

## **STUDENT POLICIES GOALS**

The student is the focal point of all operations of our school system. This top priority is shared with no one.

Consequently, the Foxborough School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Foxborough School Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote daily attendance and strong academic achievement.

LEGAL REF.: 603 CMR 26:00

Policy adopted: 3-24-08

## STUDENT POLICIES GOALS

### Active Efforts

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

- (6) The Superintendent shall ensure that all students are annually informed in a manner certain to reach them of the existence of St. 1971, c.622 and its implications. Students shall be informed that all courses of study, extracurricular activities, services, and facilities offered by the school are available without regard to race, color, sex, religion, disability, sexual orientation or national origin.
- (7) The Superintendent shall make certain that employers who recruit new employees in and through the schools of that district, do not discriminate on account of race, color, sex, religion, disability, sexual orientation or national origin in their hiring and recruitment practices within the schools. Before any employer is allowed to recruit at or through any school, they shall be required to sign a statement that they do not discriminate in hiring or employment practices on account of race, color, sex, religion, disability, sexual orientation or national origin.
- (8) Since adults serve as role models for students, school authorities shall utilize adults in a variety of jobs, and as members of policy-making committees, to the extent consistent with their contractual obligations, without regard to race, color, sex, religion, disability, sexual orientation or national origin.
- (9) Adults serving on athletic regulatory boards shall fairly represent the interests of both male and female students.
- (10) Any contributions to a school for activities and monetary awards within or sponsored by the school or for scholarships administered by the school made after the effective date of 603 CMR 26.00 by any person, group or organization shall be free from any restrictions based upon race, color, sex, religion, disability, sexual orientation or national origin.
- (11) The opportunity to receive guidance and counseling in a student's primary language should be made available to students from homes where English is not the primary language spoken.

LEGAL REF.: 603 CMR 26:00

Policy adopted: 3-24-08

## 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 Foxborough 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, gender identity, creed, religion, national origin, sexual orientation, pregnancy or pregnancy related conditions, or physical and intellectual differences.

To accomplish this, the Foxborough School Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs. 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, gender identity, creed, religion, national origin, sexual orientation, or 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 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)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00  
M.G.L. 151B:4 Pregnancy Workers Fairness Act

CROSS REF.: AC, Nondiscrimination

Policy adopted: 3-24-08

Policy adopted as revised: 2-25-13

Policy adopted as revised: 4-23-18

## STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Foxborough 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, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

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

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

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

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

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

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

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

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended  
BESE 603 CMR 26:00

CROSS REFS.: AC Non-Discrimination

JICFB Bullying Prevention

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

Policy adopted: 3-24-08

Policy revised: 4-4-11

Policy adopted as revised: 2-25-13

***Foxborough Public Schools***

## ATTENDANCE AREAS

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

In establishing an attendance area, the following general guidelines will also be applied:

1. Use of safe walking conditions consistent with the Foxborough School Committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. Honoring community of interest; where possible, school attendance zones will incorporate community patterns.

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

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

The Superintendent is authorized to make exceptions to attendance lines for individual students 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 School Facilities and Magnet Educational Programs, adopted 2/25/75  
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

CROSS REF.: JCA, Assignment of Students to Schools

Policy adopted: 3-24-08

## 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.

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 an exceptional student is involved; or unless specific permission is granted by the Superintendent of Schools.

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 School Facilities and Magnet Educational Programs, adopted 2/25/75  
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

CROSS REF.: JC, Attendance Areas

Policy adopted: 3-24-08

Policy adopted as revised: 2-25-13

**ENTRANCE AGE *FOR KINDERGARTEN AND FIRST GRADE***

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

1. Students who will be five (5) years of age before September 1<sup>st</sup> of the school year during which they wish to enroll will be eligible to enter kindergarten in September.
2. Students who will be six (6) years of age before September 1<sup>st</sup> of the school year during which they wish to enroll, will be eligible to enter first grade in September. Exceptions to this policy may be made at the discretion of the Superintendent or his/her designee.

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

Policy adopted: 3-24-08

Policy Adopted as Revised: 1-9-12



## SCHOOL ADMISSIONS

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

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

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

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

Policy adopted: 3-24-08

## SCHOOL ADMISSIONS

### Purpose and Construction of 603 CMR 26.00

- (1) 603 CMR 26.00 is promulgated to insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion, disability, sexual orientation or national origin. 603 CMR 26.00 shall be liberally construed for these purposes.
- (2) The obligation to comply with 603 CMR 26.00 is not obviated or alleviated by any local law or rule or regulation of any organization, club, athletic or other league or association which would limit the eligibility or participation of any student on the basis of race, color, sex, religion, disability, sexual orientation or national origin.

