school will be allowed to complete the school year tuition free.

D. Tuition

When a violation is determined, the Canton Public Schools will take action to recover tuition and other costs expended on behalf of the child during the period of non-residency. Parent(s), guardian(s), and other(s) may be jointly and severally liable to the Canton Public Schools for the student's tuition and other academic or related costs, as well as any investigation costs or legal fees incurred by the District as a result of any violations.

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school unless there is a space issue, bullying issue, necessary special needs education classroom, or any Superintendent determined compelling reason.

Approved: 2/4/2106
Reviewed:
Revised: 9/6/2018

File: JF-F

Rodman Early Childhood Center
Tuition for Employees of the Town of Canton and the Canton Public Schools

The School Committee recognized the need to charge tuition for the Canton Public Schools Rodman Early Childhood Center (ECC). The School Committee also recognizes the contribution made to the Town and District by its employees.

Families enrolling their students in the ECC will receive a discount of fifty (50%) percent of the total tuition due.

Any tuition due and not paid at the end of the school year will be subject to available legal action, including and not limited to, referral to collections agencies. Outstanding debts to the District must be paid prior to enrolling in another Canton based program or service such as transportation, food service or athletics.

Approved: April 28, 2016
Reviewed: April 28, 2016
Revised:

File: JFABC

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

Approved:
Reviewed:
Revised:

File: JFABD

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the District will work with homeless children and youth and unaccompanied youth[1] (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including pre-school programs, Title I, similar state programs, special education, bilingual education, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

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

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

Students Remaining in Schools of Origin

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

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the District. The District will transport students who are sheltered or temporarily residing within the District to the students' school of origin. For homeless students attending a school of

[1] "A homeless child or youth not in the physical custody of a parent or guardian." 42 USC §11434a.

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

Students Enrolling in District Where Sheltered or Temporarily Residing

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

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

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

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

Dispute Resolution

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

[2] Translation of communications of this type is required by Title I, among other laws. *See, e.g.* 20 USC § 6312.
[3] Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: http://www.doe.mass.edu/mv/haa/03-7.html

appeal, the student should remain enrolled in the school selected by the parent/guardian, receiving transportation to school and access to other available services and programs.

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

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families. The District's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school Districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The District's liaison will also review and recommend amendments to District policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure District staff receive professional development and other support on issues involving homeless students.

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

SOURCE: MASC October 2019

Approved/Adopted: February 4, 2021
Reviewed: January 21, 2021, February 4, 2021

File: JFABE

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 pre-kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

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

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

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

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

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.

- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.

- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, gifted and talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.

- In compliance with federal law, the District will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.

- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.

- Students of active duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.

- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.

- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;

SOURCE: MASC October 2019

Approved/Adopted: February 4, 2021
Reviewed: January 21, 2021, February 4, 2021

File: JFABF

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 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 agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

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

Transportation

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

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

Immediate Enrollment

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

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

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

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

SOURCE: MASC October 2019

Approved/Adopted: February 4, 2021
Reviewed: January 21, 2021, February 4, 2021

File: JFBB

SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12.) This decision must be reaffirmed annually prior to April 1st by a vote of the School Committee following a public hearing. In the event the Canton 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 resident students be given priority placement in any classes or programs within the district.

4. That the selection of non-resident students for admission when the number of requests exceed the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.

5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.

6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, sex, religion, gender identity, homeless status, national origin, sexual orientation, pregnancy or pregnancy related conditions.

7. Athletics, academic performance or ELL status will not be a factor in the acceptance of school choice students.

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

Approved: April 12, 2018
Reviewed:
Revised: September 6, 2018

File: JHE

ABSENCE - RELIGIOUS HOLIDAYS

The Massachusetts General Laws make it clear that students who are absent from school for religious purposes shall be excused from examinations or other class requirements during the period of their absence, and must be given the opportunity to make up the examinations or other work which they have missed.

Administrators should oversee the provision of reasonable accommodations for religious holidays observed by students of all religions. Reasonable efforts should be made to provide adequate opportunities for tests, quizzes, and/or homework to be made up by students who have missed school to observe a religious holiday.

LEGAL REFS: MGL 151C:2B

Approved: September 6, 2018
Reviewed: September 6, 2018
Revised: September 6, 2018

File: JI

STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

5. The right to privacy, which includes privacy with respect to the student's school records.

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

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

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

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

Approved:
Reviewed: September 6, 2018
Revised:

File: JIB

STUDENT INVOLVEMENT IN DECISION MAKING

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

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

Students will be welcomed at School 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 elected chairperson of the Student Advisory Committee shall be an ex-officio, non-voting member of the School Committee, shall be subject to all School Committee rules and regulations, and shall serve without compensation.

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

Approved:
Reviewed:
Revised:

File: JIC

STUDENT CONDUCT

The safety, well-being and interest of all students is of primary concern in the Canton Public Schools. We fully recognize the individual rights of each pupil, but only within the context of the general welfare of all. As required, the rules and regulations of student conduct as well as the disciplinary codes are published in the individual student handbooks.

LEGAL REF: M.G.L. 71:37H; 71:37H ½

Approved:
Reviewed:
Revised:

File: JICB

CARE OF BOOKS AND OTHER SCHOOL PROPERTY

School books and technology (e.g. IPads, Chromebooks, or other individually distributed technology items) are loaned, not given to students. It is expected that the books and technology will be cared for in a responsible manner. Lost or damaged items (including technology) must be paid for by the student according to the guidelines put forth in student handbooks.

The quality care of school property is an expectation. Any damage incurred requires repair and/or restitution and may warrant disciplinary action as outlined in student handbooks.

LEGAL REF.: Student Handbooks

Approved: September 6, 2018
Reviewed: September 6, 2018
Revised: September 6, 2018

File: JICC (also EEAEC)

STUDENT CONDUCT ON SCHOOL BUSES

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

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

SOURCE: MASC

NOTE: The coding of this statement indicates that the identical policy is filed in the E (Student) section.

Approved: October 1, 2020
Reviewed: Sept. 10, Sept. 17, 2020
Revised: October 1, 2020

File: JICE

STUDENT PUBLICATIONS

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

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

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

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

Distribution of Literature

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

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

Approved:
Reviewed:
Revised:

File: JICF

GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to promote harmony among students and within the school communities and to keep District schools and students free from the threats or harmful influence of any gang. For purposes of this policy, a gang is defined as any group, secret society, organization or association that advocates disruptive or illegal behavior, ethnic intimidation, violence or drug use. Fraternities, sororities and/or secret societies shall not receive District or building recognition in any manner. The Principal or 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 all school Principals. 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.

Approved:
Reviewed:
Revised:

File: JICFA

HAZING AND PROHIBITION OF HAZING

The Canton Public Schools defines hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This would include any action intended as an initiation ritual.

