

TO: Acton Public School Committee members
Acton-Boxborough Regional School Committee members
Acton-Boxborough Transitional School Committee members

FROM: Beth Petr, Secretary to the School Committees

DATE: 5/1/14

RE: PreK – Grade 12 ABRSD policies for FY15 – Consent Agenda #5

The following policies have been reviewed by the Transitional Policy Subcommittee as well as the Joint APSC/ABRSC Policy Subcommittee and are submitted for a First Reading at the 5/1/14 School Committee meetings:

1. Negotiations Legal Status; File: HB
2. School Committee Negotiating Agents; File: HF
3. Reporting Student Progress; File IK
4. Student Progress Reports to Parents/Guardians; File: IKAB
5. Promotion and Retention of Students; File: IKE
6. School Ceremonies and Religious Holiday Observances; File: IMD
 - a. And procedures IMD-R
7. Admission of Exchange Students; File: JFABB
8. Homeless Students: Enrollment Rights and Services; File: JFABD
 - a. And procedures JFABD-R
9. School Choice; File: JFBB
10. Student Rights and Responsibilities; File: JI
11. Student Involvement in Decision-making; File: JIB
12. Student Conduct; File: JIC
13. Student Publications; File: JICE
14. Prohibition of Hazing; File: JICFA
15. Bullying; File: JICFB
16. Alcohol Use by Students; File: JICH
17. Student Activity Programs; File: JJ
18. Head Injury Management; File: JJIF
 - a. And procedures JJIF-R
19. Student Discipline Guidelines; File: JK
20. Restraint of Students; File: JKAA
 - a. And procedures JKAA-R

Behind the policy with changes tracked, is a clean copy of the proposed draft. Current APS/ABRSD policies are found at <http://ab.mec.edu/about/policies.shtml>. Blanchard School policies are found at <http://www.boxboroughschool.org/node/82>.

File: HB

NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Chapter 150E of the Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

Established by law

LEGAL REF.: M.G.L. 150E:1 et seq.

Approved:

Acton-Boxborough Regional School District

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File: HF

SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committees ~~are~~ is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committees may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committees will appoint the negotiator and the fee or salary for his services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The negotiator may recommend additional members to serve on the negotiation team. They will not be members of any unit that negotiates with the Committees, and their participation in negotiations must be recommended by the Superintendent and approved by the Committees.
 - b. He/she will direct accumulation of necessary data needed for negotiations, such as comparative information.
 - c. He/she will follow guidelines set forth by the Committees as to acceptable agreements and will report on the progress of negotiations.
 - d. He/she will make recommendations to the Committees as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

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

Approved:

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

Approved:

Acton-Boxborough Regional School District

File: IK

REPORTING STUDENT PROGRESS
First Reading 5/1/14

The philosophy of the School Committees concerning reporting student progress, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committees feel it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs and growth, and make instructional plans for him/her. A sharing of information among parent, teacher, and student is essential.

The Committees support staff efforts to find better ways to measure and report student progress. It will require that:

1. Parents/guardians are informed regularly of the progress their children are making in school.
2. Parents/guardians will be alerted and conferred with on a timely basis when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's progress.
5. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

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File: IKAB

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS
First Reading 5/1/14

The School Committees recognizes the school's obligation to give regular reports of a student's progress. The School Committees further recognizes that these reports are a vital form of communication between the schools and parents. The School Committees also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

Verbal or written reports depicting the student's progress will be issued regularly following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the regular reports, parents will be notified when a student's performance requires special attention.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant-Superintendent or designee, who will share the proposal with the School Committees.

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File: IKE

PROMOTION AND RETENTION OF STUDENTS

(First Reading 5/1/14)

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The School Committee ~~is~~ are dedicated to the best total and continuous development of each student enrolled. The Principal is expected to place students at the grade level best suited to them.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

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Approved:

Acton Boxborough Regional School District

File: IMD

(Box. very different in wording, though not meaning and a bit procedural)

SCHOOL CEREMONIES AND RELIGIOUS HOLIDAY OBSERVANCES

The Acton Public Schools and the Acton-Boxborough Regional School Districts observe the establishment clause of the first amendment to the Constitution which guarantees both the separation of church and state and also the right of an individual to free speech. The School Committees understand that there can be a tension between these two parts of the first amendment. The schools must also respect the laws of the Commonwealth of Massachusetts.