### School Admissions

- (1) All public schools in the Commonwealth shall admit students without regard to race, color, sex, religion, disability, sexual orientation or national origin. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
- (2) The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
- (3) Any standards used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, disability, sexual orientation or national origin. Limited English-speaking ability (as defined by M.G.L.c.71A) shall not be used as a deterrent to or limitation on admissions.
- (4) If admission to any school, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, is dependent upon the participation or completion of courses or programs which were previously limited to students of one sex or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any racial, ethnic or religious group of students to participate in such programs, then such criteria must be abolished.
- (5) Nothing in 603 CMR 26.00 shall be construed as to control the interpretation of or interfere with the implementation of St. 1965, c. 641, as amended by St, 1974, c. 636, providing for the elimination of racial imbalance in public schools, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

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

Policy adopted: 3-24-08

## SCHOOL ADMISSIONS

### Admission to Course of Study

- (1) Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, disability, sexual orientation or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
- (2) The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, disability, sexual orientation or religion of that student.
- (3) The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, disability, sexual orientation or national origin.
- (4) Each student, regardless of race, color, sex, national origin, religion, disability, sexual orientation or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

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

Policy Adopted: 3-24-08

## **NON-RESIDENT STUDENTS**

Students who are not residents of Foxborough may not attend the Foxborough Public Schools.

The students of families who have signed a contract to buy, build, or lease a residence in the Town of Foxborough may be enrolled in the Foxborough Public Schools at the discretion of the Superintendent.

The Foxborough School Committee shall continue to provide space within the Foxborough Public Schools for METCO students wishing to enroll in the Foxborough Public Schools, subject to funding, and capped at the lesser of the METCO per pupil funding or 55 students.

The Superintendent may allow a Foxborough High School student who moves from the Town of Foxborough to remain at Foxborough High School if he/she moves after the start of the twelfth grade school year. The Superintendent may allow students in all other grades to complete the school year in their current school if they move from the Town after May 1<sup>st</sup>.

In emergent or rare circumstances, the Superintendent may grant a waiver to the residency requirement for short periods of time.

LEGAL REFS.: M.G.L. 76:5, 6, 12, 12A, 12B

Policy Adopted: 8.16.76

Policy Revised: 6.20.83

Policy Reviewed: 10.16.89

Policy Amended: 11.6.89

Policy Amended: 6.3.02

Policy adopted as amended: 3-24-08

## ADMISSION OF TRANSFER STUDENTS

The Foxborough Public Schools 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 grade placement or eligibility for high school graduation. The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

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

SOURCE: MASC

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

Massachusetts Department of Elementary and Secondary Education

Policy Adopted: 4-24-11

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the Foxborough Public Schools 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 Foxborough Public Schools services for which they are eligible, including Head Start and comparable 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 students living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the Foxborough Public Schools liaison for homeless students and their families.

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 Foxborough Public Schools.

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 Foxborough Public Schools decision and their appeal rights in writing. The Foxborough Public Schools liaison 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 Foxborough Public Schools 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 Foxborough Public Schools liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to Foxborough Public Schools policies. Emergency contact information is required at the time of enrollment consistent with Foxborough Public Schools 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 districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless students 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

Policy adopted: 3-24-08

## SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. 76:12.) This decision must be reaffirmed annually prior to June 1st by a vote of the Foxborough School Committee following a public hearing. In the event the Foxborough 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 Foxborough Public Schools.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the Foxborough Public Schools until graduation from high school except if there is a lack of funding of the program.
6. The Foxborough School Committee affirms its position that it shall not discriminate in the admission of any student on the basis of race, color, sex, gender identity, creed, religion, national origin, age, sexual orientation, pregnancy or pregnancy related conditions, 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  
BESE Regulations 603 CMR 26.00  
M.G.L. 151B:4 Pregnant Workers Fairness Act

Policy adopted: 3-24-08  
Policy adopted as revised: 2-25-13  
Policy adopted as revised: 4-23-18



## **STUDENT ABSENCES**

Regular and punctual school attendance is essential for success in school. Parents of children attending our schools have the responsibility to ensure that their children attend school regularly in accordance with state law.

Students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

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

Accordingly, parents will provide an explanation for the absence or tardiness of a child. This will be required in advance of an absence, when possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

### **Student Absence Notification Program**

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

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

### **Dropout Prevention**

Any student who has not graduated from high school will not be considered permanently removed from school unless the Principal or his/her designee has sent a notice to the student, and the student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in

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

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

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

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

Policy Adopted: 12-15-14

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

### Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the Foxborough Public Schools.

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

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

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

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

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

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

Policy adopted: 3-24-08  
Policy revised: 12-15-14

## **RELIGIOUS HOLIDAYS**

The Foxborough Public Schools will make every reasonable effort to accommodate the religious beliefs of students and staff.