Reporting Procedure

In responding to and resolving complaints, administrators will be guided by five goals:

1. focus on changing behavior rather than simply punish the offender;

1. engage students and staff in dialogue so that they may learn more about the impacts of behaviors and attitudes;

2. maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem;

3. protect the complainant from retaliation; and

- ensure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment, bullying, or hazing, or has witnessed such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior; he/she feels he/she has experienced.

2. If the individual(s) does/do not stop the offensive behavior, he/she should file a complaint with any one of the following: (Use attached form)

    - the Principal, a teacher, a counselor or a nurse.

    - The Title IX / Chapter 622 Compliance Officer

3. If a student or employee is told about a complaint, that individual must notify the Principal, or Title IX/Chapter 622 Compliance Officer.

Investigation

Upon receiving the complaint, the Compliance Officer will notify the building Principal of the process and begin the investigation immediately. Unless circumstances require otherwise, the investigation will be completed in 10 (ten) working days. If all the parties involved within the complaint process agree to extend the days for investigation, the 10 (ten) working day process may be waived. In all cases involving harassment, all parties involved will be given the utmost protection of

privacy and the assurance of due process.

The Investigation shall consist of interviewing both the complainant and the alleged harasser, individually and privately. The investigator shall document the statements of both the complainant and the harasser.

The alleged harasser shall be informed of the complainant's identity. The alleged harasser will also be informed verbally and in written form that recriminations/reprisals against the complainant shall not be tolerated and are unlawful.

If there are any witnesses to the incident of harassment, they shall be interviewed, individually or privately, without either the complainant or the alleged harasser present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the Principal and the Superintendent or designee upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigation that harassment has occurred, the harasser shall be subject to disciplinary action. The action taken for the employee will be through the progressive discipline procedure, and for the student as noted in the student handbook.

If the investigation does not substantiate the complaint of harassment, no record of the incident will be placed in the alleged harasser's personnel file unless requested by the alleged harasser. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the investigator's report after review by the Superintendent.

If either party is dissatisfied with the results of the investigation of the harassment charge, he/she may direct his/her dissatisfaction in writing to the Superintendent or designee for further action.

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

Approved:
Reviewed:
Revised:

File: JICFB

BULLYING

Canton Public Schools recognizes that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff, and families to create a healthy and safe learning environment.

Bullying is defined as intentional, repeated, hurtful acts, words, or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social/emotional, or sexual.

BULLYING MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

Physical Bullying includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

Verbal Bullying includes such acts as hurtful name calling, teasing, gossip, rumors, sarcasm, and threats.

Social/Emotional Bullying includes rejecting, terrorizing, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.

Sexual Bullying includes many of the actions listed above as well as sexual harassment, and abuse involving actual physical contact and sexual assault.

Cyber Bullying includes the negative comments, teasing, threats, or other types of comments, when written in e-mails, web pages, or other electronic methods, including text messaging that creates an unsafe or unwelcoming feelings on the part of others that impact their school attendance or performance. The school will investigate cyber bullying, in conjunction with the Canton Police Department when or if such actions affect the school.

LEGAL REFS.:	Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26.00 M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A
REFERENCES:	Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan
CROSS REFS.:	AC, Nondiscrimination ACAB, Sexual Harassment JBA, Student-to-Student Harassment JICFA, Prohibition of Hazing JK, Student Discipline Regulations

Approved:
Reviewed:
Revised:

File: JICG

TOBACCO USE BY STUDENTS

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

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

CROSS REF.: ADC, Smoking on School Premises
GBED, Tobacco Use on School Property by Staff Members

Approved:
Reviewed:
Revised:

File: JICH

DRUG AND ALCOHOL USE BY STUDENTS

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

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

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

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

Approved:
Reviewed:
Revised:

File: JICI

DANGEROUS WEAPONS AND CONTROLLED SUBSTANCES

As defined by Massachusetts General Laws, the use of dangerous weapons and controlled substances are prohibited by the Canton Public Schools.

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the Principal.

2. Any student who assaults the Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

LEGAL Ref: Student Handbooks
M.G.L. 71:37, 37H ½

Approved:
Reviewed:
Revised:

File: JIE

PREGNANT STUDENTS

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities. The Canton Public Schools does not discriminate on the basis of pregnancy or pregnancy related conditions.

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 Canton Public Schools 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)

Approved: April 12, 2018
Reviewed:
Revised: April 12, 2018

File: JIH

SEARCHES AND INTERROGATIONS

Searches by Staff

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

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

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

Formal Interrogations by Police

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

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

Approved:
Reviewed:
Revised:

File: JII

STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

Approved: 02-02-2017
Reviewed:
Revised:

File: JJ

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools should provide a broad and balanced program of activities geared to the various ages, interests, and needs of students. Student participation in co-curricular and extracurricular activities is open to all students and the district is consistent with laws, policies and regulations, which prohibit discrimination on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, homelessness or disability.

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.

2. The assistance of parents in planning activity programs will be encouraged.

3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.

4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.

5. All activities will be supervised; all clubs and groups will have a faculty advisor.

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

Approved: April 12, 2018
Reviewed: March 29, 2018
Revised:

File: JJA

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 shall require approval by the School Committee.

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

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

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

Student Organizations - High Schools

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

LEGAL REF.: 603 CMR 26.06

Approved:
Reviewed:
Revised:

File: JJE

STUDENT FUND-RAISING ACTIVITIES

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

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.

2. Sale of advertising space in school publications.

3. A fund-raising activity approved by the Superintendent.

4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.

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

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

Approved:
Reviewed:
Revised:

File: JJF

STUDENT ACTIVITY ACCOUNTS

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

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

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised.

2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.

3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.

4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

Approved:
Reviewed:
Revised:

File: JJG

CONTESTS FOR STUDENTS

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added workload on school staff. Involvement in contests shall be approved by the appropriate administrator.

Approved:
Reviewed:
Revised:

File: JJH

STUDENT TRAVEL

All student trips which include out-of-state or overnight travel must have prior approval of the School Committee. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting 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, student safety, chaperones, 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. However, in certain circumstances, the approval may be granted by the Superintendent and Chair of the School Committee and this approval may be granted in less than 30 days.

All staff and parents accompanying students on any field trip must have a current CORI and fingerprinting on file with the school department.