In addition, we recognize that in any group there are diverse cultural, ethnic, religious and social traditions which should be understood through educational practice. We shall recognize and honor our differences, not ignore them. Students and staff will be encouraged to appreciate and accept ethnic and religious diversity. We shall be respectful of the beliefs and practices of others

LEGAL REF.: 603 CMR 26:05

REF: Acknowledging Religious Holidays File: ACD and ACD-R

Acton Boxborough Regional School District

File: IMD

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Acton Boxborough Regional School District

File: IMD-R
(already passed through with first consent agenda vote)

SCHOOL CEREMONIES AND RELIGIOUS HOLIDAY OBSERVANCES

Instructional Practices

1. A good education acknowledges the importance of studying about religion. This study would include such learning activities as an analysis of the role of religion in culture and an appreciation of its importance in order to reach a balanced understanding of civilization and society.
2. The treatment of religion in the schools will meet the Supreme Court's constitutional boundaries set forth in the three-part test of Lemon v. Kurtzman: (1) the activity must have a secular purpose, (2) the principal or primary effect of the activity must be one that neither advances nor inhibits religion, (3) the activity avoids excessive governmental entanglement with religion.
3. Teachers will be sensitive and knowledgeable about the diversity of religious beliefs of the students in their classes. Instructional practices will balance religious beliefs so that all students will feel included; no student will be required to participate in class activities associated with religion if unwilling, or if a parent expresses unwillingness.
4. Community resources and personnel should be used whenever possible by the schools when activities related to religious holidays are planned and implemented.
5. The school system calendar will indicate religious holidays affecting a significant proportion of our population. The school system will indicate holidays that will have an impact upon student participation in school activities.
6. Students will be accommodated if they request of the teacher that they be excused from participating in activities involving religion and/or if they are unable to participate in regular activities due to religious observances. Written parent permission should accompany such student requests.
7. The school will use the standard grievance procedure to resolve differences resulting from the implementation of these guidelines (e.g., appeal to teacher, to principal, superintendent, to the school committee).

REF: Acknowledging Religious Holidays File: ACD and ACD-R

Approved:

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REF: Acknowledging Religious Holidays File: ACD and ACD-R

Approved:

Acton Boxborough Regional School District

File: JFABB

ADMISSION OF EXCHANGE STUDENTS
(First Reading 5/1/14)

The Acton-Boxborough Regional School District may accept, on a tuition free basis, with the approval of the building Principal and the Superintendent and on a space available basis, up to three exchange students total in grades 7 – 12 per year. The exchange student must:

- 1) Be sponsored by an officially recognized exchange student program.
- 2) Reside with a host family in one of the District towns.
- 3) Have a working knowledge of the English Language.
- 4) Hold a J1 Visa.

Students who are accepted and placed in grade 12 will be ineligible to receive a diploma, but may be awarded a certificate of attainment.

Verification of local residence and pertinent records must be provided by the student/organization to the District before approvals are issued.

VOTED: March 2011

~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: JFABB

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VOTED: March 2011

Acton-Boxborough Regional School District

File: JFABD

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES
(First Reading 5/1/14)

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

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

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

The Superintendent shall designate the Director of Pupil Services to be the district's liaison for homeless students and their families

Acton Public Schools and Acton-Boxborough Regional School District

File: JFABD

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File: JFABD-R

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

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

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

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

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

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

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

File: JFABD-R

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LEGAL REFS.: Title I, Part C
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Acton-Boxborough Regional School District

File: JFBB

SCHOOL CHOICE
(First Reading 5/1/14)

The school districts admits non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to Choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. Preference is given to siblings of Choice students.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
5. The School Committees affirms their position that it shall not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools in the admission of any child on the basis of race, color, religion, national origin, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

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

Acton Public Schools and Acton-Boxborough Regional School District

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

Acton-Boxborough Regional School District

File: JI

STUDENT RIGHTS AND RESPONSIBILITIES

(First Reading 5/1/14)

The School Committees have 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 Superintendent to make and delegate authority to District 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

REFERENCE: Notice of Nondiscrimination File: AC
Equal Educational Opportunities File: JB

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File: JI

STUDENT RIGHTS AND RESPONSIBILITIES

(First Reading 5/1/14)

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 Superintendent to make and delegate authority to District 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

REFERENCE: Notice of Nondiscrimination File: AC
Equal Educational Opportunities File: JB

Acton-Boxborough Regional School District

File: JIB

STUDENT INVOLVEMENT IN DECISION-MAKING

(First Reading 5/1/14)

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

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

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

Student Advisory Committee

As required by state law, the Acton-Boxborough Regional School Committee will meet at least once every other month during the school year with the student advisory committee or designee, which is composed of five students elected by the high school student body. The members of the student advisory committee shall be ex-officio nonvoting members of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

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

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

File: JIB

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

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

Acton-Boxborough Regional School District

File: JIC

STUDENT CONDUCT
(First Reading 5/1/14)

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at a school-sponsored or school-related event, including athletic games.