Any student in the Foxborough Public Schools who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he/she may have missed because of such absence on any particular day; provided, however that such makeup examination or work shall not create an unreasonable burden upon the Foxborough Public Schools. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of this policy. No student's grade will be affected as a result of exercising this policy.

The school district's calendar shall be prepared so as to minimize conflicts with religious holidays of all faiths.

Policy reviewed, first reading: 10.07.91

Adopted: 11.05.91

LEGAL REF.: M.G.L. 151C:2B

Policy adopted: 3-24-08

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Foxborough 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 Foxborough 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 Foxborough 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

Policy adopted: 3-24-08

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

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

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

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

### School Committee Representative(s)

The school committee representatives are responsible for attending School Committee Meetings. Student representatives are expected to take detailed notes in order to report back to the full Student Council at meetings. This is important so that the high school student body remains aware of and involved in decisions that are made by the School Committee.

### State Student Advisory Council to the Massachusetts Board of Education (Two students)

State Student Advisory Council is a council of students from the South Eastern region of the state that debates statewide education issues and advises the Board of Education on these issues. Student representatives are responsible for attending monthly meetings that take place during the school day at Wareham High School. Students need to provide their own transportation. For more information, go to: <http://www.doe.mass.edu/sac/roles.html>

SOURCE: Student Handbook

Policy adopted: 11-3-08

## **STUDENT CONDUCT AND DISCIPLINE**

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

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

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

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

### **Suspension**

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Notice of Suspension**

Except for emergency removal, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (g) if the student may be placed on long-term suspension following the hearing with the principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. the right to appeal the Principal's decision to the

Superintendent. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

### **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent or designee in writing of the removal including a description of the danger or disruption presented by the student.

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

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

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

### **Principal's Hearing – Short Term Suspension of up to Ten (10) Days**

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

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

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



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

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

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

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

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

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

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

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

If the Principal decides to suspend the student, the written determination shall:

- Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- Set out the key facts and conclusions reached by the Principal;
- Identify the length and effective date of the suspension, as well as a date of return to school;
- Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation;
- Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information:

The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

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

### **Superintendent's Hearing**

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

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (10) days). If the appeal is not timely filed,

the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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

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

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

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

### **Expulsion**

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

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and

parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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

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

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

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

### **Reporting**

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

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

LEGAL REFS.: M.G.L 71:37H; 71:37H ½; 71:37H ¾; M.G.L. 76:21; 603 CMR 53.00 et al.

Policy Adopted: 3-24-08  
Policy Revised: 12-15-14

## **STUDENT DRESS CODE**

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

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

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

Policy adopted: 3-24-08

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of students 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 Foxborough School Committee.

Policy adopted: 9-8-08

## **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 Foxborough 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

Policy adopted: 3-24-08

## **GANG ACTIVITY/SECRET SOCIETIES**

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

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

### Symbols

The Foxborough 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 Foxborough School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### Prevention Education

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

### SECRET SOCIETIES

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

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

Policy adopted: 3-24-08



## PROHIBITION OF HAZING

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

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined, herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

**Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.**

Section 19. Each secondary school shall issue to every group or organization under its authority of operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school shall file, at least annually, a report with the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a Disciplinary Policy with regard to the organizers and participants of hazing. The Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Discipline Response:

- Referral to police for possible prosecution
- 10 day out-of-school suspension
- A hearing before the principal to consider an out-of-school suspension of more than 10 days.

LEGAL REF.: M.G.L. Ch.536, 269: Sec. 17, 18, 19

SOURCE: Student Handbook

CROSS REFS.: AC Non-discrimination

JBA Student to Student Harassment

JICFB Bullying Prevention

Policy adopted: 9-8-08

Policy revised: 4-4-11

## **BULLYING PREVENTION**

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

“Bullying” is the repeated use by one or more students or member of a school staff of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may involve but is not limited to:

1. unwanted teasing
2. threatening/intimidating behavior
3. stalking or cyberstalking
4. cyberbullying
5. physical violence
6. theft or destruction of school or personal property
7. sexual, religious, or racial harassment
8. public humiliation
9. social exclusion, including incitement and or coercion
10. spreading of falsehoods or rumors

“Cyberbullying” is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, Internet postings, or any other forms of social media. The legal definition of cyberbullying set forth in *M.G.L. c. 71, § 370* applies to this policy.

Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyberbullying.

Bullying is prohibited:

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

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

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- when it impacts a student's educational experience or affects the school environment.

Nothing contained herein shall require the schools to staff any non-school related activities, functions or programs.