CROSS REFS.: IJOA, Field Trips

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

Approved:
Reviewed:
Revised: August 29, 2016

File: JJH-R

STUDENT TRAVEL REGULATIONS

1. Transportation

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

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

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

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

2. Trip Scheduling

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

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts 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)
http://www.fmcsa.gov

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist)
http://www.uma.org/consumerhelp/studentguide.asp

Department of Defense's approved list of motor carriers
http://www.mtmc.army.mil/content/504/approvedlist.pdf

CROSS REFS.: IJOA, Field Trips

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

Approved:
Reviewed:
Revised:

File: JJIB

INTERSCHOLASTIC ATHLETICS

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

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

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

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

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

CROSS REFS.: AC, Nondiscrimination (and subcodes)

Approved:
Reviewed:
Revised:

File: JJIF

CONCUSSION MANAGEMENT POLICY

INTRODUCTION

A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from players colliding with each other or obstacles on the playing field. Contrary to previously thought, an athlete does not have to be knocked unconscious in order to sustain a concussion. A concussion - also known as a traumatic brain injury - changes how the cells in the brain normally work resulting in a variety of signs and symptoms (**Appendix I**). The immediate physiological effect of a concussion is a disruption of the sodium/potassium pump necessary for intracellular health. This leads to a release of glutamate (an excitatory amino acid 40 to 60 times greater in high school versus college athletes) which over the next 2 to 7 days leads to a marked decrease in cerebral blood flow (50%) which results in alterations in academic/cognitive and emotional well-being. (**Appendix II**).

In recent years, there has been a significant amount of research into sports-related concussions in high school athletes. Returning a student-athlete to play after a known or suspected concussion places the student at risk for long term health consequences, including serious injury or even death. In 2010, the Massachusetts Department of Public Health's (MDPH) issued the new regulation 105 CMR 201.000 Head Injuries and Concussions in Extracurricular Athletic Activities (**Appendix III**), mandated by Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletes (**Appendix IV**). This regulation requires all public middle and high schools (serving grades 6 through high school graduation) to have policies and procedures governing the prevention and management of sport-related head injuries. Canton Public Schools is committed to the safety of all our student-athletes.

The Canton Public Schools seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. A team of school staff consisting of our School Nurse, Athletic Director (AD), Certified Athletic Trainer (ATC), and Nurse Leader (NL) has developed this Concussion Management Policy for Canton Public Schools in order to effectively and consistently manage these injuries. The intent is to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

I. PERSONS RESPONSIBLE FOR IMPLEMENTATION OF SCHOOL POLICY

The School Physician, School Nurses, the High School Athletic Director (AD), the Middle School Athletic Supervisor, Certified Athletic Trainer (ATC), and Nurse Leader (NL) of the Canton Public Schools will be responsible for the implementation of the policy and procedures which shall apply to all Canton High and Galvin Middle School students, and shall apply to all students who participate in any extracurricular athletic activities.The associated responsibilities shall include but are not limited to:

1. Supporting and enforcing the protocols, documentation, required training and reporting.
2. Assuring that all documentation is in place.
3. Reviewing, updating and implementing policy every two years and including updates in annual training and student and parent handbooks.

II. ANNUAL TRAINING REQUIREMENT

The Commonwealth of Massachusetts requires annual safety training on sports related concussion,

including second impact syndrome.All student athletes and their parents/guardians must complete the MDPH approved online training annually. Proof of completion of training will be verified with the parent/guardian's online signature.. The following individuals from Canton High School and Galvin Middle School will be responsible to participate in all required trainings

1. Coaches
2. Certified Athletic Trainers
3. Volunteers
4. School nurses
5. School and team physicians
6. Athletic Directors/Supervisors
7. Directors responsible for a school marching band whether employed by a school or school district or serving as a volunteer
8. Parents/ guardians of a child who participates in an extracurricular athletic activity
9. Students who participate in an extracurricular athletic activity

III. DOCUMENTATION OF PHYSICAL EXAM

Each student-athlete **must** have a physical examination on an annual basis within 13 months of the student's last physical examination All physicals are to be turned in to the Athletic Director at Canton High School and the Athletic Supervisor at Galvin Middle School.

IV. PRE-PARTICIPATION HEAD INJURY REPORTING FORMS, SUBMISSION AND REVIEW

The Massachusetts concussion law requires athletes and their parents to inform their coaches about prior head injuries at the beginning of each sports season.

1. Reporting to the coaches is done via the ***Pre-Participation Head Injury/Concussion Reporting Form*** (**Appendix V**) and should be completed by the student's parent/guardian and the student. It must be submitted to the Canton High School's Athletic Director or Galvin Middle School's Athletic Supervisor, *prior* to the start of each season a student plans to participate in an extracurricular athletic activity. This form provides a comprehensive history with up-to-date information relative to concussion history. This form is designed by DPH with specific and required questions to ensure that particular attention is paid to identifying athletes with a history of brain or spinal injuries. Until the ***Pre-Participation form*** is completed and signed by the parent/guardian and student and returned to the school prior to the start of every sports season, the student cannot participate in the extracurricular sports activity.
2. In the event of a history of Multiple Concussions on ***Pre-participation form***:

   The decision to allow a player who reported a history of multiple concussions on her/his pre-participation form should be made only after consultation with the student's physician or primary care provider; the sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate school athletic staff and the parent. Current evidence indicates that youth who have suffered one or more concussions are more likely to suffer a subsequent one.

3. Collection/Distribution of ***Pre-participation forms***:

   Canton Public Schools has the pre-participation forms available electronically at the Athletic Trainer's web page: Hard copies of these forms are also available at the Athletic Department and.

4. Canton High School athletics will provide the information via the online registration site. The parent/student can fax, mail, or hand deliver the completed and signed ***Pre-Participation form*** to the Canton Public School's athletic departments at Canton High School or Galvin Middle School The ***Pre-Participation forms*** should be submitted to the coaches or athletic director/supervisor. All of the information, included on the Pre-participation form, may also be collected through an online registration program and ATC will share with school nurses as needed..

V. MEDICAL/NURSING REVIEW OF PRE-PARTICIPATION FORMS

At the start of each sports season, the Canton High School and Galvin Middle School (ATC)or Athletic Supervisor will review all ***Pre-Participation forms*** The (ATC) will be responsible for:

1. Reviewing completed ***Pre-Participation forms***.
2. Addressing any questions raised by the Athletic Director/Supervisor.
3. Communicating with the coach regarding the student's concussion history and discussing concerns.
4. Following up with parents and students as needed prior to the student's participation in extracurricular athletic activities.
5. Sharing concussion related information with the school nurse.

VI. PROCEDURE FOR REPORTING AND REVIEWING HEAD INJURIES TO SCHOOL NURSE AND/OR CERTIFIED ATHLETIC TRAINER DURING THE SEASON

In order to ensure that students who experience concussion/head injury during practice or contest are safe to play and to ensure timely review of all report of head injury forms, the following procedures will be followed when an athlete from Galvin Middle School or Canton High School is suspected of receiving a head injury:

1. **Athletes who experience signs or symptoms of a concussion should not be allowed to return to play whether in practice or contest. (Appendix I)**
2. The Certified Athletic Trainer will conduct a *Standardized Assessment* and make every effort to complete the ***Report of Head Injury During Sports Season form*** (**Appendix VI**) as soon as possible.
3. If the Certified Athletic Trainer is not available, the coach will make every effort to complete the ***Report of Head Injury During Sports Season form*** and forward to ATC as soon as possible.
4. The Certified Athletic Trainer/ or the coach will be responsible for communicating the student's injury with parents/guardians, and providing them a copy student athlete concussion packet as soon as possible.