Any of the following actions may subject a student to suspension, expulsion, subject to School District action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

The administration reserves the right to discipline students who participate in off-campus activities that can reasonably be expected to result in retribution, causing vandalism, disruption and/or potentially dangerous situations at the high school.

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

File: JIC

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(First Reading 5/1/14)

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

Acton-Boxborough Regional School District

File: JICE

STUDENT PUBLICATIONS
(First Reading 5/1/14)

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will 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.

All student publications will be expected to comply with the rules for responsible journalism.

The school Principal will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

Distribution of Literature

Students have a right to the distribution of literature on school grounds and in school buildings, except that the Principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Principal may require that no literature be distributed unless a copy is submitted to him/her in advance.

The Principal will reasonably regulate the time, place, and manner of distribution of literature.

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

File: JICE

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

File: JICFA

PROHIBITION OF HAZING
(First Reading 5/1/14)

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

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

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

Any student who participates in the hazing of another student or other person may be suspended from school.

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

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

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

File: JICFA

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Acton-Boxborough Regional School District

File: JICFB

BULLYING

Bullying of any type has no place in a school setting. The Districts will endeavor to maintain a learning and working environment free of bullying. Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions.

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

The Districts will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying, in accordance with harassment File: JBA.

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

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

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

Acton Public Schools and Acton-Boxborough Regional School District

File: JICFB

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JICFA-E, Hazing

File: JICH

ALCOHOL USE BY STUDENTS
(First Reading 5/1/14)

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

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

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

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

File: JICH

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

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

File: JJ

STUDENT ACTIVITY PROGRAMS
(First Reading 5/1/14)

The School Committees recognizes that well-balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. These student activity programs shall provide varied opportunities for students to grow in areas such as leadership, group interaction, individual responsibility and management, project organization and completion, and social development.

Each student activity group shall define itself, its purposes, sources of revenue and anticipate expenditures, if applicable, and shall be approved by the Principal before being permitted to function.

Rules and regulations for administering student activity programs, a uniform system of accounting, a listing of individual responsibilities and provision for access by telephone in case of an emergency shall be detailed in an administrative procedure to accompany this policy.

Within the limit of Massachusetts General Laws, the School Committees may include provision for student activity funds in its General Fund appropriation. Such funds, when appropriated, shall be made available only to organization funds via the method established by the accompanying administrative procedure.

File: JJIF
(no Boxborough Policy)

HEAD INJURY MANAGEMENT POLICY

(First Read 5/1/14)

The purpose of this policy is to provide information and standardized procedures for Acton Public and Acton-Boxborough staff, families and students dealing with diagnosed or suspected head injuries. These procedures will include measures addressing prevention, training, management and return to activity decisions. Our policy and procedures must address sports-related head injuries occurring in extracurricular athletic activities but will also be applied to all head injuries in students regardless of causation or source.

Head injuries and concussions can have serious consequences for students, including long term health and educational issues. Proper management of such incidences can help maximize recovery. Early recognition of a head injury/concussion is essential to safe management and to the ultimate goal of a return to normal physical and academic functioning.

Seasonally-updated health history information is collected and reviewed for every student participating in athletic activities.

Concussion training is required and documented annually for athletic staff, school nurses, students participating in school athletic activities and their parents.

Suspected concussions that occur during school activities are reported immediately to families for referral to a provider. Care and management of head injuries in the school setting requires collaboration between families, school nurses, coaches, athletic trainer if available, primary care physicians, consulting athletic and school physicians, athletic director, administrators and counselors.

Review and revision of this policy and procedures shall occur as needed but at a minimum of every two years.