The district understands that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, transgender or questioning, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

### **Prevention and Intervention Plan**

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

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

## **Reporting**

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

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

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

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

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

## **Investigation Procedures**

The Principal or designee, upon receipt of a viable report, shall promptly contact the parents or guardians of any student who has been the alleged target of bullying. The Principal or designee, upon receipt of a viable report, shall also promptly contact the parents of any student who is an alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or designee shall promptly investigate the report of suspected bullying, using a Bullying/Cyberbullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges may be warranted. If it is determined that criminal charges may be warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Disciplinary incidents involving staff will be reported in alignment with the Collective Bargaining Agreement and Staff Code of Conduct.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

### **Retaliation**

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

### **Target Assistance**

The Foxborough Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### **Training and Assessment**

Annual training shall be provided for school employees who have significant contact with students in preventing, identifying, responding to, and reporting suspected incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### **Publication and Notice**

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Foxborough Public Schools website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

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  
MGL 71:37O, MGL 265:43, 43A, MGL 268:13B, MGL 269:14A

CROSS REFS.: AC, Nondiscrimination  
ACAB, Sexual Harassment  
JBA, Student-to-Student Harassment  
JICFA, Prohibition of Hazing

JK, Student Discipline Regulations

Policy adopted: 3-24-08  
Policy revised: 6-16-14

## **ALCOHOL, TOBACCO, AND DRUG USE PROHIBITED**

The Foxborough School Committee prohibits the use or consumption of alcohol, tobacco products, or drugs on school property or at any school function.

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids, or any controlled substance.

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

This policy shall be posted on Foxborough Public Schools' website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the Foxborough Public Schools shall file a copy of this policy with the Department of Elementary and Secondary Education (DESE) in accordance with the law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:21; 71:96; 272:40A; 71:37H; 270:22

CROSS REF.: ADF Wellness  
IHAM, Health and Wellness Education  
IHAMB, Teaching About Alcohol, Drugs and Tobacco  
GBEC, Alcohol and Drug-Free Workplace Policy

REF: MIAA rules governing student athletes

Policy adopted: 3-24-08

Policy revised: 4-4-11

Policy revised and approved: 9/19/16



## **PREGNANT STUDENTS**

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

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

Foxborough 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)

Policy adopted: 3-24-08

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

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

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

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

### Interrogations by Police

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

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

Policy adopted: 3-24-08

## **STUDENT COMPLAINTS**

The Foxborough 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 complaints. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the Foxborough School Committee, which possesses the ultimate authority for discipline in the school system.

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

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

Policy adopted: 3-24-08

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

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

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

1. The schools will observe a 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

Policy adopted: 3-24-08

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

LEGAL REF.: M.G.L. 71:47  
603 CMR 26.06

Policy adopted: 3-24-08

***Foxborough Public Schools***

## **STUDENT ORGANIZATIONS**

### Student Organizations

Student organizations in the Foxborough Public Schools 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, Foxborough 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 or designee to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

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

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

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

The faculty or designated adult advisor or designee 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 Superintendent or designee for review of the Principal's decision.

LEGAL REF.:           603 CMR 26.06

Policy adopted: 3-24-08

## **PROHIBITION OF DOOR-TO-DOOR FUNDRAISING BY STUDENTS**

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

In consideration of the risks to which students engaged in door-to-door fund-raising may be exposed, administrators are directed to prohibit all such activities, insofar as school department personnel are involved. Administrators, teachers, and other school personnel are not to direct, support, or encourage student participation in door-to-door fund-raising.

In addition, administrators and advisors are directed to seek the necessary cooperation of parent teacher organizations and booster clubs, and to provide all parents with information as to the substance of this policy.

Policy Adopted: 10-20-97

Policy adopted as reviewed: 3-24-08

## 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 Foxborough Public Schools and are subject to policies established by the Foxborough School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed Department of Elementary and Secondary Education (DESE) guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the Foxborough 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. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
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 established by Foxborough School Committee policy.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by Foxborough School Committee policy. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Agency Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and Assistant Principal. Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with limits that exceed \$25,000.00, the DESE recommends that districts consider an audit conducted by an outside accounting firm every three years.

### **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class



are not permitted.

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

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

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

Policy adopted: 3-24-08

Policy adopted as revised: 5-16-16

## **CONTESTS FOR STUDENTS**

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the Foxborough Public Schools 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 staffs. Involvement in contests shall be approved by the appropriate administrator.

Policy adopted: 3-24-08

## **OVERNIGHT STUDENT TRAVEL**

All student trips which include overnight travel must have the prior approval of the Foxborough School Committee. The Foxborough School Committee shall consider only trips that have been previously approved by the school Principal and the Superintendent. Fundraising activities for such trips will be subject to approval by the Foxborough School Committee. The Foxborough School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should also be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements, adult chaperones, and fundraising efforts. Final approval shall be sought no less than 30 days prior to the scheduled trip dates and properly supervised.

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

Policy adopted: 12/22/04

Policy amended: 1-10-05

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on 10/9/02  
M.G.L. 69:1B; 71:37N

CROSS REFS.: IJOA, Field Trips

Policy adopted: 3-24-08

Policy amended: 6-15-15

## **LATE NIGHT AND OVERNIGHT STUDENT TRAVEL**

### **TRANSPORTATION**

- A. 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 must use commercial motor coaches.
- B. 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.
- C. The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The Foxborough School District will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory."
- D. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the Foxborough Public Schools that allows verification of the subcontractor's qualifications.

### **TRIP SCHEDULING**

- A. 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.
- B. 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.
- C. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
- D. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.
- E. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### **FUNDRAISING**

- A. The amount of time devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
- B. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
- C. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Policy adopted: 12-22-04

Policy amended: 1-10-05

Policy adopted as reviewed: 3-24-08

## **INTERSCHOLASTIC ATHLETICS**

The Foxborough 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 Foxborough 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 will be offered as an outgrowth of class instruction in physical education.

The Foxborough 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)

Policy adopted: 3-24-08

## **THE PREVENTION AND MANAGEMENT OF HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES**

It is the commitment of the Foxborough School Committee to provide a healthy and safe environment for all students. The prevention and management of sports related head injuries is part of this commitment to the health and well-being of students.

The purpose of this policy is to provide standardized guidelines, expectations, and instructions for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in all athletic extracurricular activities including marching band in order to protect their health and safety. This policy and procedures established regarding sports related head injuries shall be developed, reviewed, and revised every two (2) years by a team consisting of: school administrator, school nurse, school physician, athletic director, certified athletic trainer, guidance counselor, teacher, and/or marching band director. The athletic director shall be responsible for overseeing the development, implementation and revision of all policies, procedures and protocols regarding the school systems management of head injuries and concussions in all extracurricular athletic activities. The athletic director, coaches, certified athletic trainers and school nurses, whether employed directly by the school or through contracted means shall be responsible for all duties and responsibilities outlined in this policy.

A concussion is a head injury to the brain and concussions are serious. A concussion may be defined as the immediate and transient impairment of neurological function. It may be a consequence of an athlete's head striking an object (such as a floor or another head), an object striking the head (such as a ball, bat, stick, or another head), or as a result of a sudden change in the direction of the head and neck (such as in a whiplash type of injury). Concussions generally cause specific signs that can be observed by others and symptoms that are reported by the athlete. Recognition and proper management of concussions can prevent further injury and even death. Recognition and appropriate management of concussions requires coordinated effort of a number of people as outlined in M.G.L.c.111, section 222 and 105 CMR 201.00.

### **Communications and Training**

#### **I. Informing parents, students and staff on *The Prevention and Management of Head Injuries and Concussions in Extra Curricular Athletic Activities* policy annually.**

- Information regarding sports related head injury will be included in all student handbooks that students and parents receive, and appropriate training will be provided.
- This policy and all appropriate forms shall be posted on appropriate school websites.
- This policy and all appropriate forms shall be translated and explained to parents with limited English proficiency by a member of the school.

#### **II. Notification of Parents of Suspected Head Injury or Concussion**

- A player's coach shall notify the students' parent in person, or by telephone, immediately following the practice or competition in which a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness.
- By the end of the next business day the parents shall receive in writing, on paper or in electronic format, information regarding the injury.

### **III. Notification of Athletic Director and School Nurse of Suspected Head Injury or Concussion**

- A coach, or his/her designee, shall notify the athletic director, athletic trainer and school nurse that a player has been removed from play due to a suspected head injury, concussion, signs and symptoms of a concussion or loss of consciousness by the end of the next business day.

### **IV. Annual Training Required**

- Annual training is required per 105 CMR 201.007 regarding the prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, utilizing the online course developed by the National Federation of High School Coaches located at this website: <http://www.nfhs.learn.com/electiveDetail.aspx?courseID=15000>
- Annual training must be completed by coaches, certified athletic trainers, volunteers, school physician, school nurses, athletic director, marching band director, parents of students and students who participate in athletic and marching band extracurricular activities. Mandatory annual training will be held for all coaches, certified athletic trainers, and volunteers to teach form, techniques, and skills; to promote protective equipment use to minimize sports-related head injury; and to prohibit athletes from engaging in any unreasonable dangerous athletic technique that endangers the health or safety of an athlete such as using a helmet or any other sports equipment as a weapon.
- Handbooks distributed to staff, students and their parents will contain information on prevention and recognition of sports-related head injury, and associated health risks including second impact syndrome, and will utilize the National Federation of High School Coaches located at the website noted above.
- Annual training for parents and students can be completed in one of two ways: (1) attending the annual athletic night program, which includes concussion training; or (2) read the appropriate, for parents or athletes, Heads Up Concussion in High School Sports facts sheet provided by the Center for Disease Control and Prevention, which will be posted on the schools' website. Parents and students who attend the athletic night program will be asked to sign an attendance roster, and parents and students who read the facts sheets will be asked to sign an acknowledgement that they have read and understood the information.
- Parents who have not demonstrated proof of completion of training will be contacted by mail and telephone by athletic department personnel. Athletic department personnel will be available to meet with parents individually as appropriate to facilitate their understanding of the need for this training.
- Students shall not be allowed to participate in extracurricular activities unless both the student AND parent/guardian have completed concussion training.
- Documentation of successful completion of annual training will be maintained by the athletic director's office.

### **Documentation, Physical Examination, Reporting and Clearance/Return to Play**

- I.** Documentation of a physical examination prior to a student's participation in any extracurricular athletic or marching band activity must be completed annually, consistent with 105 CMR 200.100 (B)(3), Physical Examination of School Children, and will be placed in the student's health record file as kept by the school nurse.

- Prior to each sports season students and parents must complete the Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities (herein after “Pre-participation Form”), regarding an athlete’s history of head injuries and concussions. This form must be completed and signed by both the parent/guardian and the student.
- Information on pre-participation forms and documentation will be maintained by the school and reviewed by the athletes’ coach, school nurse, athletic trainer and team physician as appropriate. Clearance to participate in extra-curricular activities will be made by the physician who has completed the students’ pre-participation physical. Based upon this review, and after consultation with the student’s physician, appropriate school athletic staff and the parent, the school 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 marching band activity, and whether to allow such participation under specific conditions or modifications.
- Students in high risk sports for head and concussion injuries must complete neuro-psychological testing at appropriate intervals during their interscholastic athletics career. This testing will serve as a baseline to assist in any return to play decisions.
- Any student who, in the judgment of the coach, athletic trainer or other appropriately trained individual, 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.
- A Report of Head Injury Form shall be completed by the athletic trainer if present during the practice or competition. If an athletic trainer is not present the Report of Head Injury Form shall be completed by the coach. The coach shall notify the athletic trainer, athletic director, school nurse and parent as specified in 105 CMR 201.010(c) and 105 CMR 201.010(d). This form shall be reviewed and placed in the students’ health record as per 105 CMR 201.015.
- Based upon discussion with the student, parent and athletic trainer the student’s physician or the school team physician shall be notified as appropriate by the coach, athletic trainer or parent for appropriate medical evaluation and follow-up.
- All records concerning sports related head injury/concussions will be maintained for a minimum of three years after the student graduates or leaves school.

## II. Medical Clearance and Return to Play

- The student will not return to practice or competition unless and until the student provides medical clearance and authorization by a physician to return to play.
- Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic or marching band activities. The plan will be developed by the student’s teachers, the student’s guidance counselor, school nurse, certified athletic trainer, neuropsychologist if available or involved parent, members of the building based support and assistance team or individualized education program team as appropriate and in consultation with



the physician who is managing the student's recovery and will be responsible for clearing the student to return to academic and extracurricular athletic activities.

- The written plan will include instructions for students, parents and school personnel, addressing but not be limited to: physical and cognitive rest as appropriate; graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed; estimated time intervals for resumption of activities; frequency of assessments, as appropriate, by the school nurse, school physician, certified athletic trainer, or neuropsychologist if available until full return to classroom and extracurricular athletic activities are authorized. A plan for communication and coordination between and among school personnel and between the school, parent, and student's primary care provider, the school physician, or the physician who made the diagnosis and who is managing the student's recovery.
- The student must be completely symptom free and medically cleared in order to begin graduated re-entry to extracurricular athletic or marching band activities.
- Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits signs and symptoms for a concussion will obtain and present to the athletic or marching band director a Post Sports-Related Head Injury Medical Clearance and Authorization Form, prior to resuming any extracurricular athletic or marching band activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, the school nurse and teachers as appropriate.
- Only the following individuals may authorize a student to return to play: a licensed physician, a licensed certified athletic trainer in consultation with a licensed physician, a licensed nurse practitioner in consultation with a licensed physician or a licensed neuropsychologist in coordination with the physician managing the student's return.
- If necessary, the team physician will serve as final authority regarding the ability of a student to return to extracurricular athletics or marching band activities after suffering from a head or concussive injury.

LEGAL REFS: M.G.L. 111

CROSS REFS: ADF Wellness, IHAM, Health & Wellness Education

Policy Adopted: 1-30-12

## **STUDENT DISCIPLINE**

The Massachusetts General Laws require the Foxborough 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 Foxborough Public Schools.

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 Foxborough Public Schools shall develop specific rules not inconsistent with the law or in conflict with Foxborough School Committee policy. These building rules shall be an extension of the Foxborough Public Schools 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 and/or administrator 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

Policy adopted: 3-24-08

## **CORPORAL PUNISHMENT**

State law provides that:

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

Established by law

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

Policy adopted: 3-24-08

## **RESTRAINT PREVENTION**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Foxborough School District. Further, students of the Foxborough Public Schools are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations, as a last resort, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. The use of physical restraint in a manner inconsistent with 603 CMR 46.00 is prohibited. School personnel shall use physical restraint with two goals in mind:

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

The following definitions appear at 603 CMR 46.02, and are hereby incorporated into this policy manual:

1. Mechanical restraint: the use of any device or equipment to restrict a student's freedom of movement. This does not include a device that has been prescribed by an appropriate medical or related services professional, that is being used for its specific and approved positioning or protective purpose.
2. Medication restraint: the administration of medication for the purpose of temporarily controlling behavior.
3. Physical escort: a temporary touching or holding a student, without the use of force, of the hand, wrist, arm, shoulder, or back, for the purpose of inducing a student who is agitated to walk to a safe place.
4. Physical restraint: direct physical contact that prevents or significantly restricts a student's freedom of movement.
5. Prone restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.
6. Seclusion: involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. The use of "time out" procedures during which a staff member continuously observes and remains accessible to the student shall not be considered seclusion.

The use of mechanical restraint, medication restraint, and seclusion is prohibited in public education programs. The use of prone restraint is prohibited, except on an individual basis when all of the following conditions are met and documented: (1) the student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone restraint in an emergency, and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, refusal to comply with a school rule or staff directive, or verbal threats that

do not constitute a threat of imminent, serious physical harm to the student or others. Physical restraint is prohibited as a standard response for any student, including in any individual behavior plan or individualized education plan (IEP). Physical restraint is prohibited when medically contraindicated.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide, including individual crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student;
- Descriptions and explanations of the school's alternatives to physical restraint and method of physical restraint in emergency situations;
- Description of training requirements;
- Procedures to comply with reporting requirements of 603 CMR 46.06, including but not limited to a procedure to make reasonable efforts to orally notify a parent of the use of restraint within 24 hours, and by mail or e-mail within three (3) school days;
- Description of restraint follow-up procedures;
- Procedure for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure;
- Procedure for conducting periodic review of data and documentation on the use of physical restraints, in accordance with 603 CMR 46.06(5) and (6); and
- Procedures for obtaining principal approval for use of time-out for more than thirty (30) minutes and for the extension of a physical restraint beyond twenty (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 an in-depth training program in the use of physical restraint, which the Department of Elementary and Secondary Education recommends be at least 16 hours in length. In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Only school personnel who have received training pursuant to 603 CMR 46.04 shall administer physical restraint on students. Whenever possible, the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

Any teacher, employee, or agent of the Foxborough Public Schools shall not be precluded from using such reasonable force as is necessary to protect students, other persons or themselves from an assault or imminent, serious physical harm.

The program staff shall report the use of all physical restraints. The staff member shall verbally inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Elementary and Secondary Education.

When a restraint has resulted in an injury to a student or program staff member, the program shall provide a copy of the required report to the Department of Elementary and Secondary Education within three (3) school working days of the administration of the restraint.

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

Policy adopted: 3-24-08

Policy revised: 2-22-16

## **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 Foxborough Public Schools 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 Foxborough Public Schools shall provide safe play areas. Precautionary measures, which the Foxborough Public Schools 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/Emergency Evacuations and Reporting

The Foxborough Public Schools shall cooperate with the Foxborough Fire and Police Departments in conducting fire drills. The Principal shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire

department responded.

LEGAL REFS: MGL 71:37L; 148:2A  
CROSS REF: EBC, Emergency Plans  
Policy adopted: 9-8-08

File: JLA

### **STUDENT INSURANCE PROGRAM**

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

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

Policy adopted: 3-24-08



## 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 Foxborough Public Schools 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 Foxborough Public Schools shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

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

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

The Foxborough Public Schools shall maintain a District-wide Emergency Response Book, as required by law, which shall be utilized by Foxborough Public Schools personnel for handling emergency situations. In addition, principals will maintain and follow the Medical Emergency Response Plan developed for handling emergencies in their building. Additional emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of 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 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 to pick up the student and/or provide transportation to a medical provider.

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 Foxborough Public Schools.

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

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

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

Policy adopted: 3-24-08  
Policy Revised: 4-25-11  
Policy adopted as revised: 2-25-13

## **PHYSICAL EXAMINATIONS OF STUDENTS**

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

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

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

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

Whenever the school nurse finds a student suffering from any disease or medical problem, the situation will be reported to the parent or guardian.

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

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

CROSS REF.: JF, School Admissions

Policy adopted: 3-24-08

## **INOCULATIONS OF STUDENTS**

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

Established by law

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

CROSS REF.: JF, School Admissions

Policy adopted: 3-24-08

## COMMUNICABLE DISEASES

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

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

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

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

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

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

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

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

Policy adopted: 3-24-08

## ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. Medicine that needs to be given during a field trip will only be dispensed by the nurse, and administered by the principal or their designee. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

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

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

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer an Epi-Pen in the event of an emergency.

LEGAL REF.: M.G.L. 71:54B  
Dept. of Public Health Regulations: 105 CMR 210.00

CROSS REFS.: Life Threatening Allergy

Policy adopted: 3-24-08  
Policy Revised: 4-25-11

## **LIFE THREATENING ALLERGY**

The purpose of this policy is to establish a safe environment for students with life threatening allergies (LTAs) and to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

It is the policy of the Foxborough School Committee to set age-appropriate protocols and guidelines for students and schools within the Foxborough School system that minimize the risk for children with LTAs to be exposed to offending allergens that may trigger a life threatening reaction. Such protocols and guidelines shall include: building based general medical emergency plans, Individualized Student Allergic Reaction Plan for all students diagnosed with a LTA, appropriate training of staff, availability of onsite medical equipment for quick response to life threatening allergic reactions, and such other protocols and guidelines that will ensure that students with LTAs can participate fully in school activities without undue fear of harm from exposure to life threatening allergens.

The Foxborough Public Schools, with guidance from the Massachusetts Department of Education, the School Nurse Leader and the individual school nurses will develop and implement school wide procedures to minimize the risk of exposure to allergens for students with LTAs in classrooms, common use areas, the cafeteria, and during transportation to and from school and on field trips. (Please refer to the Foxborough Public Schools' General Protocols and Guidelines for the Management of Students with Life Threatening Allergies.) The student's IHCP supersedes the school district's general protocols and guidelines for managing LTAs.

It is the Foxborough School Committee's expectation that specific building based protocols and guidelines/actions will take into account the health needs and well being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families.

CROSS REFS: Massachusetts Department of Education "Management of Students with Life Threatening Allergies in Schools"  
JLCD Administering Medicines to Students

Policy adopted: 12-8-08

Policy revised: 4-4-11

## GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him in arriving at his own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.04

Policy adopted: 3-24-08



## **SCHOLARSHIPS**

An individual, business, or organization desiring to award one or more scholarships to a graduating student of Foxborough High School or a student attending Foxborough Public Schools must secure approval of the Superintendent of Schools or his/her designee before such a scholarship may be presented. Approval will be based upon the following criteria:

1. The donor will submit a statement containing:
  - a. Name of the donor
  - b. Purpose of the scholarship
  - c. Recommended application procedure
  - d. Criteria and process for selection
  - e. Amount(s) of the scholarship
  - f. Manner in which money will be paid
2. The scholarship must be given as an appropriate memorial and/or for worthwhile purposes.
3. The application and selection procedures must be clearly stated and fair to all members of the eligible group of students.
4. The application and selection procedures must not result in unreasonable demands being made on the school staff.
5. The application and selection procedures must not result in any hidden costs to the school district.
6. The awarding of the scholarship must not conflict with the law or Foxborough School Committee policy, nor should it imply an endorsement of any organization, business, product, or service by the school or by the recipient.

Policy adopted: 6.20.77

Policy reviewed, first reading: 10.17.88

Policy Accepted as Reviewed: 11.07.88

SOURCE: Foxborough

Policy adopted: 3-24-08

## **STUDENT GIFTS AND SOLICITATIONS**

Because of the embarrassment that might result among students, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the Foxborough School Committee.

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

SOURCE: MASC

CROSS REFS.:       GBEBC, Staff Gifts and Solicitations  
                      JJE, Student Fund-Raising Activities  
                      KHA, Public Solicitations in the Schools  
                      KHB, Advertising in the Schools

Policy adopted: 12-1-08

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

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

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

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

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

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

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

Any fee or charge due to any school in the Foxborough Public Schools 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 Foxborough Public Schools and not to a particular school.

SOURCE: MASC

Policy adopted: 9-8-08

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

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

CROSS REF:           KDB, Public's Right to Know

Policy adopted: 3-24-08

## STUDENT RECORDS

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

### Application of Rights

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

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

### Definition of Terms

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

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

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the Foxborough School Committee or who are providing services to the student under an agreement between the Foxborough 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 Foxborough 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 Foxborough School Committee or are employed under a Foxborough School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team that evaluates a student.

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

Evaluation Team: shall mean the team, which evaluates school-age students 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 student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



LEGAL REFS: Family Educational Rights and Privacy Act of 1974,  
P.L. 93-380, Amended  
P.L. 103-382, 1994  
M.G.L. 66:10 71:34 A, B, D, E, H  
Board of Education Student Record Regulations adopted 2/10/75, as amended  
June 2002  
603 CMR: Dept. Of 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

Policy adopted: 3-24-08

## **STUDENT PHOTOGRAPHS**

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

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

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

The purpose of the policy is to:

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

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

Provide a service to parents and students.

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

SOURCE: MASC

Policy Adopted: 4-27-09