5. The Certified Athletic Trainer will notify the Athletic Director/Supervisor and school nurse of reported head injury
6. School nurse will contact student-athlete's teachers and guidance counselor.
7. The school nurse will maintain documentation of the **Report of Head Injury form** in the student's health record.
8. Parents/guardians are made aware of their responsibility for completing the form in the event of a head injury occurring outside of extracurricular athletic activity through written materials at the start of the sports season. Such forms must be submitted to the AD/Supervisor, ATC or coach at any time during the school year.
9. Blank copies of the ***Report of Head Injury During Sports Season forms*** will be available:
    - In the school nurse's office
    - Athletic Director/Supervisor's office
    - In the certified athletic trainer's office
    - Student-Athletic and Parent Information Packet
    - Online at the athletic and health services websites

VII. REMOVING ATHLETES FROM PLAY AND MEDICAL EVALUATION

In the event that a student-athlete receives a head injury, or is symptomatic of having a head injury, the coach or the certified athletic trainer will remove the student-athlete from play and will not be returned to play or practice that day. The head injury is to be reported as per the protocols noted in Section VII as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.

1. If the athlete is injured at an away event or if the certified athletic trainer is unavailable, the coaching staff is responsible for notifying the athlete's parent/guardian of the injury and, if warranted, calls for emergency care. Coaches should seek assistance from the host site athletic trainer, coach, school physician or school nurse if at an away game.
2. If the athlete is able to be sent home (rather than directly to MD or emergency room):
    - The coach or athletic trainer will ensure that the athlete will be with a responsible adult, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home;
    - The coach or athletic trainer will continue efforts to reach the parent;
    - If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete will be referred to the emergency department for evaluation. A coach, athletic trainer, or school official will accompany the athlete and remain with the athlete until the parent arrives when possible. Athletes with suspected head injuries will not be permitted to drive home.
3. Any athlete who is symptomatic but stable is allowed to go home with their parents/guardians following the head injury.
    - If the head injury occurs at practice, the parent/guardian will immediately be notified and must come and pick-up the student-athlete and talk to the certified athletic trainer or coach in person.
    - If the injury occurs at a game or event they may go home with their parent/guardian after talking with the certified athletic trainer or coach.

- Parent/guardian will receive educational information regarding signs and symptoms of deteriorating brain injury/function which would prompt immediate referral to a local emergency room, as well as the ***Post Sports-Related Head Injury Medical Clearance and Authorization form*** (**Appendix VII**) which is required for return to play.
- All symptomatic students will be referred to their primary care provider for evaluation.

4. When an athlete loses consciousness for any reason, the athletic trainer will start the Emergency Action Plan Any athlete who is removed from the contest or practice and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the Emergency Action Plan. **Worsening signs and symptoms requiring immediate physician referral can be found in Appendix I.**

VIII. MEDICAL CLEARANCE FOR RETURN TO PLAY

If an athlete is removed from play for a suspected concussion, he or she must be medically cleared and evaluated before returning to play/practice.

1. Students at the Canton High School and Galvin Middle School must be cleared to return to play/practice by a physician or one of the individuals as authorized by 105 CMR 201.0111.
2. Medical clearance will be provided using the ***Post Sports-Related Head Injury Medical Clearance and Authorization form*** (**Appendix VII**) and also available on the Canton High School website. A copy will be kept in the student's medical record in the nurse's office.
3. In a situation in which a student has been medically cleared but school staff has observed continuing symptoms, **the school will make the final decision regarding a student's return to play.** If this situation arises, the Canton High School or Galvin Middle School staff should communicate to the physician or health care provider who provided the clearance regarding the symptoms school staff has observed to allow for reevaluation by the healthcare provider. If the athlete still has symptoms, the athlete should NOT return to play.

IX. DEVELOPMENT AND IMPLEMENTATION OF POST CONCUSSION GRADUATED REENTRY PLANS

Students who are diagnosed with a concussion will have a written graduated re-entry plan for return to academic and athletic activities. The plan shall be developed by the school nurse, certified athletic trainer, and the other school personnel and healthcare providers as appropriate. Graduated reentry plans include gradual steps from physical and cognitive rest, gradual return to physical and academic activities, estimated time intervals for resumption of activities, frequent assessments. The communication between the members of the student-athlete's team is critical.

Progression of re-entry for both academics and extracurricular activities is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the student participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.

The injured student will recover more quickly with rest, not only from physical exertion and athletic activity, but also from the cognitive demands of academic work.

1. Staff may utilize **Appendix VIII** as a guideline for Academic Expectations for Post-Concussion Recovery Stages. Note: most physicians do not use the color coding noted.

2. For academic re-entry the written plan may include but not be limited to:
    - Physical and cognitive rest as appropriate
        i. Cognitive rest may include avoiding or limiting excessive noise (including listening to music with headphones), bright lights, use of computers, texting, television, video games, and reading, since these can provide too much stimulation to the brain and may exacerbate symptoms and delay healing.
    - Graduated return to classroom studies as appropriate
        i. A student's speed of processing information is often what is most affected by a concussion. The student may learn more slowly, have impairment with memory and concentration, and staying organized. The effects of a concussion may interfere with listening in class, learning new skills, taking notes, and studying for and completing tests. Reading, even for pleasure, can sometimes worsen symptoms.
    - Estimated time intervals for resumption of activities
    - Frequent assessment by the school nurse, and by the certified athletic trainer as appropriate
    - Periodic medical assessments until full return to classroom activities and extracurricular activities are authorized.
    - Although not all students will require them, school accommodations may include:
        i. Time off from school
        ii. Shortened school day
        iii. Rest breaks in school
        iv. Reduction in workload
        v. Extended time to complete coursework, assignments and tests, especially in math, science, and foreign language classes
        vi. Delaying the taking of standardized tests until symptoms have cleared.
        vii. For safety reasons, alternate transportation may need to be arranged by the parent if the student typically drives to school.
    - The student should be reassessed frequently, with input from teachers and other involved staff members. Accommodations should then be adjusted according to the student's abilities and progress.
    - The written plan will be made available to all school personnel who are involved in the provision of the student's academic services.

3. The Athletic Trainer is responsible for monitoring recovery and coordinating the appropriate return to play activity progression of the student-athlete. The ATC responsibilities include, but are not limited to:

    - The student must be completely symptom free and medically cleared as defined in 105 CMR 201.011 in order to begin graduated reentry to extracurricular athletic activities.