LEGAL REF.; M.G.L. c. 111, section 222

HEAD INJURY MANAGEMENT PROTOCOLS

(policy approved 2/2/12)

These protocols provide for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Interscholastic Athletic Activities*, including but not limited to secondary interscholastic athletic activities and marching band. These protocols also have specific applications for any public school student who sustains such head injuries during the school day and/or in the course of community-based activities. Review and revision of the district's Head Injury Management Policy is required every two years.

Definitions

Department means the Massachusetts Department of Public Health.

Concussion means a complex disturbance in the brain function due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury.

Head Injury means a direct or indirect trauma to the head including a concussion or traumatic brain injury.

Second Impact Syndrome means a potentially lethal condition that can occur when a person sustains a head injury prior to the complete healing of a previous brain injury causing deregulation of cerebral blood flow with subsequent vascular engorgement.

Traumatic Brain Injury (TBI) means a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. (TBI may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. TBI includes, but is not limited to a concussion.)

Pre-participation Requirements and Training

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons annually shall complete one of the head injury safety training programs approved by the Acton-Boxborough Regional School District:

- Coaches;
- Certified athletic trainers;
- Physical education teachers;
- Volunteers;
- School and team physicians;
- School nurses;
- Athletic directors;
- Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer;

- Parents of a student who participates in an interscholastic athletic activity and/or marching band; and students who participate in an interscholastic athletic activity and/or marching band.

The definitions of terms used in these procedures/protocols are as set forth in the Regulations at CMR 201.005.

This requirement may be met by:

- completing an approved online program listed on the ABRSD website and Interscholastic Athletic Participation Form ("Green form"), providing a certificate of completion to the athletic director, or
- signing an acknowledgement that they have read and understand written materials provided to them by the athletic director.

The athletic director will keep required certificates, signed acknowledgements and training session rosters for three years.

The training must be repeated every subsequent year.

Additionally, students who plan to participate in interscholastic athletic activities and their parents must complete and sign the pre-participation Interscholastic Athletic Participation Form ("Green form") *prior* to each season of participation. The Form will be distributed through the athletic department and may also be obtained in the health office and is also available on the school website. The Form will be reviewed by the school nurse prior to athletic participation. The school nurse will provide appropriate follow-up when necessary. Annually, students are also required to provide a physical exam to the school nurses' office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam. With an appropriate release, the school nurse shall consult with the students' own physician as necessary regarding a student's medical history and or eligibility.

ABRSD may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

Exclusion from Interscholastic Play

- Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
- The student shall not return to practice or competition unless and until the student provides medical clearance. The coach or athletic trainer shall provide the necessary forms for the student to take to their medical provider.

- The Athletic Trainer, or LATC (licensed athletic trainer certified) Coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness. The coach also must provide this information to the parent in writing, whether paper or electronic format by the end of the next business day, if the LATC is not available.
- The coach, or his or her designee, shall communicate, by the end of the next business day, with the Athletic Director, the school athletic trainer and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

Return to Interscholastic Play/Academics

Students must be symptom free and medically cleared in order to return to play. The following individuals may authorize a return to play:

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

Final return to interscholastic play in the Acton-Boxborough Regional School District requires the approval of the athletic trainer.

Building Principal Responsibilities

The Building Principal, and/or designee, participates in the biannual review and revision of the Policy.

The Building Principal, and/or designee will ensure the training of all physical education staff.

The Building Principal and/or designee will maintain certificates of completion, attendance rosters, and signed affidavits.

Athletic Director Responsibilities

The Athletic Director participates in the biannual review and revision of the policy.

The Athletic Director completes an annual training.

The Athletic Director shall:

- Ensure the training of coaches, athletic staff, parents, volunteers and students;
- Maintain certificates of completion, attendance rosters, and signed affidavits;
- Ensure that the medically cleared list is provided to all coaches, assistants, and volunteers and that no student participates without this clearance;
- Ensure the School District Accident Report is completed by parents or coaches and reviewed by the school nurse, and Athletic Director;
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon;
- Maintain records of annual trainings, completions, affidavits, and/or attendance rosters for three years.
- Report annual statistics to the Department of Public Health.
 - The total number of Head Injury Reports received from both coaches and parents;
 - The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.
 - Parents/students need to report all suspected head injuries that occur outside school sponsored activities.

Athletic Trainer Responsibilities

The athletic trainer shall complete the annual training.

The athletic trainer shall participate in the biannual review and revision of the policy.

The athletic trainer shall:

- Review in collaboration with the school nurse the Interscholastic Athletic Participation Form ("Green form") which includes head injury history;
- Identify students with head injury or concussion that occur in practice or competition and remove them from play;
- Monitor the symptoms of students with head injuries and maintain written documentation of such monitoring;

- After medical clearance, implement the individual Concussion Return-to-Play Protocol after diagnosis;
- Collaborate with coaches to ensure that the Concussion Return-to-Play protocol is being followed;
- Determine return to play eligibility; or
- Require, after consultation with the school physician, further medical clearance from the student's physician who is managing their recovery;
 - o NB This additional medical clearance may be required for students who may have repeated concussions or severe concussion and who in the opinion of the athletic trainer may be at greater risk of suffering from concussions and potential long term effects from these multiple concussions.
- Maintain all return to play protocol results. "Return to Interscholastic Play Protocol"

Coach Responsibilities

The coach completes the annual training and provides the athletic director with a certificate of completion.

The coach reviews the pre-participation information provided by the school nurse regarding a student's history and/or risk of head injury.

The coach shall:

- Identify athletes with head injuries or suspected concussions that occur in practice or competition and remove them from play.
- Promptly notify parent of any student removed from practice or competition and provide same notification in writing or electronically by the end of the next business day (only when LATC coach is not available);
- Promptly notify the athletic director and athletic trainer and school nurse of any student removed from practice or competition;
- Teach techniques aimed at minimizing sports-related head injury;
- Discourage and prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon;

Student/Parent/Guardian responsibilities

1. All Students/Parents:
 - Report suspected/diagnosed head injury to the school nurse
 - If a student has a suspected/diagnosed head injury they must provide the nurse with the completed Head Injury Academic/Athletic Recovery Plan completed and signed by a physician.
 - Student and/or parent will work with counselor and teachers for academic accommodations as indicated
2. Grades 7 – 12
 - Requisites to Participation in Student Athletics or Marching Band
 - Completion of the “Interscholastic Athletic Participation Form” (green form), (including annual physical exam, head injury history).
 - Students who sustain a head injury and participate in school -sponsored interscholastic athletics will be required to participate in the graduated return to play program as per the athletic department protocol.

School Nurse Responsibilities

1. The school nurse will:
 - Complete a DPH approved head injury training on an annual basis.
 - Participate in the biannual review of the policies and procedures.
 - Assume the role of case manager for any student with a suspected/diagnosed head injury and monitor recovery process, including the review of the “Head Injury Academic/Athletic Recovery Plan” form, the Accident Report Forms, and any medical clearance documentation.
 - Notify and collaborate with counselors, teachers, student, parent/guardian, and when applicable, the athletic director, athletic trainer and coaches in reentry planning.
 - Share on a need to know basis any head injury information regarding a student that may impact their ability to participate in interscholastic athletic activities or places a student at risk for repeated head injuries
 - Maintain all medical documentation in the student health record, including physical exams, accident reports, Head Injury Academic/Athletic Recovery Plan, and medical clearance documentation. Concussion dates must be entered in the student electronic medical file(currently SNAP)
 - Provide ongoing educational materials on head injury and concussion to teachers, staff and students
2. If a student sustains a head injury during the school day,

- The nurse will perform an assessment and parent/guardian will be notified of injury and assessment results.
- If concussion is suspected parent/guardian will be advised to take their child for further medical evaluation, or if the case is assessed to be an emergency, 911 will be called.
- The nurse will provide the parent/guardian with "Head Injury Academic/Athletic Recovery Plan" form to be completed by physician.

3. The regional school nurse shall, in addition to the procedures above:

-Review all Interscholastic Athletic Participation" forms ("Green forms").

-Maintain all "Interscholastic Athletic Participation" forms, annual physical exams and head injury history in student health record

Counselor/Teacher Responsibilities

- Will work cooperatively to meet the academic accommodations set forth in the student's "Head Injury Academic/Athletic Recovery Plan".
- Work with the building nurse to convene a meeting to develop a rehabilitation program for a student with a serious head injury.
- Should educate themselves on the signs and symptoms of head injury and its potential educational impact, although these particular staff are not mandated to do so under Mass. Gen. Law c 111 sec. 222.
- Will coordinate with Pupil Services administrative staff as necessary.

Acton Boxborough Regional School District
Head Injury Management Procedures/Protocols

Required Forms

ABRSD Interscholastic Athletic Participation Form ("Green Form")

ABRSD Head Injury Academic/Athletic Recovery Plan and Accommodations
Physician Letter After Head Injury (*Recreated with the permission of Children's
Hospital*)

ABRSD Accident Report Form

ABRSD Return to Interscholastic Play Protocol

School Year: _____

INTERSCHOLASTIC (GREEN) ATHLETIC PARTICIPATION FORM

Acton-Boxborough Regional Schools
978-264-4700 Ext. 3420

Student athletes are responsible for having this form completed by a Parent/Guardian and the Health Office **PRIOR** to trying out for any sport. Completed forms should be returned to your coach on the 1st day of tryouts. **NOTE: Students without a completed form will NOT be allowed to participate.**

Attached to this form, please provide a copy of your most recent physical examination. The form must state date of examination and whether or not the student is physically fit for competitive sports.

TO BE COMPLETED BY PARENT OR GUARDIAN
(Please Print)

Student Name: _____ Grade: _____
Male: _____ Female: _____
Address: _____
City: _____ Zip: _____
Parent/Guardian: _____
Telephone: Home: _____ Work: _____
Emergency: _____

I give permission for _____ to participate in interscholastic sports.

Parent / Guardian Signature: _____ Date: _____

Please list pertinent medical information to be shared with the School Nurse, Athletic Trainer and coach. If medical needs change, it is the responsibility of the parent/guardian to notify the school health office and coach.

Allergies (please list): _____
EPI Pen: yes/no Asthma: Yes / No Inhaler: Yes / No
Medical Information: _____
Present Medications: _____
Health Insurance Company: _____ Policy Number: _____

STATE LAW REGARDING SPORTS-RELATED HEAD INJURY & CONCUSSIONS

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic

Association (MIAA) adhere to a new law regarding sports-related head injuries and concussions. The law requires:

1. Athletes and their parents to inform their coaches about prior head injuries at the beginning of the season.
2. If a student athlete becomes unconscious during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for "return to play."
3. That student athletes and their parents (as well as coaches, athletic directors, school nurses and physicians and others) learn about the consequences of head injuries and concussions through training programs and written materials.

As a result of this new law, parents and students who plan to participate in any athletic program at Acton-Boxborough Regional School District must take a free on-line course to educate themselves about sports-related head injuries and concussions. The state has made available two free on-line courses that contain all the information required by the law. The first is available through the National Federation of High School Coaches. You will need to click the "order here" button and complete a brief information form to register. At the end of the course, you will receive a completion receipt. The entire course, including registration, can be completed in less than 30 minutes.

- Safety Regulations for school athletic programs:

Sports related head injuries:

Information for parents:

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

OR

http://www.cdc.gov/concussion/HeadsUp/online_training.html

Head injury History

Concussion History Yes _____ No _____

Date of injuries _____

Signatures confirm that materials/information regarding concussion information was received and understood.

Parent

Date

Student

Date

TO BE COMPLETED BY HEALTH OFFICE

NOTE: School Nurse will review and detach physical and keep on file in the Health Office.

Health Office: _____

Current Physical Exam: Yes / No

Date of Expiration: _____

Activity Restriction: Yes / No _____

Signature of Health Office Personnel:

_____ Date: _____

This to be filled out by RJ Grey only

Signature of Counselor: _____

Date: _____

(Counselor's signature indicates Academic Eligibility to participate)

ABRHS Grades are reviewed by Athletic Director
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Head Injury Recovery Plan and Accommodations

Patient Name: _____ Date: _____

The above patient was evaluated after sustaining a head injury on _____

The following document summarizes our academic recovery plan and accommodations.

GENERAL CONSIDERATIONS: Although there is significant variability in symptom presentation and duration, all individuals who sustain a head injury will need time for their brains to recover. It is not unusual to experience headaches and difficulties with attention, concentration and memory. These symptoms resolve over time. However, if individuals return to pre-injury activity levels too quickly there is the potential for long term impact. Getting more rest than usual, modifying daily routines, and managing expectations can all help facilitate recovery and minimize symptom severity.

EDUCATIONAL ACCOMMODATIONS: The symptoms associated with head injury may affect academic performance. The cognitive exertion that school requires can provoke symptoms. Therefore, the following academic accommodations are recommended (please check those that apply):

School Re-entry/Attendance:

- ☐ Full days as tolerated ☐ partial day, may advance as tolerated
☐ No school until _____, then attempt half/full days as tolerated

Academic Testing: *Students recovering from head injury often demonstrate difficulties with memory, attention, and processing speed. Highly demanding activities such as testing may exacerbate other symptoms.*

- ☐ Extra time to complete tests
☐ Testing in a quiet environment
☐ Schedule no more than one test per day

Curriculum Accommodations:

☐ Extended time: Allow student extended time to turn in assignments. *While experiencing symptoms and whenever symptoms increase, students are advised to rest, and therefore may need a modified schedule for completing assignments.*

☐ Make up/Keep up: Develop a systematic plan for balancing the "make up/keep up" challenge of recovery. The process of making up missed work can be anxiety provoking and needs to be undertaken over time, with support and supervision.

☐ Note taking: Allow student to obtain class notes or outlines ahead of time to aid organization and reduce multi-tasking demands. If this is not possible, allow the student photocopied notes from another student.

☐ Breaks: Take breaks as needed. For example, if headache worsens during class, the student may need to put his/her head on the desk to rest. For more severe symptoms, he/she may need to go to the nurse's office. In some situations, scheduled breaks interspersed throughout the day may be required.

ATHLETIC ACCOMMODATIONS: Your child should not return to athletics until allowed to do so by a physician experienced in the management of sport-related concussion. The return to athletics should be gradual, should be monitored by a physician, and should proceed in a step-wise fashion.

1. Complete rest, no sport-related activity until completely recovered from all concussion symptoms. The length of the rest should be determined by a physician experienced in the management of sport-related concussion.
2. Light aerobic activity such as walking or stationary bicycle riding.
3. Sport specific aerobic activity such as running, ice skating, swimming or cycling.
4. Non-contact training drills and gradually progressive resistance training.
5. Full contact, after medical clearance.

Restrictions ☐ No gym class ☐

Restricted gym class as follows _____

Follow-up evaluation and revision of recommendations to occur _____

Physician Name_____
Physician Signature_____
Date

Acton-Boxborough Regional School District

Post Concussion Return to Interscholastic Play Protocol

1. Asymptomatic for 7 days
2. Pass balance test, Romberg and Tandem (heel to toe)
3. Pass cognitive test, math calculation from 100
4. Pass motor/sensory nerve tests
5. Pass exercise bike test-30 minutes
6. Pass run/callisthenic test... 10 field laps + 10 x10 reps push ups/sit-ups per lap
7. Return to non contact practice
8. Return to full contact

Must remain asymptomatic during steps #5-8 or return to step #1

File: JK
(no Boxborough policy)

STUDENT DISCIPLINE GUIDELINES
(First Reading 5/1/14)

Each principal, in consultation with the school council, will develop guidelines for disciplining students ("Code of Conduct"). Such guidelines are subject to the approval of the Superintendent and must include the following:

1. Advance notice of the types of conduct that are prohibited in the school setting and the range of potential discipline that may result;
2. Disciplinary measures to be taken in cases involving possession of weapons, possession or use of illegal substances, use of force, vandalism, or violations of other students' civil rights; and
3. Standards and procedures for suspending or expelling students.

State law provides that:

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

Established by law

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

(previously File: JKA)

File: JK

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Acton-Boxborough Regional School District

File: JKAA
(Box. Policy v. different, procedural)

RESTRAINT OF STUDENTS
(First Reading 5/1/14)

The ~~Acton Public and~~ Acton-Boxborough Regional Schools comply with the Massachusetts Department of Education's restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law.

According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

Acton Public Schools and Acton-Boxborough Regional School District

RESTRAINT OF STUDENTS

Methods and Conditions for Implementation

School staff may use physical restraint only (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

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

Staff Training

All school staff must receive training with respect to the District's restraint policy (i.e., following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and follow-up (see Physical Restraint Report form)

In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal laws and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

File: JKAA-R

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Complaints

Students, parents or guardians who have a complaint regarding physical restraint procedures may request a meeting with the building principal to discuss their concerns. If the parents'/guardians' issues are not resolved at this level, they may request a meeting with the Superintendent or designee.

| Additional information, including a copy of the regulations, can be obtained from the school district's Director of Pupil Services at 978-264-4700, x3265. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html. (this link does not work, need to find accurate listing)

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