- Providing an initial assessment, followed by regularly scheduled assessments, that are individualized and relate to the student-athlete's previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the student participates.
- Developing an individualized graduated re-entry plan that is a stepwise progression of activity as tolerated, and may include:
    i. Complete rest
    ii. Light exercise
    iii. Aerobic exercise
    iv. No contact drills
    v. Full contact practice
    vi. Game play
- Monitoring the student's recovery progression in collaboration with the school nurse and with the student's healthcare provider.
- Maintaining appropriate documentation regarding assessment and management of the injury.

4. ImPACT Testing is used for a student's baseline as well as an assessment tool following a concussion.

- When possible athletes at Canton High School participating in athletic sports which carry a risk of concussion are recommended to take a baseline ImPACT test prior to participation in sports at CHS and every two years thereafter. ImPACT testing begins for some students at GMS
- ImPACT testing will be administered as deemed necessary. .
- Students who sustain a suspected concussion in a non-athletic related manner may also participate in ImPACT testing post-concussion.

5. **The school has the authority to make the final determination whether a student may safely participate in a given activity.** Participation is a privilege that may be permitted or withheld by the school staff based on individual circumstances. If these situations arise the school staff will communicate to the health care provider who provided the clearance, the specific symptoms and reason for concern and that the student is not symptom-free.

X. PROVIDING INFORMATION, FORMS AND MATERIALS TO PARENTS AND ATHLETES

The Department of Public Health intends that all student athletes and adults who are on the field during practice or competition will be educated with the same basic information about the signs, symptoms and risks of concussion. Communication between families, athletic staff and health care providers is crucial to facilitate a student's prompt removal from play and referral for medical care and full recovery following a concussion.

1. Parental responsibility for completion of ***Pre-Participation Head Injury/Concussion Reporting Form*** **(Appendix V)**
    - The official Canton High School website under the Athletic Department tab has a page on sports concussion that also details these protocols. Finally, parents and students can always call the athletic department office at (781 821-5060 x2111 or

the school nurse office at (781) 821-5050 x2110 to get further clarification or ask questions.

- At the beginning of every sports season, no student will be allowed to participate in athletic activities until the pre-participation form is signed, submitted by parent and student and reviewed by designated staff annually.

XI. INCLUSION OF SPORTS-RELATED HEAD INJURY POLICY IN THE STUDENT AND PARENT HANDBOOK

Canton High School and Galvin Middle School revise their Parent/Student Handbooks annually and as such will include information regarding the regulation entitled 105 CMR 201.000 which references Head Injuries and Concussions in Extracurricular Athletic Activities, mandated by Chapter 166 of the Acts of 2010, An Act Relative to Safety Regulations for School Athletes. The handbooks and subsequent revisions will contain information concerning the school's Concussion Management policy as well as:

- The CDC Heads Up Concussion in Youth Sports Parent Fact Sheet

1. This policy will be included in the Canton High School and Galvin Middle School Parent/Student handbooks. Hard copies of the Concussion Management Policy and Appendices will be available in the main offices, athletic offices and nurse's offices of each high school and middle school as well.

XII. COMMUNICATING WITH PARENTS WITH LIMITED ENGLISH PROFICIENCY

Because of limited English skills, some parents may be unable to communicate with school personnel and may feel isolated from the school community. Canton Public Schools makes every attempt to communicate effectively with parents with limited English proficiency. Our middle and high schools serve a diverse population and have the ability to translate all website materials into many languages. All sports-injury related materials including the online training classes, the CDC fact sheets on concussions and the required forms are available in Spanish at Canton High School's Athletic Department website. Further. Canton Public Schools will translate other materials as requested. In the event a student receives a concussion or is suspected of having a concussion the high school Athletic Director's office should notify the parent in the appropriate language. Interpreters are available by contacting the Principal's office.

XIII. SHARING CONCUSSION-RELATED HEALTH INFORMATION

Informal collaboration occurs on a temporary, as-needed basis with the student's support team There may be circumstances in which there is a need to share information in the student health record with authorized school personnel — either to enhance the educational progress of the student or protect his/her safety or well-being.

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

There may be times when a school nurse has the legal obligation to disclose health or related information to protect a student's health or safety. Public policy requires the protection of a

patient's right to privacy by medical professionals, unless there is an immediate threat or serious harm to the student or others.

XIV. REQUIREMENTS THAT COACHES, ATHLETIC TRAINERS AND TRAINERS AND VOLUNTEERS TEACH STRATEGIES THAT MINIMIZE SPORTS-RELATED HEAD INJURY AND PROHIBIT DANGEROUS PLAY:

Coaches, Athletic Directors and Athletic Trainers of Canton Public Schools should:

1. Insist that safety comes first; develop, teach, implement and enforce safety rules;
2. Promote good officiating of the existing rules;
3. Emphasize to athletes and parents that playing with a concussion is dangerous;
4. Promote safe use of equipment all year; require that sports participants use the right protective equipment during all practices and games and that all equipment, particularly helmets, are properly fitted;
5. Maintain and improve the surfaces of playing fields; routinely conduct hazard assessments of the playground; walk the field before each practice or game to check for divots, uneven surfaces, loose goal posts or other conditions that could affect play; Ensure that spaces and facilities for physical activity meet or exceed recommended safety standards for design, installation and maintenance.
6. Check all equipment to ensure they are up to manufacturer standards of quality and care and do not exceed expiration date.
7. Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, mouth protectors and eye and mouth guards). Protective equipment should fit properly, be well maintained and certified, not be expired and be worn consistently and correctly;
8. Discourage others from pressuring injured athletes to play.

XV. PENALTIES

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

Legal reference:
105 CMR 201.000: Head Injuries and Concussions in Extracurricular Athletics
S 2469, chapter 166 of the Acts of 2010: An Act Relative to Safety Regulations for School Athletic Programs.

Approved:
Reviewed: May 24, 2018
Revised: May 24, 2018

File: JK

STUDENT DISCIPLINE

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

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules not inconsistent with the law 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.

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

Approved:
Reviewed:
Revised:

File: JKAA

PHYSICAL RESTRAINT OF STUDENTS

All schools and programs within the Canton Public Schools are committed to maintaining an orderly, safe environment conducive to learning for all students and staff. It is the policy of the Canton Public Schools that physical restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate in accordance with 603 CMR 46.00 et seq.

The use of mechanical restraint, medical restraint, prone restraint unless permitted pursuant to 603 CMR 46.03(1)(b); the use of restraint inconsistent with 603 CMR 46.03, and seclusion is prohibited. The use of "timeout" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

Notwithstanding the above, in the event of an emergency in which physical restraint is deemed the only appropriate option to prevent injury to students and/or staff, nothing shall preclude a teacher or District employee from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The Superintendent or designee will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to notify a parent of the use of restraint orally within 24 hours of its imposition and in writing within 72 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Procedures for conducting periodic review of data and documentation on the use of physical restraints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.
- A process for obtaining Principal approval for a restraint exceeding 20 minutes.

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

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

Physical restraint is prohibited as a means of discipline or punishment, or as a response to the

destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of assault or imminent, serious physical harm to the student or others.

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

No written individual behavior plan or individual education program (IEP) may include the use of physical restraint as a standard response to any behavior.

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

LEGAL REFERENCE: M.G.L>, 71:73G
CROSS REFERENCE: C-10 Restraint of Students in the Canton Public Schools

Approved: February 6, 2020
Reviewed: February 6, 2020
Revised: February 6, 2020

File: JKF

DISCIPLINE FOR STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in student handbooks. Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Individuals with Disabilities Education Act ("IDEA") and their related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. These rights are in addition to the due process rights applicable to all students. Each principal shall ensure that a summary of such rights are set forth in a district-wide handbook and/or in a school-based handbook made available to families and students. Further, when suspending a student who has either a Section 504 Accommodation Plan or an Individual Education Plan (or whose eligibility for such a plan is reasonably suspected) the Principal shall notify the Administrator of Student Services. In the event the number of days of suspension is anticipated to exceed 10 cumulative days in a school year, such notice must be provided to the Administrator of Student Services prior to the tenth day.

Approved:
Reviewed:
Revised: March 12, 2017

File: JL

STUDENT WELFARE

Supervision of Students

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

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

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

Reporting to Authorities - Suspected Child Abuse or Neglect

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

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

Student Safety

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

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

Safety on the Playground and Playing Field

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

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

Fire Drills 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

Approved:
Reviewed:
Revised:

File: JLC

STUDENT HEALTH SERVICES AND REQUIREMENTS

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

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

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

Procedures for Emergency at School

During their school hours a nurse is on duty to provide assessments, first aid, emergency care and medication administration. **There is no nurse available during before-school and after-school programs and organized activities (e.g. sports, clubs).** If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Students with special health care needs are encouraged to carry necessary items (e.g. inhalers, EpiPens, glucose tablets) during these times. If your child requires specific assistance during these aforementioned times please contact your child's **school nurse** for guidance.

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

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

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

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

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

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications)

for reporting such to the appropriate executive director 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 or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

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

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

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

CROSS REF.: EBB, First Aid

Approved: November 1, 2018
Reviewed: November 1, 2018
Revised: November 1, 2018

File: JLCA

PHYSICAL EXAMINATIONS OF STUDENTS

1. Every student will have vision, hearing, BMI and postural screenings in accordance with current laws and regulations. A record of the results will be kept by the school nurse.

2. Every student shall submit a record of a current general physical examination: upon entering the Canton Public school system and upon admittance to the fourth, seventh, and tenth grades.

3. The results of examinations will assist in determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept by the school nurse.

4. Every candidate for a school athletic team will present the signed consent of a parent or guardian and a current physical examination that includes participation status signed by the student's medical provider.

5. School nurses assess students who enter the health office or are referred for an evaluation.

6. A parent/guardian will be notified if necessary with the nursing assessment and follow up recommendations as needed.

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

CROSS REF.: JF, School Admissions

Approved: June 13, 2019
Reviewed: November 1, 2018
Revised: June 13, 2019

File: JLCB

IMMUNIZATION OF STUDENTS

Students entering school for the first time, whether at preschool, kindergarten, or through transfer from another school district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time-to-time by the Department of Public Health. The only exceptions 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/guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian, and in situations where students are homeschooled.

SOURCE: MASC August 2020

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

CROSS REF.: JF, School Admissions

Approved: October 29, 2020, 1/21/21
Reviewed: October 29, 2020, 1/21/21
Revised: October 29, 2020, 1/21/21

File: JLCC

COMMUNICABLE DISEASES

Management of an infectious disease in the school setting will be in accordance with guidelines established by the Massachusetts Department of Public Health.

Infectious diseases are one of the major problems that schools face, causing staff and student absence, as well as discomfort and sometimes serious illness. In recent years there has been a resurgence of infectious diseases worldwide resulting from drug resistant strains of common infectious diseases and the emergence of new infectious diseases for which there are no cures or vaccines. School systems have a responsibility to insure appropriate inclusion/exclusion criteria and support infected students and staff.

LEGAL REFS.: M.G.L. 71:55,55A,55B
105 CMR 300:120,150,190,191
MDPH: The Comprehensive School Health Manual
National Association of School Nurses: Position Statement on Infectious Diseases

Approved:
Reviewed:
Revised:

File: JLCD

POLICY AND PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS

The Canton School Committee approves the following policies governing administration of medications in the schools under its jurisdiction.

I. Management of the Medication Administration Program

A. The school nurse shall be the supervisor of the medication administration program in the school.

B. The school nurse and the school physician shall develop and propose to the School Committee policies and procedures relating to the administration of medications.

C. Medication Orders and Parental Consent:

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 each academic 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. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or re-enters school.

   In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

   1) the student's name
   2) the name and signature of the licensed prescriber and business and emergency phone numbers
   3) the name of the medication
   4) the route and dosage of medication
   5) the frequency and time of medication administration (medication can be given ½ hour before or ½ hour after the scheduled time)
   6) the date of the order and discontinuation date
   7) 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
   8) Specific directions for administration.

   a. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:

      1) Any special side effects, contradictions, and adverse reactions to be observed
      2) Any other medications being taken by the student
      3) The date of the next scheduled visit, if known.

b. Special Medication Situations

1) 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 a licensed prescriber's order.

2) For "over-the-counter" non-prescription medications an order from the student's private physician is required.

3) The school nurse may administer over-the-counter medications to students based on protocols that have been developed in collaboration with the school physician and that have been approved by the School Committee.

4) Investigational new drugs may be administered in the schools with

a) a written order by a licensed prescriber,
b) written consent of the parent/guardian,
c) a pharmacy-labeled container for dispensing. The school nurse may seek consultation from the prescribing physician and/or school physician before administering the investigational medication in the school setting.

2. The school nurse shall ensure that there is a written authorization by the parent or guardian that contains:

a. the parent or guardian's printed name, signature and an emergency phone number. The school nurse may obtain verbal parental/guardian permission for medication administration once per school year. Subsequent doses will require written parental/guardian permission.
b. 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 that such medications not be documented.
c. approval to have the school nurse administer the medication during their school day.
d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.
e. approval to have the school nurse delegate the medication administration for field trips and /or for life-threatening emergencies.

D. Medication Administration Plan:

1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. The medication administration plan is part of the parent/guardian consent form and will be completed by the school nurse in collaboration with the parent or guardian for each student receiving a medication. During their school hours a nurse is on duty to provide assessments, first aid, emergency care and medication administration. **There is no nurse available during before-school and after-school programs and organized activities**

(e.g. sports, clubs). If an emergency arises, staff will activate the emergency medical system and the student will be transported to the nearest hospital. Students with special health care needs are encouraged to carry necessary items (e.g. inhalers, EpiPens, glucose tablets) during these times. If your child requires specific assistance during these aforementioned times please contact your child's **school nurse** for guidance.

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.* If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Program under Chapter 766) or federal laws, such as the

Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act-of 1973.

* The DOE guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes;
   a. the name of the student;
   b. an order from a licensed prescriber, including business and emergency telephone numbers;
   c. the signed authorization of the parent or guardian, including home and business telephone numbers;
   d. any known allergies to food or medications;
   e. the diagnosis, unless the parent, guardian or student requests that it not be documented;
   f. the name of the medication;
   g. the dosage of the medication, frequency of administration and route of administration;
   h. any specific directions for administration;
   i. any possible side effects, adverse reactions or contraindications;
   j. the quantity of medication to be received by the school from the parent or guardian;
   k. the required storage conditions;
   l. the duration of the prescription;
   m. a plan for teaching self administration of the medication when appropriate;
   n. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
   o. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
   p. when appropriate, the location where the administration of the medication will take place;
   q. a plan for monitoring the effects of the medication, if needed;
   r. In cases where it is necessary for students to take scheduled medication during the school day while on a field trip a parent/guardian will be encouraged to accompany the class on the trip. If the parent/guardian cannot accompany the child every effort

shall be made to obtain a school nurse to accompany the field trip. When this is not possible, the school nurse may delegate medication administration to another responsible, trained adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The medication administration plan shall include the plan for medication delegation in the event of a field trip; refer to Canton Policy for Medication Delegation for Field Trips and Life Threatening Emergencies.

E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.

F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.

G. 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 individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

H. The school nurse shall have a current pharmaceutical reference available for her/his use.

II. Medication Delegation for Field Trips and Life-Threatening Emergencies Delegation/Supervision (This section applies to school districts who have been registered with the Mass DPH to permit school nurses to delegate responsibility for administration of emergency Epinephrine to trained nursing-supervised, unlicensed personnel.)

A. The Canton School Committee, in consultation with the Nurse Leader/Head Nurse and School Physician, will register with the Massachusetts Department of Public Health for "LIMITED DELEGATION PERMITTING UNLICENSED SCHOOL PERSONNEL TO ADMINISTER PRESCRIPTION MEDICATIONS ON FIELD TRIPS" and for "PERMITTING UNLICENSED SCHOOL PERSONNEL TO ADMINISTER EPINEPHRINE IN A LIFE-THREATENING SITUATION".

B. The Canton School Committee authorizes that the responsibility for the administration of medication may be delegated to unlicensed school personnel according to criteria delineated in CMR 210.004 (B)(2). Such delegation shall only be to school staff members willing to accept such responsibilities who have been properly trained.

C. For the purpose of administering emergency medication to an individual child, including parental administration (i.e., by injection) of medication 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 emergency medication to a specific child.

1. 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.

2. 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.

3. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required.

4. The administration of parental medications may not be delegated, with the exception of epinephrine which is to be administered in a life-threatening situation 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. Medications to be administered pursuant to p.r.n. ("as needed") orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.

6. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications to their child.

D. Supervision of Unlicensed Personnel

Authorized unlicensed personnel administering medications shall be under the supervision of nurse. The School Committee shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.

1. The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:

    a. the number of unlicensed school personnel the school nurse can adequately supervise as determined by the school nurse;
    b. the number of unlicensed school personnel necessary, in the nurse's judgment, to ensure that the medications are properly administered to each student.

2. The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

a. The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.
b. The school nurse shall provide a training review and informational update, at least, two times per year, for those school staff authorized to administer medications.

3. The school nurse shall support and assist persons who have completed the training, including direct supervision if appropriate, to prepare for and implement their responsibilities related to the administration of medication.

4. The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following:

   a. health condition and ability of the student;
   b. the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated;
   c. the type of medication; and
   d. the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.

5. For the individual child, the school nurse shall:

   a. determine whether or not it is medically safe and appropriate to delegate medication administration;
   b. administer the first dose of the medication, if (1) there is reason to believe there is a risk to the child as indicated by the health assessment, or (2) if the student has not previously received this medication in any setting;
   c. review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;
   d. provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation and/or student assessment;
   e. review all documentation pertaining to medication administration every two weeks or more often as necessary.

III. Self Administration of Medications

Under certain circumstances, especially for students with chronic medical conditions, it may be in the student's best interest to self administer his/her own medication. "Self administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own inhaled medication, and/or emergency medication (EpiPen) and/or students living with the diagnosis of Diabetes may possess and administer their glucose monitoring test kits and insulin delivery systems and/or students living with Cystic Fibrosis may possess and administer prescription enzymes. On a case by case basis, it may be decided that a student may be responsible for taking his/her own medication after the school nurse has

determined that the following requirements are met:

A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement that specifies the conditions under which medication may be self-administered.

B. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self administration of medication.

C. The student's health status and abilities have been evaluated by the school nurse who then deems self administration safe and appropriate. As necessary, the school nurse shall observe initial self administration of the medication.

D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered.

E. There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission.

F. The licensed prescriber provides a written order for self administration.

G. The student follows a procedure for documentation of self administration of medication.

H. The school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.

I. The student's self administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication;

J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self administering a medication.

K. Permission to self administer medication may be rescinded at the school nurse's discretion for noncompliance of above requirements.

IV. Handling, Storage and Disposal of Medications

A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered in school to the school nurse.

1. The medication must be in a pharmacy or manufacturer labeled container.

2. The school nurse shall document the quantity of the medication delivered.

3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.

C. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit. An exception to this policy is made for emergency medications which need to be kept unlocked for ease of access. The nurse shall be responsible for determining a safe storage area for these medications.

D. Access to medications stored in the health office shall be limited to the school nurse. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.

E. Parents or guardians may retrieve the medications from the school at any time.

F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.

G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, 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. All medications should be returned at the end of the school year.

H. If parents/guardians do not pick up medication as requested by nurse within one week of the termination of the physician’s order or by the last day of school, the following procedures will take place:

1. Nurse and witness will count remaining medication and record on student’s medication log;

2. Medication will be flushed down the toilet or otherwise appropriately discarded, by the nurse with a witness observing;

3. Nurse and witness will sign the student's medication log.

V. Documentation and Record-Keeping

A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.

1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.

2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

3. The daily log shall contain:

a. The dose or amount of medication administered
b. The date and time of administration or omission of administration, including the reason for omission
c. The full signature of the nurse or the designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.

4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

5. All paper documentation shall be recorded in ink and shall not be altered.

6. When using a computer based health office software system all documentation requires the use of an electronic signature. Each school nurse shall have a unique, personal password to access health records and a unique, individualized numerical electronic signature password to document the administration of medication.

7. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self administration shall be filed in the student's cumulative health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.

C. 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.

VI. Reporting and Documentation of Medication Errors

A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

1. within appropriate time frames
2. in the correct dosage;
3. in accordance with accepted practice;
4. to the correct student.

B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. The school nurse shall document the effort to reach the parent or guardian. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.

C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the student health record. They shall be made available to the Department of Public Health upon request. 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. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VII. Response to Medication Emergencies

The school nurse shall develop procedures for responding to medication emergencies, i.e., any reaction or condition related to administration of medication which poses an immediate threat to the health or wellbeing of the student. These procedures shall be consistent with the school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified in case of a medication emergency.

A. Emergency Medical Services will be contacted if warranted - call 9-1-1;

B. Parents/Guardians will be contacted followed by the licensed prescriber;

C. Poison Control will be contacted if necessary (1-800-222-1222) and instructions followed;

D. Close observation of the student will be provided and if necessary, the child will be dismissed to parent/guardian. If further medical evaluation is deemed necessary, the child will be referred to the prescribing physician;

E. The emergency event should be documented and a copy of the written report given to the

building Principal and nurse leader.

F. Follow-up calls will be made to determine status of student's condition.

VIII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

Such information shall include an outline of these medication policies and shall be available to parents and guardians upon request.

Approved: November 1, 2018
Reviewed: November 1, 2018
Revised: November 1, 2018

File: JLCEA

LIFE-THREATENING ALLERGIES

Management of life-threatening allergies in the school setting will be in accordance with guidelines established by the Massachusetts Department of Public Health and Massachusetts Department of Education.

An increasing number of students and staff have life-threatening allergies. Exposure to the affecting allergen can trigger anaphylaxis, which requires prompt medical intervention with an injection of epinephrine. School districts need to be prepared to handle episodes of anaphylaxis in students and staff who have diagnosed allergies and also those individuals with no previous history of life-threatening allergies.

LEGAL REFS.: M.G.L. 71:55A
MDPH: The Comprehensive School Health Manual
MDOE: Managing Life-Threatening Food Allergies in Schools
NASN Position Statement: The Role of the School Nurse in Allergy/Anaphylaxis Management
Epinephrine Use in Life-Threatening Emergencies

Approved: November 1, 2018
Reviewed: November 1, 2018
Revised: November 1, 2018

File: JLCEA-R

FOOD ALLERGY MANAGEMENT POLICY

The Canton Public Schools take seriously their responsibility to implement reasonable steps to protect the safety of its school community members by recognizing that every allergic reaction has the possibility of developing into a life-threatening, potentially fatal anaphylactic reaction. In order to minimize the incidence of allergic reactions, our school system will maintain a district-wide **Food Allergy Awareness and Management Plan** to address allergies with the intent to reduce exposures.

The focus of the **Food Allergy Awareness and Management Plan** shall be prevention, education, awareness, communication and emergency response. The **Food Allergy Awareness and Management Plan** shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the district. There will be annual teacher, substitute teacher, staff, faculty, bus driver and support personnel training in accordance with the plan. A critical component of the annual and mandatory training about food allergy awareness and management is to heighten awareness about life-threatening allergies throughout the school system. Canton Public Schools will provide information though the Canton community to foster a greater appreciation concerning life-threatening allergies.

Approved: January 19, 2017
Reviewed: March 1, 2018
Revised:

File: JM

STUDENT AWARDS AND SCHOLARSHIPS

The Canton School Committee encourages the establishment of student honors, awards and scholarships. All honors and awards presented to students by the schools should be incentives for excellence and enrichment, and consistent with the goals, core values, vision and mission of the district. The selection of recipients of honors, awards and scholarships will be consistent with laws, policies and regulations which prohibit discrimination on the basis of race, color, religion, national origin, gender identity, sex, sexual orientation, age, homelessness, disability, pregnancy or pregnancy related conditions . Criteria and procedures for presenting the awards will be published in student handbooks; information packets form the guidance offices and other school bulletins.

The Canton School Committee encourages citizens and groups in the community to establish new scholarships and honors. Such awards must be accepted by the School Committee to be given by the schools or through participation of school personnel. Any and all assets and income generated for these purposes must be placed under the custody of town officials or boards. Information about establishing a scholarship fund is available from the district Business Manager. Contributions cannot be accepted until a scholarship fund is fully established.

Honors and awards are presented at school assemblies or at graduation. All senior awards are listed in the graduation program. The Guidance Director will keep an up-to-date list of awards and scholarship available to CHS students. In the spring of senior year, a packet of scholarship and awards information, including an application for scholarship aid, will be made available to seniors.

Adopted: March 29, 2018
Approved: March 29, 2018
Reviewed:
Revised:

File: JP

STUDENT GIFTS AND SOLICITATIONS

The state's conflict of interest law G.L. c 268A, and the financial disclosure law, G.L.c 268B, restrict gifts and gratuities given to state, county and municipal employees.

Specifically, depending on the amount and source of a gift, issues may be raised under G.L. c 268A, $ 3 and G.L. c. 268B, $. Section 3(a) prohibits anyone from offering to a public employee anything of substantial value which is given for, or because, of an official act performed, or to be performed, by the public employee.

The Massachusetts Ethics Commission interprets "substantial value" to be anything worth $50 or more per contributor.

Solicitations of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

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

G.L.C.268A, $3(a)

Approved: December 15, 2016
Reviewed:
Revised:

File: JQ

STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.
A school may exact a fee or charge only upon Committee approval. The schools, however, can:

- 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 (qualify for free and reduced lunch) are exempt from paying fees. However, students (who qualify for free and reduced lunch) 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. A permissible penalty can be the denial of participation in an extra class activity while the student is enrolled in this District.
Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Approved: February 2, 2017
Reviewed:
Revised:

File: JRA

MAINTENANCE OF STUDENT RECORDS

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

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

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

Adopted: November 3, 2005

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

CROSS REF: KDB, Public's Right to Know

SOURCE: Canton

Approved:
Reviewed:
Revised:

File: JRA-R

STUDENT RECORDS

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

Application of Rights

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

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(1) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

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

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

Authorized school personnel: shall consist of three groups:

(1) School administrators, teachers, counselors and other professionals who are employed by the

School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the

School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team which evaluates a student.

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

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

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

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

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

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

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

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

regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

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

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

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

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

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.

(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.

(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall

have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

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

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

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

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

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order from a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12
Mass Dept. of Elementary and Secondary Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

Approved:
Reviewed:
Revised: