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STUDENTS

GOALS AND OBJECTIVES

The goal of the North Reading School Committee as a body and its members as individuals is the educational welfare of the students enrolled in the North Reading Public Schools. All policies adopted by the Committee should be directed to this end.

First Reading March 20, 1973
Approved April 5, 1973
Reconfirmed June 20, 1988
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

EQUAL EDUCATIONAL OPPORTUNITIES
(Human Relations)

The North Reading School Committee reaffirms its commitment to a policy of providing equal educational opportunities for all students commensurate with their needs, abilities, and their diverse cultural backgrounds. The Committee believes that essential to this policy is a climate in which good human relations can flourish. Such a climate can only be fostered by communication among all groups in the district--students, parents, faculty, staff, administration, the Committee, and the community.

In order to carry out the intent of this policy, the Committee directs the Superintendent to develop systematic programs and procedures for Committee approval and subsequent implementation. These procedures will involve a periodic review of programs in operation and the initiation, through affirmative action, of new programs or procedures where appropriate. These will include but not be restricted to such areas as:

- Equal employment and promotional procedures for system personnel
- Recruitment of minority group personnel
- Orientation of new personnel
- Inservice training and staff development
- Curriculum content and teaching techniques
- Counseling and other supportive services for students
- Attendance and disciplinary procedures
- Internal communication among and between Committee members, administrators, supporting staff members, teachers, and students
- External communication with the community
- Liaison with community groups

Chapter 76, Section 5 of the Massachusetts General Laws prohibiting discrimination in the public schools on account of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or homelessness and Title IX of the Federal Educational Amendments of 1972 prohibiting sex bias in the public schools and guaranteeing equal access to all school related opportunities, are considered policies of the North Reading School Committee.

This policy statement will be communicated to all present system personnel and to all future employees.

First Reading February 13, 1984
 Approved February 27, 1984
 Revised, First Reading September 12, 1994
 Approved September 27, 1994
 Reviewed September, 1995
 Revised, First Reading April 29, 2013
 Approved May 6, 2013
 Updated June 11, 2015
 Updated January 6, 2016
 Reviewed October 31, 2019

STUDENTS

ATTENDANCE

Regular attendance is necessary if students are to realize the curricular objectives established for each grade in each subject. Furthermore, regular attendance promotes self-discipline, order and accountability. Therefore, the School Committee endorses regular student attendance and delegates the enforcement authority to the administration.

Implied in this policy is rejection of the notion that vacations and travel undertaken during the school year are equal in value to regular school attendance.

First Reading June 18, 1984
Approved June 25, 1984
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ADMISSION TO KINDERGARTEN AND FIRST GRADE

In order to be eligible to enter kindergarten, a child must be five years old on or before August 31 of the year he or she enrolls. Correspondingly, a child must be six years old on or before August 31 in order to enter first grade.

Early admission to kindergarten is never allowed.

A request for early admission to first grade will be considered only for a child who moves to North Reading after having completed kindergarten in a school system having a different entrance age. When this occurs, the parent may request a readiness evaluation by the North Reading Pupil Services Department. The final decision on admission to first grade will be made by the Superintendent of Schools. Factors to be considered by the Superintendent will include results of the evaluation and the effect the early admission will have on class size.

First Reading March 20, 1973
Approved April 5, 1973
Revised May 16, 1988
Approved June 6, 1988
Revised May 20, 1991
Revised, First Reading June 27, 1994
Approved July 12, 1994
Reviewed September, 1995
Revised, First Reading April 11, 2005
Approved April 25, 2005
Revised, First Reading November 21, 2011
Approved December 5, 2011
Reviewed April 8, 2013
Reviewed February 9, 2018
Reviewed October 31, 2019

STUDENTS

SCHOOL ADMISSIONS

General Laws: Chapter 76, Section 5

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, or sexual orientation

Note:

A child who lives with a person in Town A for the purpose of making his home there and not for the special purpose of attending public school, even though parents live elsewhere in Massachusetts, has a right to attend public schools in Town A.

First Reading March 20, 1973
Approved April 5, 1973
Reconfirmed June 20, 1988
Reviewed September, 1995
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed October 31, 2019

STUDENTS

SCHOOL ADMISSION / RESIDENCY

The North Reading School Committee adopts the following policy and guidelines (“Requirements for Admission to the North Reading Public Schools”) regarding the residency and admissions of students to the North Reading Public Schools. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

Only students who actually reside in the Town of North Reading may attend the North Reading Public Schools. “Residence” is a place where a person actually lives. Unless expressly permitted under the approved guidelines, temporary residence in the Town of North Reading solely for the purpose of attending the North Reading Public Schools is not considered “residence” for admissions to the North Reading Public Schools.

In determining residency, the North Reading School Committee retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. Students found to be in violation of the residency policy may be dismissed immediately from the North Reading Public Schools and the parent(s), guardian(s) or responsible adult may be jointly and severally liable to the North Reading Public Schools for the student’s tuition for the full academic year(s). The North Reading Public School District may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

Legal References:

MGL c. 76, sec. 5

McKinney – Vento Homeless Assistance Act

First Reading January 22, 2007

Approved February 12, 2007

Reviewed April 8, 2013

Reviewed February 9, 2018

Reviewed June 4, 2018

Reviewed October 31, 2019

SCHOOL ADMISSION / RESIDENCY

The North Reading School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. RESIDENCY

In order to attend the Public Schools of North Reading, a student must actually reside in the Town of North Reading, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, the Public Schools of North Reading retain the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the Town of North Reading renders the student ineligible to enroll in the Public Schools of North Reading or, if the student is already enrolled in the Public Schools of North Reading, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency may appeal the determination to the Superintendent of Schools, whose decision shall be final.

II. VERIFICATION OF RESIDENCY

Before any student is enrolled in the Public Schools of North Reading, his or her parent or legal guardian must provide:

1. A signed Residency Statement; and (if necessary) a Responsible Adult Affidavit
2. Proof of residency in the Town of North Reading (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

<u>Column A</u> <u>Evidence of Residency</u>	<u>Column B</u> <u>Evidence of Occupancy</u>	<u>Column C</u> <u>Evidence of Identification (Photo ID)</u>
Record of recent mortgage payment and/or property tax bill.	Recent bill dated within the past 60 days showing North Reading address	Valid Driver's License
Copy of Lease <i>and</i> record of recent rental payment	Gas Bill	Valid MA Photo ID Card
Landlord Affidavit <i>and</i> recent rental payment	Oil Bill	Passport
Section 8 Agreement	Electric Bill	
	Home Telephone Bill (not cell phone)	
	Cable Bill or Excise Tax Bill	

The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five days of the change.

III. ENFORCEMENT

Should a question arise concerning any student's residency in the Town of North Reading while attending the Public Schools of North Reading, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the Public Schools of North Reading because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make final determination of residency.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than the Town of North Reading, the student's enrollment in the Public Schools of North Reading shall be terminated immediately.

IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of North Reading reserve the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

V. EXCEPTIONS

1. The Residency Requirements Shall Not Apply to the Following:

- a. Students enrolled in the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. Children of non-resident employees of the Town of North Reading, who meet the conditions established from time to time by the School Committee in the policy pertaining to such students;
- d. Students who are entitled to attend the Public Schools of North Reading under the McKinney-Vento Homeless Assistance Act.

2. Extraordinary Circumstances:

- a. Tuition Basis
Students already enrolled in the Public Schools of North Reading who move out on or after February 1st of a given school year, or in the case of 8th graders and North Reading High School seniors who move out on or after October 1st of a given school year, may complete the current school year.

b. Tuition Waivers

At the discretion of the Superintendent or his designee, tuition may be waived in the following cases:

1. Students in their senior class at North Reading High School who move from North Reading on or after October 1 of their senior year, and who have resided in North Reading during the entire previous school year.
2. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
3. Students whose parents divorce or separate, provided one custodial parent remains a resident of North Reading.

3. Dwellings that are Intersected by the Town Line:

a. Dwellings that are Intersected by the Town Line prior to the Adoption of this Policy:

1. In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of North Reading, persons residing therein may attend the Public Schools of North Reading.

b. Dwellings that are Built or Altered After the Adoption of this Policy:

1. In the case of a single family dwelling that is intersected by whatever degree by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the Town boundary, persons residing therein may attend the Public Schools of North Reading.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such apartment, suite or family unit is located within the Town boundary, persons residing therein may attend the Public Schools of North Reading.

VI. POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling
The children of families who have a signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of North Reading may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Schools until actual residence occurs.
2. Construction of New Dwelling
Children of families which are building a primary residence in North Reading may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.
3. Residence in Rental Properties
Children of families who plan to rent a primary residence in North Reading may enroll in the North Reading Public Schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.
4. Brief Residence Outside the Town
North Reading Schools students whose families must briefly live outside the Town because they are (a) moving from one North Reading residence to another, or (b) renovating a current North Reading residence, may continue to attend the North Reading Public Schools. Evidence of the intention and ability to resume residency in North Reading within 90 days may be required.

VII. NOTIFICATION

The Public Schools of North Reading residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the North Reading School Committee Policy Manual, and published in each school handbook.

Legal Reference: M.G.L. Chapter 76, Section 5

Revised, First Reading April 29, 2013

Approved May 6, 2013

Reviewed June 4, 2018

Reviewed October 31, 2019

North Reading Public Schools

RESIDENCY STATEMENT

I/we, the parent(s), legal guardian(s) or responsible adult of _____,
(Print student's full name)

hereby certify as follows:

1. *I/we* wish to enroll the above named student in the North Reading Public Schools. *I/we* understand that pursuant to Massachusetts law and North Reading Public School Committee Policy, students who actually reside in the Town of North Reading may attend the North Reading Public Schools and students who do not actually reside in the Town of North Reading may not attend the North Reading Public Schools.
2. *I/we* hereby certify that effective _____, 20____, the above named student is/will be residing at the following address in North Reading, Massachusetts, with:

Printed Name(s) of Parent(s)/Guardian(s)/ Responsible Adult(s)

No. Street Apt/Unit No. North Reading, MA Zip Code

Home Telephone: _____

Cell Phone: _____ Work Phone: _____

3. *I/we* acknowledge that *I am/we* are required to notify the North Reading Public Schools or the above student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address.
4. *I/we* understand that this *Residency Statement* will be relied upon by the North Reading Public Schools for the purpose of determining the above student's eligibility to attend the North Reading Public Schools on the basis of residency. If said student is enrolled in the North Reading Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in North Reading, *I/we* understand that the student's enrollment in the North Reading Public Schools will be promptly terminated and *I/we* will be jointly and severally liable to the North Reading Public Schools for the student's tuition for the full academic year(s).
5. *I/we* further certify that *I am/we* are the parent(s), legal guardian(s) or responsible adult of the above student. (If signing as a "Responsible Adult", you will be required to complete the Responsible Adult's Affidavit provided by the North Reading Public Schools.)
6. *I/we* understand that all applicants must reside in the Town of North Reading (Massachusetts General Laws, Chapter 76, sec 5 every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No School Committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the School Committee. Any person who violates or assists in the violation

of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

Amended by st.1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33)

Signed under the pain and penalties of perjury on this _____ day of _____, 20__:

Parent/Guardian/ Responsible Adult

Parent/Guardian/ Responsible Adult

This form and proof of residency must accompany this form with at least one document from each of the following three columns: A, B, and C.

Column A	Column B	Column C
<u>Evidence of Residency</u>	<u>Evidence of Occupancy</u>	<u>Evidence of Identification</u> <u>(Photo ID)</u>
Record of recent mortgage payment and/or property tax bill	Recent bill dated within the past 60 days showing North Reading address and name	Valid MA Driver's License Valid MA Photo ID Card
Copy of Lease <i>and</i> record of recent rental payment	Gas Bill, Oil Bill, Electric Bill, Home Telephone Bill, Cable Bill, Excise Tax Bill	Valid Passport
Landlord Affidavit <i>and</i> recent rental payment		

Reviewed April 8, 2013

Reviewed June 4, 2018

Reviewed October 31, 2019

**North Reading Public Schools
School Admission/Residency
Responsible Adult Affidavit**

This form is to be completed by a person who is seeking to enroll a child in the North Reading Public Schools, but who is not the parent or legal guardian of the child.

I, _____, swear under oath, that the following information is true:

1. _____, a child of school age, has been/will be actually residing with me at _____ (address), North Reading, MA as of _____ (mm/dd/yyyy).

2. I confirm that the child sleeps in my home _____ nights per week.

*If less than seven (7) nights per week, identify the nights of the week the student sleeps in your home:

____Sunday ____Monday ____Tuesday ____Wednesday ____Thursday ____Friday ____Saturday

3. I am not the parent or legal guardian of the above-named child. My relationship to the child is:

_____.

4. I understand that the North Reading Public Schools reserve the right to investigate the reasons this child does not reside with a parent or legal guardian.

5. The circumstances that are causing or caused the child to change his/her residence and to be residing at an address other than that of a parent or legal guardian are:

6. I understand that temporary residence of a child in the Town of North Reading, solely for the purpose of attending the North Reading Public Schools is not considered "residency."

7. I understand that I am responsible for submitting the documents required to confirm my residency within the North Reading Public School District.

8. I acknowledge that I may be held responsible for the cost of the above-named child's tuition if it is determined that I have made false or inaccurate representations to support his/her enrollment in the North Reading Public Schools.

9. I acknowledge that the North Reading Public Schools reserves the right to require documentation that demonstrates that I have been authorized to make medical and educational decisions for the child.

Signed under the pains and penalties of perjury:

(Signature)

(Date)

(Signature)

(Date)

The form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Middlesex County.

(Notary Public)

(Date)

Commission Expires: _____

Revised, First Reading June 11, 2018
Approved June 25, 2018
Reviewed October 31, 2019

**North Reading Public Schools
School Admission/Residency**

Landlord/Shared Tenancies Affidavit

Those seeking to enroll in the North Reading Public Schools who do not own the property at which they reside and who cannot produce a lease or Section 8 Agreement, must ask the owner or lessee of the property where they reside to complete and sign this legal affidavit. This must be done in presence of a notary public.

It is the responsibility of those seeking enrollment (not the person who completes this affidavit) to attach a record of recent rent payments unless this affidavit affirms in #3 below that the tenancy does not require payment of rent

I, _____, hereby depose and state as follows:
Print Lessee's/Owner's Name

(Please complete all three items and sign, date and have notarized on the reverse side)

1. I am (CHECK ONE) the _____ owner _____ lessee of property located in the Town of North
Reading, Massachusetts at: _____
Print Address

2. _____, who is the parent, legal guardian,
Print Parent/Legal Guardian/Responsible Adult's Name
or responsible adult of _____,
Print Student's/Students' Name(s)

leases/subleases the aforementioned property as their principal residence from me, without a written lease, in a tenancy at-will, from month-to-month.

3. INITIAL ONE:

_____ I have received, within the last thirty (30) days, rental payment for the lease/sublease of these premises by the party named above.

OR

_____ I hereby state that the party named above resides with me at the address above with no payment of rent required.

According to Massachusetts General Law Chapter 76, Section 5:

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages privileges and courses of study of such public school on account of race, color, sex, religions national origin sexual orientation, gender identity, and/or disability.

This form must be signed, dated, and notarized on the reverse side.

Signed under the pains and penalties of perjury:

(Signature of Owner or Lessee)

(Date)

(Address of Owner or Lessee)

The form must be presented to and signed and notarized by a duly authorized Notary Public in the Commonwealth of Massachusetts, Middlesex County.

(Notary Public)

(Date)

Commission Expires: _____

First Reading June 11, 2018
Approved June 25, 2018
Reviewed October 31, 2019

STUDENTS

NEW RESIDENT STUDENTS

Grade placement shall be the responsibility of the principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the child. In general, pupils transferring into the system will be placed in the same grade level as in the school from which they transferred, but children transferring, as well as continuing pupils, may be retained or advanced in grade at the principal's discretion.

First Reading February 13, 1984
Approved February 27, 1984
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ENROLLMENT IN SPECIAL CIRCUMSTANCES

Children of families who are in the process of moving into North Reading will be permitted to enroll in the public schools, at the beginning of the school year, prior to their residence in North Reading provided that:

- (1) They provide written documentation, satisfactory to the administration, of a legally binding agreement to purchase an existing house or of a contract already to construct a new home, provided that construction has already begun, and
- (2) The administration is convinced that the family will move into Town during the school year, and
- (3) Application is made to the Superintendent of Schools by July 31 prior to the opening of school and that action is taken by the end of the first week of August.

Any request for enrollment under this policy will include the anticipated date of residence in North Reading. In the event the family is not in residence by the anticipated date, the children will be allowed to retain in the public schools only if the delay is due to circumstances beyond the family's control and there is convincing evidence that the family will become residents during the current school year.

Children in elementary schools will attend the school servicing the neighborhood where the house is located. Transportation to and from school will be the parents' responsibility.

First Reading September 12, 1994
Approved October 24, 1994
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

NON-RESIDENT STUDENTS

Students who move before the end of a school year may be permitted to complete the year at the discretion of the Superintendent of Schools.

With the approval of the School Committee, the Superintendent of Schools may establish agreements with other school districts under which students may be exchanged without cost.

First Reading May 23, 1977
Approved June 6, 1977
Reconfirmed June 20, 1988
First Reading September 23, 1991
Approved October 7, 1991
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ASSIGNMENT OF STUDENTS TO SCHOOLS

It is the policy of the North Reading School Committee to allow the Superintendent to grant or deny requests for individuals to attend schools outside of their designated attendance areas after consideration of the following criteria:

1. The change appears to be in the best interests of the individual
2. No bus route will be extended beyond its normal run
3. Principals of both schools involved have been consulted
4. The Superintendent finds the change to be in the best interests of the District.

First Reading February 13, 1984
Approved February 27, 1984
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed February 9, 2018
Reviewed October 31, 2019

STUDENTS

ASSIGNMENT TO CLASSES

High School

The principal of North Reading High School acting within the laws of the Commonwealth and with the knowledge and consent of the Superintendent, may establish the number of courses to be taken by any student in any grade at North Reading High School.

Adopted March 1, 1971
Reaffirmed March 20, 1973
Reconfirmed June 20, 1988
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including 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 children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's 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 district.

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

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist.

Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the 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 children and youths and their families; other school districts on issues of transportation and records transfers; and the 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 Reference: Title I, Part C
No Child Left Behind Act, 2002

First Reading November 27, 2006
Approved January 8, 2007
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

STUDENT DISMISSAL PRECAUTIONS

The school is legally responsible for the safety of children during the school day. Therefore, each school will set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands.

In keeping with this policy, it becomes prudent that:

1. No student is released from school early in the absence of a confirmed communication from the student's parent/guardian.
2. Children of estranged parents can be released only upon the request of the parent whom the court holds directly responsible for the child, and who is the parent or guardian registered on the school record.

First Reading February 13, 1984
Approved February 27, 1984
Reviewed September, 1995
Reviewed March 25, 2002
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed October 31, 2019

STUDENTS

ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES

Our American tradition requires respect for religious diversity and upholds freedom of religions and equality before the law. The North Reading Public School District serves children from many different religious backgrounds; therefore, it shall be the policy to uphold this tradition in its schools.

State and federal laws require schools to make reasonable accommodation to the religious needs of students and employees in observance of religious holy days. As part of these accommodations, students may miss school in order to participate in celebrations of their families' major religious holidays. Students are entitled to have individual accommodations made to allow them to participate in their family religious observances without detriment to their education or grades, including extensions of due dates on assigned work (at minimum: number of days absent plus one), opportunities to make up material missed in class, including examinations and reasonable accommodations as may be appropriate.

Any pupil absent from school because of a religious holiday may not be deprived of any school-sponsored award, or of eligibility or opportunity to compete for any award because of such absence. Students whose observance of a religious holiday conflicts with participating in a school-scheduled event such as try-outs, athletic contests, theatricals, or concerts, will not be required to participate nor be penalized for their non-participation.

Teachers shall refrain from scheduling one-time school sponsored events (field trips, athletic events, music performances, theater plays and productions, auditions, and back to school functions), on major non-national religious holidays. Long-term assignments will not be due the day after a major non-national religious holiday. This policy should not prevent coaches and advisors from holding practices for these events during major non-national religious holidays.

The North Reading School District reserves the right to adjust the school calendar to provide a school year of at least 180 school days, while taking into account possible days of low attendance due to student and/or staff observance of religious holidays.

Legal Ref

MGL 151B, section 4 (1)(A) and 151C, section 2B

First Reading November 24, 2008

Approved December 8, 2008

Reviewed April 8, 2013

Reviewed October 31, 2019

STUDENTS

STUDENT DISCIPLINE

DUE PROCESS

A student has the right to be heard prior to any imposition of suspension. Prior to the imposition of discipline, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them (except in cases of extreme emergency). Before suspending a student from school, depending on the alleged conduct, the administrator will apply the appropriate level of disciplinary due process consistent with Massachusetts and federal law as described below.

Definitions

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H1/2.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense in subsections (a) or (b) of M.G.L. c. 71, § 37H or 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed, except in accordance with M.G.L. c. 71, § 37H or 37H ½.

Written Notice: written correspondence sent by hand-delivery, certified mail, first-class mail, or 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.

Principal: the primary administrator of the school or the principal's designee for disciplinary purposes.

Due Process for M.G.L. c. 71, § 37H 3/4 Offenses: Any Offense other than Dangerous Weapons, Narcotics, Assaults on Staff or Felony Matters

Emergency Removal, M.G.L. c. 71, § 37H 3/4

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. In such a case, the principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

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

- (a) 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 set forth in 603 CMR 53.06(2);
- (b) provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) provide the student an opportunity to have a hearing with the principal that complies with the requirements for a short-term suspension or long-term suspension, as applicable, and as set out below, 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; and
- (d) 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 notice of the decision for short-term suspension or long-term suspension, as set forth below, whichever is applicable.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension, M.G.L. c. 71, § 37H 3/4

Due Process, In-School Suspension, M.G.L. c. 71, § 37H 3/4

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision, In-School Suspension, M.G.L. c. 71, § 37H 3/4

On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will

result in their in school or out of school suspension for more than ten (10) school days in a school year.

Short-Term Suspension, M.G.L. c. 71, § 37H ³/₄

Due Process, Short-Term Suspension, M.G.L. c. 71, § 37H ³/₄

Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; 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; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; and, if the student may be placed on long-term suspension following the hearing with the principal: the rights set forth in 603 CMR 53.08(3)(b), and the right to appeal the principal's decision to the superintendent.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing, Short-Term Suspension, M.G.L. c. 71, § 37H ³/₄

At the principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision, Short-Term Suspension, M.G.L. c. 71, § 37H ³/₄

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 provided in M.G.L. c. 76, § 21. 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. Students shall have no right to appeal a short-term suspension.

Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

Due Process, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

The student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the principal will also notify the student and parent of the following rights: (1) 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; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) 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; (4) the right to cross-examine witnesses presented by the school district; and (5) 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.

Principal's Hearing, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

The student will have the rights identified in the written notice and 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.

Principal's Decision, Long-Term Suspension, M.G.L. c. 71, § 37H ³/₄

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, 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: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) 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 (b) the Long-Term Suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeal, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

A student who is placed on Long-Term Suspension under M.G.L. c. 71, § 37H ¾ 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 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. 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.

Superintendent's Appeal Hearing, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

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 as identified above.

Superintendent's Decision, Long-Term Suspension, M.G.L. c. 71, § 37H ¾

The superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; and (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21. 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.

Due Process for M.G.L. c. 71, §§ 37H and 37H ½ Offenses: Dangerous Weapons, Drugs, Assaults on Staff and Felony Matters

Short-Term Suspension, M.G.L. c. 71, §§ 37H and 37H ½

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency

complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of ten (10) consecutive days or less pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Suspension/Expulsion, M.G.L. c. 71, §§ 37H and 37H 1/2

For offenses that fall within M.G.L. c. 71, §§ 37H and 37H1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student 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, as provided in G.L. c. 71, §§37H or 37H1/2.

The procedures below apply to M.G.L. c. 71, §§ 37H and 37H 1/2 suspensions that exceed ten (10) consecutive days.

Dangerous Weapons, Drugs or Assaults on Staff

- (1) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long-term suspension and/or expulsion from the school or school district by the principal.
 - a. Building principals or designees are required to report to the police department the presence of any weapon on school premises.
- (2) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to long-term suspension and/or expulsion from the school or school district by the principal.

Principal's Hearing, Long-Term Exclusion, M.G.L. c. 71, § 37H

Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, the principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs (1) or (2) above.

Appeal to the Superintendent, Long-Term Exclusion, M.G.L. c. 71, § 37H

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) calendar days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Felony Complaints/Convictions

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel said student if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing, Long-Term Exclusion, M.G.L. c. 71, § 37H ½

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension/expulsion; provided, however, that such suspension/expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

Appeal to the Superintendent, Long-Term Exclusion, M.G.L. c. 71, § 37H ½

The student shall have the right to appeal the suspension to the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension/expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to be represented by counsel at student's own expense. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision with regard to the suspension.

OPPORTUNITY TO MAKE ACADEMIC PROGRESS

Any student who is serving a short-term suspension, long-term suspension or expulsion shall have the opportunity to earn credits, as applicable, 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.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c. 76, § 21.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In addition to the due process protections and rights afforded to all students, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and related regulations

require that additional provisions be made for students who have been found eligible for special education services or whom the school district knows or has reason to know might be eligible for such services.

- a. A suspension of longer than ten (10) consecutive school days, or a series of short term suspensions that exceeds ten (10) school days and constitute a pattern of removal, are considered to constitute a potential disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is not a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior is a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the District may place the student in an interim alternative setting (as determined by the Team) up to forty-five (45) school days if:
 - 1) The student was in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - 2) The student was in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+ years of age) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury, the school may remove the student to an interim alternative setting for forty-five (45) days only: 1) with parental consent *or* 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- f. The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

REPORTING

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

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

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Reviewed October 31, 2019

STUDENTS

SEARCHES AND INTERROGATIONS

School personnel may conduct reasonable and restrained in-school searches of students, including book bags, cars, handbags, lockers and their contents, and other items not in their actual possession, to the extent permitted by law. The basis for such action must be related to the removal of a dangerous or illegal item or substance, and must be determined by reasonable suspicion or personal observation indicating that a student is in violation of school safety rules or the law.

It is the policy of the North Reading school system to cooperate fully with the law enforcement agencies in the community under the rules determined by the building administrator. School administration may request the use of canines to locate controlled substances in the school building and on school property. The use of canines in such examinations is regulated by law and shall be conducted with the assistance of police officials.

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Reviewed October 31, 2019

GUIDELINES FOR USE OF CANINES IN SCHOOLS

1. When using canines to locate controlled substances in a school, the canines may be directed by their handlers to sniff inanimate objects such as desks, lockers, book bags that are not in the immediate possession of student, bathrooms that are not being used by students, classrooms that are not being used by students, and cars parked on school grounds. These types of examinations by canines are not "searches" under the state and federal constitutions.
2. Canines should not be used to sniff students' persons and belongings in the immediate possession of students, nor should they be used in a manner that causes fright or significant apprehension in students. These types of examinations by canines constitute "searches" and are prohibited under the state and federal constitutions unless probable cause exists to believe that the student being sniffed possesses a controlled substance.
3. If school officials want to search particular classrooms or other areas being used by students, the students must be escorted away from the area by school officials before canines are brought in to the area to look for drugs.
4. School canine searches should be planned and conducted in a manner that leaves open an option for school and police officials to decide to seek criminal complaints against students found in possession of drugs, and maximizes the likelihood that drugs found during searches will not be suppressed in court. Whenever possible, school and police officials should attempt to establish probable cause, not just a reasonable suspicion, before conducting a search for drugs based on a canine's alert.
5. Although an alert by one canine to the presence of controlled substances may constitute probable cause, if a canine alerts to the presence of a controlled substance in a student's locker, desk, bookbag, car or other belongings, a search should not be conducted until a second canine is brought in to examine the same area. We recommend a system of using canines to corroborate each other. Courts are more likely to conclude that probable cause existed if two canines independently alerted to the presence of a controlled substance in the same area.
6. If two canines independently alert to the same locker, desk, book bag, car or other area, it is recommended that a search warrant for that area be obtained. Obtaining a search warrant best preserves the option of deciding to seek a criminal complaint if drugs are found. Courts are less likely to suppress drugs that are found during a search conducted pursuant to a warrant. But, if school and police officials decide not to seek a search warrant, the area still may be searched without a warrant. The search would be conducted by school officials, in accordance with school policy. Police officers may be present to assist in the search and take custody of controlled substances found during the search.
7. If the first canine alerts to the presence of a controlled substance in a particular locker, desk, book bag, car or other area, but the second canine does not alert to the same area, we do not

recommend seeking a search warrant. In such case, school officials should be asked to decide whether to conduct a search in accordance with school policy. If school officials conduct a search, police officers may be present to assist in the search and to take custody of controlled substances found during the search. School and police officials still may decide to seek a criminal complaint even if drugs are found during a warrantless search based solely on an alert by one dog.

December, 1998
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

SCHOOL RULES APPLICABLE TO STUDENTS 18 YEARS OF AGE AND OLDER

All rules and regulations recommended by the school administration and approved by the School Committee shall apply to all students enrolled in the North Reading Public Schools regardless of age.

First Reading December 2, 1974
Approved December 16, 1974
Reconfirmed June 20, 1988
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

BULLYING

The North Reading School Committee prohibits any act of bullying or retaliation for reporting bullying behaviors. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The School Committee directs the Superintendent and/or his/her Designee to develop administrative guidelines and procedures for the implementation of this policy. The guidelines and/or procedures will address prevention and education efforts, expectations of student and staff conduct, school responses, including disciplinary action to bullying incidents, and procedures for reporting and addressing complaints of bullying.

A. Definitions

A **hostile environment** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Bullying is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target's property;
- (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Perpetrator is now defined as: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages

or facsimile communications. Cyber-bullying shall also include:

- (i) The creation of a web page or blog in which the creator assumes the identity of another person or,
- (ii) The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v) , inclusive, of the definition bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures, audio recordings, or images of others.

Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

B. Where Bullying Is Prohibited

Bullying, included cyber-bullying, is prohibited (i) on school grounds, property immediately next to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district, or through the use of technology or an electronic device owned, leased or used by the school district and (ii) at a location, activity, function, or program that is not school-related, or through the use of technology or electronic device that is not owned, leased or used by the school district if the bullying 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, the health or well-being of the target during school hours, or the orderly operation of the school.

C. Bullying and Retaliation Are Prohibited and Will Lead to Discipline

The North Reading Public Schools absolutely prohibits bullying and retaliation as defined in Section A. Students or members of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior conducive to a non-hostile environment in the school district. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

D. Reporting Obligations

Staff, faculty, and students are obligated to report bullying to the school principal or his or her designee. Specifically:

- (i) School staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation he or she has witnessed or become aware of to the school principal or his or her designee.
- (ii) The district expects students and parents/guardians who witness or become aware of any instance of bullying or retaliation involving a student to report it to the school principal or his or her designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.
- (iii) In the event that bullying or retaliation is substantiated, the school principal or his or her designee will notify the local law enforcement agency if he or she believes that criminal charges may be pursued against the aggressor. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public day school, approved private day or residential school or collaborative school, the Superintendent of the North Reading Public Schools or his or her designee will notify law enforcement if she or he believes that criminal charges may be pursued.
- (iv) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, and the North Reading Public Schools is the first to be notified of the bullying and retaliation, then the Superintendent of North Reading Public Schools or his or her designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.
- (v) Members of the North Reading community are encouraged to report incidents of bullying, including cyber-bullying, as defined in Section A, to the Superintendent as appropriate.

E. Investigation

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

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged aggressor, 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.

F. Determination

If the school principal or a 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 aggressor, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are 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.

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 by each school to the Director of Academic Services.

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

G. Target Assistance

The North Reading Public Schools shall provide counselling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

H. Closing the Complaint and Possible Follow-Up

School staff will promptly provide written notice to the parents or guardians of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or a designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

I. Training and Assessment

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

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

J. 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 North Reading 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.:

Non-discrimination	ABBA
Prohibition of Hazing	JHCD, JHCD-R
Student Discipline	JC

First Reading June 23, 2009
Approved July 21, 2009
Revised and First Reading October 25, 2010
Approved November 8, 2010
Reviewed November 13, 2012
Revised October 7, 2013
Reviewed October 31, 2019

STUDENTS

SMOKING

In accordance with the Massachusetts General Laws, Chapter 71, Section 37H, the use of tobacco/nicotine products, including vapor/E-cigarettes, is prohibited within school buildings and facilities, on school grounds, school buses, or related functions.

Employees and students violating this policy will be subject to proper disciplinary action. All other individuals violating this policy will be instructed to leave the school premises and return after dispensing of materials off the grounds.

First Reading January 9, 1989
Approved January 23, 1989
Revised, First Reading September 12, 1994
Approved September 27, 1994
Reviewed September, 1995
Reviewed November 13, 2012
Revised, First Reading October 16, 2017
Approved November 13, 2017
Reviewed October 31, 2019

STUDENTS

DRESS CODE

It is the expectation of the School Committee that student attire shall be appropriate for student health, safety and learning. The administration shall take the necessary steps to achieve these objectives.

First Reading June 18, 1984
Approved June 25, 1984
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

HOMEWORK

The School Committee strongly endorses the use of homework as a means of reinforcing knowledge and skills acquired in the classroom and as a means of promoting the acquisition of new knowledge and skills. It also endorses homework as a means of promoting self-discipline, order and efficiency.

The administration is charged with the responsibility for developing homework standards appropriate for each grade.

First Reading June 18, 1984
Approved June 25, 1984
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ALCOHOL, TOBACCO/NICOTINE, AND DRUG USE BY STUDENTS PROHIBITED

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

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

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

First Reading October 11, 2016

Approved October 17, 2016

Reviewed July 27, 2017

Updated February 9, 2018

Reviewed October 31, 2019

STUDENTS

REDUCTION OR INCREASE OF CLASSES

In order to provide for sufficient planning time and early communications with staff and community concerning changes in the number of classes at all levels, the following policy will be employed:

1. Enrollment for the ensuing year as projected on or about May 15 of the current year will be used as the basis for reducing or increasing the number of classes.
2. Each principal will be responsible for reviewing enrollment projections for his/her school and will inform the Superintendent in writing of staff needs for the following year.
3. The Superintendent shall review all recommendations with principals and make his final recommendations for the ensuing year to the School Committee.
4. If the School Committee approves a recommendation involving changes in school districts, steps will be taken immediately to inform parents of the plan.

First Reading June 13, 1988
Approved June 20, 1988
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

GRADING SYSTEM / REPORT CARDS

The School Committee believes it is important to communicate regularly with students and parents about the academic and social development students make in school. The Committee recognizes that each child has diverse capabilities and individual patterns of growth and learning. In order to assess individual needs and growth, it is essential for teachers to have accurate knowledge of each student's performance.

The Committee supports ongoing efforts to improve the assessment and reporting of individual progress and directs the Superintendent to establish a grading and report card system for each grade level. Grading and report cards will include the following:

1. Based upon the grade level, report cards will be issued on a regular basis at least three times per year.
2. The report cards will provide sufficient detail to evaluate progress in all academic and social areas.
3. A detailed description of the grading system will accompany the report card and be printed annually in the school handbooks.
4. A consistent approach to grading will be utilized at each level of grades: elementary, middle and high school.
5. Changes in the grading system must be approved by the Superintendent and the School Committee.
6. A system of progress reports will be used to alert students and parents to progress made at the mid-term point.

First Reading June 25, 1984

Approved July 16, 1984

Revised January 10, 2005

Approved January 24, 2005

Reviewed April 8, 2013

Reviewed October 31, 2019

STUDENTS

STUDENT HEALTH SERVICES AND REQUIREMENTS

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

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

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

Procedures for Emergency at School

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

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

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

Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when Emergency Medical Services are 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 and asked to call for the student or provide the transportation.

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

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

SOURCE: MASC

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

CROSS REF.: EBB, JGF – Student Safety
JGFGA – First Aid
JGCD – Administration of Medications to Students

First Reading November 2, 1987
Approved November 16, 1987
Revised, First Reading, November 19, 2012
Approved December 3, 2012
Reviewed April 8, 2013
Reviewed March 16, 2018
Reviewed October 31, 2019

STUDENTS

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

SOURCE: MASC October 2016

Legal Ref: M.G.L. 76:15

First Reading March 26, 2018

Approved April 9, 2018

Reviewed October 31, 2019

STUDENTS

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 (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. 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.

Exceptions:

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

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

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

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

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. [71:54B](#) Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

First Reading September 14, 1987

Approved September 28, 1987

Revised and First Reading May 12, 2003

Approved May 27, 2003

Reviewed April 8, 2013

Revised, First Reading March 26, 2018

Approved April 9, 2018

Reviewed October 31, 2019

PROCEDURES FOR THE ADMINISTRATION OF MEDICATIONS
(based on 105 CMR 210.000)

The North Reading School Committee approves the following procedures governing the administration of medications in the North Reading Public Schools.

I. Management of the Medication Administration Program

- A. The school nurse shall be the supervisor of the medication administration program in the school.
- B. The school nurse, the school physician, and the school health advisory committee, if established, shall develop and propose to the School Committee policies and procedures relating to the administration of medications.
- C. Medication Orders/Parental Consent:
 - 1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including the beginning of each academic year (Appendix). A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three (3) school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or reenters school.
 - a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - (1) the student's name;
 - (2) the name and signature of the licensed prescriber and business and emergency phone numbers;
 - (3) the name of the medication;
 - (4) the route and dosage of medication;
 - (5) the frequency and time of medication administration;
 - (6) the date of the order and discontinuation date;
 - (7) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential;
 - (8) specific directions for administration.
 - b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate.
 - (1) any special side effects, contraindications and adverse reactions to be observed;
 - (2) any other medications being taken by the student;
 - (3) the date of the next scheduled visit, if known.

c. Special Medication Situations

- (1) For short-term medications, i.e., those requiring administration for ten (10) school days or fewer; the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
 - (2) For "over-the-counter" (OTC) medications, i.e., non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools. The school physician is responsible for the OTC policy, in consultation with the nursing staff, and will review protocols and sign standing orders for administration of certain OTC medications according to these protocols. The nurse may give no OTC medication without an order from a licensed prescriber and consent from a parent or guardian (Appendix).
 - (3) Herbal preparations and nutritional supplements (except for caloric replacement drinks or foods) are to be considered over-the-counter medications and are subject to the same regulations, including orders from a licensed prescriber and consent from parent or guardian.
 - (4) Investigational new drugs may be administered in the school with:
 - (a) a written order by a licensed prescriber.
 - (b) written consent of the parent or guardian, and
 - (c) a pharmacy-labeled container for dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.
 - (5) **Anaphylaxis** In the event of a life-threatening, previously undiagnosed anaphylactic reaction, the school nurse may administer epinephrine in the protocol dosages. The school physician is responsible for reviewing and renewing the protocol on an annual basis (Appendix).
2. The school nurse shall ensure that there is a written authorization by the parent or guardian (Appendix) which contains:
 - a. the parent or guardian's printed name and signature, and a home and an emergency phone number;
 - b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
 - c. approval to have the school nurse or school personnel designated by the school nurse administer the medication;
 - d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.
 3. Any student who is on a majority form may choose to sign the parent/guardian consent form in lieu of parent or guardian but must follow all procedures as outlined, including providing all information requested on the consent form. Whenever possible, the student is encouraged to involve the parent or guardian in decisions regarding medical treatment.

D. Medication Administration Plan:

1. The school nurse, in collaboration with the parent or guardian whenever possible shall establish a medication administration plan for each student receiving medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
 - a. the name of the student;
 - b. an order from a licensed prescriber, including business and emergency telephone numbers;
 - c. the signed authorization of the parent or guardian, including home and business telephone numbers;
 - d. any known allergies to food or medications;
 - e. the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented;
 - f. the name of the medication;
 - g. the dosage of the medication, frequency of administration and route of administration;
 - h. a plan for documenting the number of doses received (i.e. an accurate pill count; this is especially important for psychotropic medications)
 - i. any specific directions for administration;
 - j. any possible side effects, adverse reactions or contraindications;
 - k. the quantity of medication to be received by the school from the parent or guardian;
 - l. the required storage conditions;
 - m. the duration of the prescription;
 - n. plans, if any, for teaching self-administration of the medication;
 - o. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
 - p. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
 - q. when appropriate, the location where the administration of the medication will take place;
 - r. a plan for monitoring the effects of the medication;
 - s. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or students' parent or guardian to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to other trained school personnel, according to the approved delegation policy. Written consent from the parent or guardian for the delegated adult to administer the medication shall be obtained. The school nurse shall instruct the delegated adult on how to administer the medication to the child.

- E. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.
- F. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
- G. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and licensed prescriber immediately and the reason for refusal explained.
- H. The school nurse shall have access to a current pharmaceutical reference such as the *Physician's Desk Reference (PDR)* or *U.S.P.D.I. (Dispensing Information), Facts and Comparisons*.
- I. Students may not carry medications, either prescription or OTC, on their person or in their belongings, unless a specific medication administration plan has been developed which includes permission for carrying a medication. No student may give to or take from another student any medication, either prescription or OTC. Medication may be confiscated and appropriate disciplinary action taken if medication policies are abused or ignored.

II. Delegation/Supervision for Field Trips and Life Threatening Allergic Reactions

The North Reading School Committee authorizes that the responsibility for the administration of medication may be delegated to the following categories of unlicensed school personnel according to criteria delineated in CMR 210.004 (B) (2):

_____ administrative staff

_____ teaching staff

_____ health aides

_____ secretaries

for field trip and epinephrine administration in cases of life threatening allergic reactions **ONLY**, after the appropriate registration with the Massachusetts Department of Public Health.

For the purpose of administering emergency medication to an individual child, including parenteral administration (i.e., by injection) of medication pursuant to 210.004 (B) (4), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

- A. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.

- B. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
- C. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required. The school nurse shall make alternative arrangements for coverage (for example, another school nurse or the school physician) when unavailable.
- D. The administration of parenteral medications may not be delegated, with the exception of epinephrine (in the form of an Epi-Pen) or other medication to be administered in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
- E. Medications to be administered pursuant to p.r.n. (“as needed”) orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.
- F. For each school, the school nurse shall maintain an updated list of unlicensed school personnel who have been trained in the administration of Epi-Pens. Upon request, a parent shall be provided with a list of school personnel trained to administer medications on field trips and in life threatening cases.
- G. The school nurse and building administrator are responsible for coordination of the field trip calendar, to ensure the school nurse is able to identify students requiring medication during the trip and train the appropriate unlicensed personnel in the administration of medication.
- H. Supervision of unlicensed personnel
Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The School Committee shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel as recommended by the Department of Public Health. Responsibilities for supervision at a minimum shall include the following:
 - 1. After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, in those categories of school personnel approved by the School Committee, to administer medications on field trips and during life-threatening allergic reactions. When necessary to protect student health and safety, the school nurse may rescind such selection.
 - 2. The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:
 - a) the number of unlicensed school personnel the school nurse can adequately supervise in a timely basis as determined by the school nurse;
 - b) the number of unlicensed school personnel necessary, in the nurse’s judgment, to ensure that the medications are properly administered to each student.

3. The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - a) The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.
 - b) The school nurse shall provide a training review and informational update, at least annually for Epi Pens, and prior to every field trip for those school staff authorized to administer medications.
4. The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to the administration of medications.
5. Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation (CPR). Schools should make every effort to have a minimum of two (2) school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.
6. For the individual child, the school nurse shall:
 - a) determine whether or not it is medically safe and appropriate to delegate medication administration during field trips or during life threatening allergic reaction;
 - b) administer the first dose of the medication, excluding Epi Pen;
 - c) review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;
 - d) review documentation of medication administration after each field trip and life threatening allergic reaction.

III. Self-Administration of Medications

"Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- A. the student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered;
- B. the school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self-administration of medication;

- C. the student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- D. the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. there is written authorization from the student's parent or guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;
- F. if requested by the school nurse, the licensed prescriber provides a written order for self-administration of medication;
- G. the student follows a procedure for documentation of self-administration of medication;
- H. the school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
- I. the student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- J. with parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

IV. Handling, Storage and Disposal of Medications

- A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students, if required by the self-administration agreement, to the school nurse or other responsible person designated by the school nurse.
 - 1. The medication must be in a pharmacy or manufacturer labeled container.
 - 2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
 - 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school. The number of doses delivered should be confirmed.

- B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
- C. All medications (with the exception of Epi-Pens (see below)) to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

Epi-Pens should be maintained in a child-secure but unlocked area, which is immediately accessible to the affected child and the staff trained in administration.

- D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating student. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
- E. Parents or guardians may retrieve the medications from the school at any time during the school day.
- F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.
- G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

V. Documentation and Record Keeping

- A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.
 - 1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 - 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - 3. The daily log shall contain:
 - a. the name, dose or amount of medication administered.
 - b. the date and time of administration or omission of administration, including the reason for omission;

- c. the full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
- 4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
- 5. All documentation shall be recorded in ink and shall not be altered.
- 6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept separately.
- B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.
- C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medication without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

VI. Reporting and Documentation of Medication Errors

- A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - 1. within appropriate time frames (the appropriate time frame should be addressed in the medication administration plan);
 - 2. in the correct dosage;
 - 3. in accordance with accepted practice;
 - 4. to the correct student.
- B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent or guardian). If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
- C. Medication errors shall be documented by the school nurse on the medication error report form. These reports shall be retained in the school health office and in Pupil Personnel Services. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health.
- D. All suspected diversion or tampering of drugs shall be reported to Pupil Personnel Services and to the Department of Public Health, Division of Food and Drug.

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

VII. Response to Medication Emergencies

The Principal has administrative and programmatic responsibility for all activities that occur in his/her school. HOWEVER, IN THOSE CASES WHERE A MEDICAL EMERGENCY EXISTS, PRINCIPALS SHOULD CONSULT WITH AND FOLLOW THE ADVICE OF THE ASSIGNED MEDICAL STAFF. A medical emergency is defined generally as a potentially life-threatening situation requiring immediate medical attention, including reactions that may be due to medications. In the event of a medical emergency, the **North Reading Public School Medical Emergency Plan** should be followed.

It is the responsibility of the school nurse or the school physician, if present, to determine whether a medical emergency exists and, if so, what action with regard to treatment is required, including the circumstances under which a minor student is to be released to a parent or guardian. If no nurse or physician is present, the Principal or his/her designee is the responsible party.

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

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

IX. Procedures for Resolving Questions Between the School and Parents or Guardians Regarding Administration of Medications

Nurses are charged with administering medications in compliance with the above guidelines. Any request that conflicts with these guidelines that cannot be resolved at the school level will be referred to the Director of Pupil Personnel Services.

X. Procedures Review and Revisions

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

Approved by School Physician: _____ Date _____
Signature

Approved by School Nurses: _____ Date _____
Signature

Signature

Signature

Signature

Signature

Date Approved by the School Committee: January 23, 2006

Authorizing Signature: _____

Date Registered by the Massachusetts Department of Public Health for Approval to Delegate Medication Administration to unlicensed personnel during field trips and in the event of a life threatening allergic reaction: May 18, 2017.

Approved May 27, 2003

Reviewed by School Committee, January 23, 2006

Reviewed April 8, 2013

Reviewed March 16, 2018

Reviewed October 31, 2019

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place by the North Reading School Committee, in accordance with the regulations of the Massachusetts Department of Public Health, to ensure the health and safety of children needing medicines during the school day.

In an effort to protect the best interest of all students, medication should be given at times outside the school day whenever possible. The following forms **MUST** be on file in your child's school health record before any medications, prescription or over-the-counter (OTC), can be given at school:

1. Medication order signed by a licensed prescriber.
 - A. A written medication order form should be completed, dated, and signed by your child's health care provider (physician, nurse practitioner, etc.) and returned to the school nurse. **This order must be renewed as needed AND at the beginning of each school year.**
 - B. For short term prescription medications (ten school days or fewer), the pharmacy-labeled container may be used in place of a written order by your health care provider.
2. Signed consent by a parent or guardian to give the medicine. Complete the consent form and give it to the school nurse.

Medications **MUST** be delivered by an **ADULT** to the school in a pharmacy or manufacturer-labeled container. Medicine should **NOT** be sent to school with your child or on the bus. Please ask your pharmacist to provide a labeled container for school use. No more than a thirty-day supply of the medicine will be accepted in school.

Students may not carry medications, either prescription or OTC, on their person or in their belongings, unless a specific medication administration plan has been developed with the school nurse which includes permission for carrying a medication. No student may give to or take from another student any medication, either prescription or OTC. Medication may be confiscated and appropriate disciplinary action taken if medication policies are abused or ignored.

When your child needs medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible. Cooperation between parent and school staff is essential to protect our students.

Any questions regarding medications in school should be referred to your school nurse.

<u>School Nurse</u>	<u>School</u>	<u>Telephone</u>	<u>Fax</u>
Ms. Tracy Nicholas, RN, BSN	High School	978-664-7800	978-664-7826
Ms. Phyllis Kulakowski, RN, BSN	Middle School	978-664-7806	978-276-0679
Ms. Coleen Reska, RN, BSN	Batchelder School	978-664-7814	978-664-3178
Ms. Jessica Blanchette, RN, BSN	Hood School	978-664-7817	978-664-7805
Ms. Nicole DiSpena, RN, BSN,	Little School	978-664-7820	978-664-3081

School Physician

Dr. Meghan Tramontozzi, M.D.

Attachments: Medication Order/Parent Consent

Updated October 31, 2019

North Reading Public Schools Medication Order

To be completed by a licensed prescriber: Physician, Nurse Practitioner, or others authorized by Chapter 94C

Name of Student _____ Date of Birth _____
Address _____ Grade _____

Name of Licensed Prescriber _____ Title _____
Business Phone Number _____ Emergency Phone Number _____

Medication _____
Route of Administration _____ Dosage _____
Frequency _____ Time(s) of Administration _____
(Please note: *Whenever possible, medication should be scheduled at times other than school hours.*)
Date of Order _____ Discontinuation Date _____
Diagnosis* _____
Any other medical condition(s) requiring medication* _____

Any food or **drug allergies** _____
Specific directions or information for administration _____

Optional Information

Special side effects, contraindications, or possible adverse reactions to be observed:

The date of the next scheduled visit or when advised to return to prescriber: _____

Licensed Prescriber signature _____ **Date** _____

Parent/Guardian Consent

Parent/Guardian's Name _____
Home phone number _____ Work phone number _____
Other person(s) to be notified in case of medication emergency
Name _____ Phone Number _____
Other medication being taken by the student* _____

- I give permission to have the school nurse or school personnel designated by the school nurse give my son/daughter the above medication(s) Yes_____ No_____
 - I give permission to the school nurse to share information relevant to the prescribed medication as he/she determines appropriate for my son's/daughter's health and safety. This includes teacher notification of possible medication side effects. Yes_____ No_____
 - I give permission for my son/daughter to self-administer medication, if the school nurse determines it is safe and appropriate. Yes_____ No_____
- (If you agree to the self medication option, a plan will be developed to monitor that the child is taking the medication appropriately and that safety guidelines are in place for carrying a medicine in school.)

I understand I may pick up the medication from the school at any time during the school day; *however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.*

Parent/guardian signature _____ **Date** _____

**if not in violation of confidentiality*

Anaphylaxis Protocol

Anaphylaxis: Acute, often explosive, systemic reaction characterized by difficulty breathing, wheezing, or shortness of breath (respiratory distress), face, lip, tongue, mouth or throat swelling or tightness, poor circulation, low blood pressure (hypotension), palpitations, faintness, dizziness, agitation, pruritis, generalized flushing, hives (urticaria), or rash, and occasionally by seizures, vomiting, abdominal cramps and incontinence.

Anaphylaxis generally occurs in a previously sensitized person when he/she again receives or is exposed to the sensitizing agent. Attacks can occur in individuals with no previous history.

IMMEDIATE TREATMENT IS IMPERATIVE.

Known Allergic Reactions

All children with known allergic reactions at risk for anaphylaxis should have an EPI-PEN immediately accessible to the child at all times, with an appropriate medication order by a licensed prescriber and written consent from a parent or guardian on file. The school nurse or, when the nurse is not immediately available, other school personnel authorized and trained to administer epinephrine may administer the EPI-PEN and/or other medications according to the prescriber's orders and also follow the protocol below, starting at #3.

New Episode of Anaphylaxis

If a child with no known risk for anaphylaxis is suspected of having an anaphylactic episode, the school nurse should be notified immediately. When deemed necessary, the school nurse may administer EPI-PEN per standing order according to the protocol below.

TREATMENT PROTOCOL

1. Inject epinephrine (**EpiPen**), preferably into thigh (NOT hands or feet); note time given.
Dosage: 0.01 mg/kg; better to give slightly high dose than not enough!

For students in **grades pre-K, K, 1**, use **EpiPen Jr 0.15 mg**

For students in **grades 2-5**: use **EpiPen 0.3 mg**

For **middle and high school** students, use **EpiPen 0.3 mg**

2. If student is able to swallow, give liquid **diphenhydramine** (Benadryl).
Dosage: 1-2 mg/kg, maximum 50 mg

For **elementary** school students, give **25 mg**.

For **middle and high school** students, give **50 mg**.

3. Call 911 (notify emergency medical services) immediately.
4. Notify the school nurse immediately, if not already present.
5. In case of bee sting, REMOVE STINGER if left in skin. Scrape it off, DO NOT push, pinch, or squeeze the stinger as this may cause more venom to be injected.
6. Monitor pulse, blood pressure if possible, and respiratory rate. Elevate legs and keep warm. Continue to observe and provide CPR if needed until EMS arrives.
7. Repeat initial dose of epinephrine in 10-15 minutes, if symptoms not improved and EMS has not yet arrived.
8. Inform parent, guardian, or other designated person(s).
9. Notify the student's medical doctor.

Rev. 10/31/19

STUDENTS

STUDENTS WITH LIFE THREATENING ALLERGIES

The North Reading Public School District recognizes that an increasing number of its students have Life Threatening Allergies. In order to minimize the risk of exposure to food allergens that pose a threat to students, there is a need to educate students, staff and the community on various allergy risk factors and to maintain a regularly updated, system-wide protocol for response to and prevention of life-threatening allergies. The North Reading Public Schools cannot guarantee the provision of an allergen-free environment for all students with life threatening allergies.

The School Committee directs the Superintendent and/or his/her designee to develop and implement protocols and guidelines for students with life threatening allergies.

These protocols and guidelines will address how the North Reading Public Schools will identify children with Life Threatening Allergies, define ways that seek to protect them from exposure from allergens, train faculty and staff, prepare for emergencies and respond appropriately in the event of an emergency or accidental exposure to a life threatening allergen.

The School Department will maintain an Allergy Action Plan/Individual Health Care Plan for any student(s) whose parents/guardians and physician have informed the Principal/Nurse of the school in writing that the student has a potentially life threatening allergy.

The School Department will provide annual training for North Reading School employees regarding:

1. The most common allergens that cause life threatening allergies such as foods, medications, latex and stinging insects.
2. Ways to recognize symptoms of an allergic reaction; and
3. Steps to take in the event of an allergic reaction, including Epi-pen/Epinephrine auto injector administration.

First Reading November 14, 2005

Approved November 28, 2005

Reviewed April 8, 2013

Updated March 23, 2015

Reviewed October 31, 2019

PROTOCOL AND GUIDELINES FOR STUDENTS WITH LIFE THREATENING ALLERGIES IN THE NORTH READING PUBLIC SCHOOLS

BACKGROUND

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; peanuts, tree nuts, milk, dairy products, soy wheat, fish and shellfish)
- Insects stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Anaphylaxis can occur immediately or up to several hours following allergen exposure, so it is important to:

- Identify students at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

PURPOSE AND GOAL

The North Reading Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community and maintain and regularly update a system wide protocol for responding to their needs. A system wide effort requires the cooperation of all groups of people within the school.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the North Reading Public Schools regarding Life Threatening Allergies is to engage in a system wide effort to:

- Prevent any accidental occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

RESPONSIBILITIES OF THE NORTH READING SCHOOL DEPARTMENT

The superintendent and his/her staff shall be responsible for the following:

1. Create a system wide emergency plan for addressing life threatening allergic reactions.
2. Provide annual in-service training and education reducing food-allergy risks, recognizing food allergy symptoms and emergency procedures for staff:
Training shall include but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect bites.
 - b. The signs and symptoms of anaphylaxis
 - c. The correct use of Epi-pen
 - d. Specific steps to follow in the event of an emergency.
3. Establish a 'NO FOOD TRADING' and "NO UTENSIL SHARING" policy in all schools with particular focus at the elementary level.
4. School nurses, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan. The Plans will be reviewed by the school nurse, the student's parent(s)/guardian(s).
5. Provide and maintain allergen free aware tables in each school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized as per protocol. Students at the elementary level may invite a friend to sit with them at the allergy aware table. Parents of children who wish to sit at the allergy aware table are asked to pack lunches that do not include foods containing Nuts or Fish.
6. Designated personnel will be assigned to clean lunchroom tables per regulations of North Reading Health Department using Sanitizing Solution.
7. Allergy Action Plan/Individual Health Care Plan will be available in the nurse's office and a student's homeroom at the elementary level and in the nurse's office at the Middle and High School. It is recommended that parents/guardians attach a photograph of their student with a Life Threatening Allergy to their Allergy Action Plan/Individual Health Care Plan.
8. Submit to school bus drivers a Life Threatening Allergy list of students who have life threatening allergies with parent permission.
9. Require all food service employees to use only latex free gloves.
10. Make Epi-pens/Epinephrine auto injectors available in the nurse's office and in other clearly designated locations as specified in the Allergy Action Plan/Individual Health Care Plan. At the secondary level, students are allowed and encouraged to carry their Epi-pens/Epinephrine auto injector on their person as allowed by the medication policy.
11. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with the student on a need-to-know basis.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

To the extent possible, the principal of each school shall be responsible for the following:

1. Familiarize teachers with the Allergy Action Plan/Individual Health Care Plan of their students and any other staff member who has contact with students on a need-to-know basis.
2. In conjunction with nurses, provide in-service training and education for staff regarding life threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen/Epinephrine auto injector.
3. Send letters to all parents whose child is in a classroom with a student with a Life Threatening Allergy, regarding Life Threatening Allergies (pre-k-5).
4. The protocol that explains Life Threatening Allergies and the application of the protocol at the school concerning Life Threatening Allergies will be discussed at kindergarten orientation.

5. Post the school's emergency protocol on Life Threatening Allergies in appropriate locations and in the school's student/parent handbook.
6. Notify staff of the locations of Epi-pens/Epinephrine auto injectors in the school.
7. A contingency plan will be in place and understood by all staff and student in the event the nurse is not in the office or in the building. Call 911.

RESPONSIBILITIES OF THE SCHOOL NURSES

The school nurse is the primary coordinator of each student's health plan. As such, the school nurse will have the following responsibilities:

1. Develop a health care plan/emergency action plan Allergy Action Plan/Individual Health Care Plan for each student with a life-threatening allergy (Life Threatening Allergy) and present to parent/guardian for feedback/suggested changes.
2. Maintain completed Allergy Action Plan/Individual Health Care Plan in health office for each student with a Life Threatening Allergy.
3. Provide teachers and other staff on a need-to-know basis with a Allergy Action Plan/Individual Health Care Plan for each student in their class with a Life Threatening Allergy.
4. Responsible for following Department of Public Health regulations governing the administration of prescription medications including delegation of emergency medication administration to non-licensed staff.
5. In conjunction with principal, provide yearly and as needed in-service education and training for staff regarding Life Threatening Allergies, including symptoms, risk reduction procedures and emergency procedures including demonstration of proper use of various types of Epi-pens/Epinephrine auto injector.
6. Notify food services personnel of all students with a Life Threatening Allergy.
7. Request of parent/guardian a valid medical order for Life Threatening Allergies. The medication order should be signed by the parent/guardian, as well as the medical provider.
8. Request of parent/guardian the appropriate number of Epi-pens/Epinephrine auto injector needed at school, along with any other allergy medication ordered by the student's medical provider.
9. Discuss with teacher and parent/guardian appropriate locations of storing Epi-pens/Epinephrine auto injectors.
10. Inform parent/guardian and principal of any student experiencing an allergic reaction for the first time in school.

RESPONSIBILITIES OF TEACHERS

Each teacher of a student with a Life Threatening Allergy shall have the following responsibilities:

1. Review the Allergy Action Plan/Individual Health Care Plan of any student in their class who has a Life Threatening Allergy.
2. Leave Allergy Action Plan/Individual Health Care Plan in a prominent and accessible place for substitute teachers.
3. Participate in yearly and as needed in-service trainings related to students with Life Threatening Allergies.
4. In collaboration with the principal, nurse and parent/guardian, the teacher will follow protocol for management of food in the classroom.
5. Collaborate in advance with principal, nurse and parent/guardian regarding any school activity involving food. In addition, no food product will be used in a classroom if there is a child in that class with a Life Threatening Allergy to that food. No nut product will be used in any classroom lesson at any time.
6. Participate in any planning of a student's reentry to school after an anaphylactic reaction.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The food services department shall have the following responsibilities:

1. To the best of our ability, eliminate all peanut/nut products in the cafeteria.
2. Supply cleaning materials for washing and sanitizing tables.
3. Provide in-service to food service employees regarding safe food handling practices to avoid cross-contamination with potential food allergens.
4. Food service employees will wear non-latex gloves.
5. Food menus will include a written description of the presence of an allergen.
6. Provide in-service training to food service personnel regarding life threatening allergies, signs and symptoms, and emergency protocols.

RESPONSIBILITIES OF NORTH READING SCHOOL TRANSPORTATION

The school bus drivers shall have the following responsibilities:

1. Provide functioning emergency communication devices on each bus.
2. Maintain a policy of no food eating on the bus.
3. Call 911 for emergencies.

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING BEFORE/ AFTER SCHOOL ACTIVITIES

Persons in charge of extracurricular programs shall have the following responsibilities for a child/children with a Life Threatening Allergy:

1. The Allergy Action Plan/Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility of their child/children.

Examples of persons may include:

- Before/after school instructors
- Coaches
- Camp Counselors

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes, the school shall have the following responsibilities:

1. The child with the Life Threatening Allergy will be under the supervision of at least one adult.
2. An Epi-Pen will travel with the adult wherever the child travels, if specified in the child's Allergy Action Plan/Individual Health Care Plan.
3. Working communication systems (walkie-talkie, cellphone) will be carried by at least one supervising adult.

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when students with Life Threatening Allergies attend field trips:

1. The school nurse should be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life threatening allergies.
2. The nurse should be notified of field trips in a timely manner.
3. Parents of a student at risk for anaphylaxis should be invited (at elementary level) to accompany their child, in addition to the chaperone.
4. Medications including epinephrine and a copy of the student's AAP must accompany the student and be quickly accessible.
5. Staff will follow procedures for the "Administration of Medications" outlined by the student's physician and school policy.
6. In the absence of accompanying parents/guardian or nurse, staff who are trained to recognize signs and symptoms of anaphylaxis and administer epinephrine will be assigned

the task of watching out for the student's welfare and for handling any emergency. That adult will carry the student's epinephrine during the field trip. A cell phone will be available in the event that 911 must be called.

7. Lunches of students with Life Threatening Allergy will be packed separately and no student will be allowed to eat on the school bus.

RESPONSIBILITIES OF PARENTS

Each parent of a student with a Life Threatening Allergy shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school, or as soon as possible after a diagnosis.
2. Provided epinephrine to the school and replace it when expired.
3. Inform the school nurse of any changes in the child's Life Threatening Allergy status.
4. Parents must provide an Allergy Action Plan/Individual Health Care Plan and medication orders for the student at the beginning of each school year.
5. Communicate to school nurse any incidents of allergic reactions outside of school or exposure to allergens prior to school that may impact the student during the school day.

Reviewed April 8, 2013

Revised March 23, 2015

Reviewed October 31, 2019

STUDENTS

COMMUNICABLE DISEASES

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

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

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

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

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

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

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

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:55](#)

First Reading March 26, 2018

Approved April 9, 2018

Reviewed October 31, 2019

STUDENTS

STUDENT SAFETY

The School Committee expects that proper attention will be paid to the safety of students on school property during the normal school day, during the participation in school sponsored extracurricular activities and athletics on school property, and at school functions scheduled away from school property. The School Committee recognizes it is the responsibility of the parents to supervise students on their way to and from school, at bus stops, and at school functions scheduled away from school property, unless school bus transportation is provided. Students riding on the school bus to and from school, and to and from school functions scheduled away from school property will be subject to the rules and regulations developed for their safety.

The safety of students shall be secured through close supervision and through special attention to the following:

1. Maintaining a safe school environment,
2. Observing safe practices on the part of school personnel and students, particularly in those areas of instruction, extra-curricular activities, and athletics which offer special hazards,
3. Offering safety education to students in health and physical education and as necessary in laboratory courses and shop courses and athletics,
4. Providing first-aid care for children in case of accident or sudden illness,
5. Practicing the implementation of the Emergency Operations Plan including fire drills and other emergency responses, and
6. Working with local police and fire officials to develop traffic plans, fire/emergency drills, and other appropriate plans that emphasize student safety.

The administration shall prepare appropriate regulations for the implementation of this policy.

First Reading January 29, 1979

Approved February 8, 1979

First Reading June 4, 1984

Approved June 11, 1984

First Reading March 25, 2002

Revised May 13, 2002

Reviewed April 8, 2013

Reviewed March 16, 2018

Reviewed October 31, 2019

STUDENTS

MAINTENANCE AND CONTROL OF CHEMICALS
USED IN SCIENCE INSTRUCTION

Recognizing the need for the use of a variety of chemicals in order to provide a meaningful laboratory experience for its students, the School Committee has established the following criteria:

Chemicals will be purchased in sufficient quantity to meet the needs of a single academic year. Only those chemicals used in approved experiments and demonstrations will be purchased. Such approved experiments and demonstrations will appear on a list prepared by the Science Coordinator and will be made available to the involved teachers and their principals.

Chemicals will be organized by category and stored in alphabetical order as follows:

1. Organic chemicals will be stored in a distinct and ventilated area.
2. Inorganic chemicals will be stored by sub-category in separate areas.
3. Flammable chemicals will be stored in a fire-rated storage cabinet in a location approved by the local fire official. Permits must be obtained from fire chief.
4. Explosive chemicals are discouraged. Small quantities necessary for a specific experiment may be stored in an isolated area of the storage room approved by the local fire official.

The appropriate administrator, teacher or worker will label chemicals as to the date received and their respective shelf life and a copy of this list shall be maintained in a central location.

Chemicals that have exceeded their life expectancy and chemical waste will be disposed of according to current state and federal regulations. The Commonwealth of Massachusetts Department of Environmental Protection publication "Hazardous Waste Regulations" shall be the Principal reference. A copy shall be available in each school.

Micro and semi-micro techniques are encouraged to minimize waste, hazardous or otherwise.

Complete chemical and equipment inventories are to be taken and annually updated in each school and copies are to be kept in a central location. The complete chemical inventory should include all chemicals stored and used in each school. Data sheet will be sent yearly to fire chief.

First Reading March 28, 1988

Approved May 2, 1988

Revised, First Reading April 29, 2013

Approved May 6, 2013

Reviewed October 31, 2019

STUDENTS

STORAGE AND DISPOSAL OF PAINTS, SOLVENTS AND PHOTOGRAPHY
CHEMICALS AS USED BY THE ART AND PHOTOGRAPHY DEPARTMENTS

Recognizing the need for a variety of paints and chemicals to provide a significant artistic experience for our students, the School Committee has established the following criteria:

1. Absolutely no lead-based paints are to be used.
2. Flammable and volatile solvents will be kept in special containers and stored in a fire rated cabinet in a location approved by the local fire official. Permits must be obtained from the Fire Chief.
3. The photography room will be locked at all times not in use.
4. Removal of hazardous wastes shall be according to Commonwealth of Massachusetts' regulations.
5. Non-hazardous wastes may be soaked up by an absorbent material, packaged and disposed of in regular trash.

First Reading June 13, 1988
Approved June 20, 1988
Reviewed April 8, 2013

STUDENTS

FIRST AID

The North Reading School Committee recognizes the need for first aid to be given to students and staff personnel. First aid is the immediate and temporary care given to a student or staff member at the time of an accident or sudden illness until he/she can be returned to class or work, sent home, or the services of a physician obtained. It includes only those procedures that can be applied by non-medical persons to save a life, to prevent further injury, or to reduce suffering. It does not include diagnosis or medical treatment. Nurses and other school personnel are not legally authorized to diagnose or give treatment beyond first aid. The school is not to be considered a hospital or clinic.

It is not possible for all first aid to be done by the school nurse. Therefore, the procedures for first aid will be stated in the School Health Services Policies and Procedures booklet in such a way that they can be followed by the non-nursing personnel. The nurses are available if there are questions about a student's or worker's condition or about the first aid to be rendered in a particular situation.

In accordance with the provisions of Chapter 71, Section 55A of the General Laws, no public school teacher and no collaborative school teacher, no principal, secretary to the principal, nurse or other public schools or collaborative school employee who, in good faith, renders emergency first aid or transportation to a student who has become injured or incapacitated in a public school or collaborative school building or on the grounds thereof shall be liable in a suit for damages as the result of his acts or omission" either for such first aid or as a result of providing such emergency transportation to a place of safety, nor shall such person be liable to a hospital for its expenses if under such emergency conditions he causes the admission of such injured or incapacitated student, nor shall such person be subject to any disciplinary action by the School Committee, or collaborative board of such collaborative for such emergency first aid or transportation.

First Reading October 21, 1976
Approved November 8, 1976
Reconfirmed June 20, 1988
First Reading November 7, 1988
Approved November 21, 1988
Reviewed April 8, 2013
Reviewed September 14, 2017
Reviewed October 31, 2019

STUDENTS

WIRELESS COMMUNICATION DEVICES

The North Reading School Committee recognizes that wireless communication devices are a common means by which students stay in close communication with their parents. For the purpose of this policy, a “wireless communication device” is any non-school issued communication device that emits an audible signal, vibrates, displays text, numerical or photographic messages or otherwise delivers communication to the possessor.

With the exception as noted below, wireless communication devices in the possession of students must be turned off and kept out of sight during school hours. Use during school hours may be disruptive and may be conducive to cheating, invasion of privacy, or illegal activity: thus such use is prohibited. Use of wireless communication devices with video or other imaging capabilities in school locker rooms and rest rooms is also prohibited both during and outside of school hours. During school hours, parents can and should contact the administrative office of their child’s school if they need to reach their child. Students and parents should not phone one another directly during school hours using a personal communication device.

The North Reading School Committee recognizes the need for high school students to be connected for various purposes through the use of wireless communication devices in accordance with the guidelines that are established by the Administration and published in the Handbook for Students and Parents that governs North Reading High School.

First Reading June 28, 2004

Approved July 22, 2004

Reviewed April 8, 2013

Revised, First Reading February 11, 2019

Approved March 18, 2019

Reviewed October 31, 2019

STUDENTS

BUS TRANSPORTATION

The most important concern in providing bus transportation to the school population of North Reading is SAFETY.

1. Safety of all is the first concern in all decisions affecting school transportation
2. Transportation will be provided to all pupils, Kindergarten through grade six who reside two (2) miles or more from the school they attend, assuming they are attending a school in their designated district.
3. Kindergarten through grade six students who live less than two (2) miles, and all grade seven through grade twelve pupils will pay an annual bus users fee if they opt to ride buses. The annual bus user fee will be set by the School Committee.
4. Elementary pupils may be expected to walk up to one (1) mile to a bus stop; secondary pupils may also be expected to walk up to one (1) mile to a bus stop.
5. If, in the judgment of the School Department, a hazardous condition exists within the distance limits, transportation will be provided as required to eliminate the hazard.

Legal Ref: M.G.L., Chapter 71, Section 7A

Confirmed July 18, 1972
Reconfirmed January 14, 1974
Reconfirmed June 20, 1988
Revised August 27, 2001
Approved September 10, 2001
Reviewed March 25, 2002
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed October 31, 2019

STUDENTS

TRANSPORTATION OF KINDERGARTEN CHILDREN

It is the policy of the North Reading School Committee to transport all kindergarten children at noon from portal to portal except to those residences located on streets which cannot be safely traveled by buses. In such situations, kindergarten children will be picked up and dropped off as near as possible to their homes.

In the morning and afternoon when kindergarten children are being transported with children attending higher grades, they will board the buses at the nearest regular elementary school bus stop.

Kindergarten children who live on streets located close to an elementary school will walk to school if, in the judgment of the School Department, no safety hazards exist. A list of these streets is available from the Office of the Superintendent of Schools.

First Reading March 18, 1985
Approved March 25, 1985
Revised August 27, 2001
Approved September 10, 2001
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

CONDUCT ON BUSES

Acceptable conduct is achieved through the cooperative efforts of bus drivers, administrators, students and parents.

Students transported on a school bus are under the supervision, direction and control of the school bus driver, and shall be subject to the control of the bus driver. If confronted with a serious behavior problem by one or more students, a bus driver may return to the school and consult the principal. Bus drivers will adhere to the Department of Education regulations for school bus drivers. In order to assure each student safe transportation, the following specific rules have been adopted:

1. Each student shall be seated immediately, and, when applicable, in the seat assigned by the bus driver.
2. No student shall stand or move during the trip.
3. Improper conduct shall not be tolerated.
4. No windows or doors shall be opened or closed by students unless authorized by the driver.
5. Students shall not enter or leave a school bus until it has come to a full stop and the door is opened by the driver.
6. Smoking or the use of controlled substances shall not be allowed.
7. Students shall not be discharged at any other point except their regular bus stop unless prior approval has been granted at the discretion of the principal.

Disregard for the above rules may result in suspension of individual riding privileges. The principal, as a result of his/her own investigation or on the recommendation of the bus driver may remove a student for a period of time to be determined by the principal or his/ her designee.

First Reading March 20, 1978

Approved March 27, 1978

Reconfirmed June 20, 1988

Reviewed September, 1995

Revised May 28, 2002

Reviewed April 8, 2013

Reviewed October 31, 2019

STUDENTS

BUS ASSIGNMENTS

Students who are eligible for bus transportation are expected to ride to and from school on the bus to which they have been assigned by the school principal. Students may not ride other buses as a matter of personal convenience. Only in cases when the principal determines that health, safety or other substantive issues are at stake may a transfer be made, and only then with the expressed consent of the principal.

First Reading February 24, 1975
Second Reading March 3, 1975
Reconfirmed June 20, 1988
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is deemed appropriate as a last resort to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition and for sending written notification to the parent within three school working days following the use of restraint to an email address provided by the parent for the purpose of communicating about the student, or by regular mail to the parent postmarked within three school working days of the restraint
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A procedure for conducting periodic review of data and documentation on the use of physical restraints as described in 603 CMR 46.06(5) and (6);
- A procedure for implementing the reporting requirements as described in 603 CMR 46.06; and
- A process for obtaining principal approval for a time out exceeding 30 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.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures in accordance with 603 CMR 46.04(2). The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

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

The use of exclusionary "time out" procedures during which a staff member remains accessible to the student in an unlocked room or space shall not be considered "seclusion".

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

SOURCE: MASC

ADOPTED: August 2015

LEGAL REF.: M.G.L. [71:37G](#)
603 CMR [46.00](#)

First Reading, November 19, 2012

Approved December 3, 2012

Revised, First Reading, September 14, 2015

Approved September 28, 2015

Revised, First Reading December 18, 2017

Approved January 8, 2018

Reviewed October 31, 2019

STUDENTS

RESTRAINT PREVENTION AND BEHAVIOR SUPPORT POLICY AND PROCEDURES

I. OVERVIEW

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

II. DEFINITIONS

Mechanical Restraint: the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

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

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

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

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

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

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

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

DESE's *Technical Assistance Advisory SPED 2016-1*, issued on July 31, 2015, provides the following additional definitions pertaining to time-out:

Inclusionary time-out: when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom.

Exclusionary time-out: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

III. PROHIBITIONS

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

IV. SPECIFIC RIGHTS

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

V. DESE TECHNICAL ASSISTANCE ON USE OF TIME-OUT

DESE's *Technical Assistance Advisory SPED 2016-1*, issued on July 31, 2015, explains the differences between "inclusionary time-out" and "exclusionary time-out" as follows:

"Inclusionary time-out": when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom.

The use of "inclusionary time-out" functions well as a behavior support strategy while allowing the student to remain fully aware of the learning activities of the classroom. "Inclusionary time-out" includes practices used by teachers as part of their classroom behavior support tools, such as "planned ignoring," asking students to put their heads down, or placing a student in a different location within the classroom. These strategies, used to reduce external stimuli in the student's environment while keeping the student physically present and involved in learning, have proven to be useful tools for classroom management.

If the student is not "separated from the learning activity" or the classroom, the student will be in "inclusionary time-out" and the requirements that accompany the use of "exclusionary time-out,"

listed below, do not apply. A student is not “separated from the learning activity” if the student is physically present in the classroom and remains fully aware of the learning activities.

“Inclusionary time-out” does not include walled off “time-out” rooms located within the classroom; use of those is considered to be “exclusionary time-out.”

“*Exclusionary time-out*”: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

The following requirements apply to the use of “exclusionary time-out”:

- “Exclusionary time-out” may be used only for the purpose of calming;
- During “exclusionary time-out,” the student must be continuously observed by a staff member;
- The staff member will either be with the student or immediately available to the student at all times;
- The space used for “exclusionary time-out” must be clean, safe, sanitary and appropriate for calming;
- ***Unless it poses a safety risk, a staff member must be physically present with the student who is in an exclusionary time-out setting;***
- If it is not safe for the staff member to be present with the student, the student may be left in the time-out setting with the door closed. However, in order to ensure that the student is receiving appropriate support, a school counselor or other behavioral support professional must be immediately available outside of the time-out setting where the individual can continuously observe and communicate with the student as appropriate to determine when the student has calmed;
- ***Students must never be locked in a room;***
- For students displaying self-injurious behavior, a staff member must be physically present in the same setting with the student;
- An “exclusionary time-out” must be terminated as soon as the student has calmed; and
- An “exclusionary time-out” may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student’s continuing agitation.

VI. REQUIREMENTS FOR USE OF PHYSICAL RESTRAINT

Legal Standard for Use

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

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

Brief physical contact to promote safety is not considered a restraint. DESE’s *Question and Answer Guide to Implementation of 603 CMR 46.00, The Regulations for the Prevention of Physical Restraint and Requirements if Used*, issued on July 31, 2015, states that “brief physical contact to promote safety refers to measures taken by school personnel consisting of physical contact with a student for a short

period of time solely to prevent imminent harm to a student, for example, physically redirecting a student about to wander on to a busy road, grabbing a student who is about to fall, or breaking up a fight between students.”

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

Safety

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

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

Duration

A physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student demonstrates or expresses significant physical distress (e.g., difficulty breathing, sustained or prolonged crying, sustained or prolonged coughing). If a student demonstrates or expresses significant physical distress, staff will release the restraint and seek medical assistance immediately. **For any student to be restrained for more than twenty (20) minutes, staff must obtain the Principal’s approval.** This approval must be based on the student’s continued agitation justifying the need for continued restraint.

Follow-up

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

Prone and Floor Restraints

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific documentation, are met: (1) the student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

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

VII. REPORTING PHYSICAL RESTRAINT USE

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

Reporting within School and to Parents

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

Report Contents

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

Reporting to the Department of Elementary and Secondary Education

The reporting process to the Department of Elementary and Secondary Education (DESE) is as follows:

The District will report to DESE all restraints that result in an injury to either a student or a staff member within three (3) working days of the restraint. The District will also send DESE a copy of the record of physical restraints maintained by the principal pursuant to 603 CMR 46.06(2) for the thirty (30) day period prior to the date of the reported restraint.

Additionally, the District will provide DESE with an annual report of its physical restraint use.

VIII. ADMINISTRATIVE REVIEWS OF PHYSICAL RESTRAINT USE

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

Weekly Individual Student Review

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

Monthly School-Wide Review

A Monthly School-Wide Review will also be conducted by the Principal. In this review, the Principal will consider patterns of restraints, number of restraints, duration of restraints and any injuries caused by restraints. The Principal will assess whether the restraint prevention and management policy needs to be

modified and/or whether there is a need for additional staff training on restraint reduction and restraint prevention strategies.

IX. TRAINING REQUIREMENTS

General Training

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

In-Depth Training

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

X. SPECIFIC PROCEDURES

The District has developed and implemented specific procedures regarding appropriate responses to student behavior that may require immediate intervention.

Methods to prevent student violence, self-injurious behavior, and suicide

The District utilizes a range of techniques in an effort to prevent student violence, self-injurious behavior and suicide, including, but not limited to: individual crisis planning, **access to counseling staff, de-escalation techniques, managing the environment, clear expectations, planned ignoring and positive attention, redirection, proximity, use of interpersonal relationships, directive statements, choices, sensory strategies, and breaks.**

Alternatives to physical restraint

Alternatives to physical restraint that may be used in the District include, but are not limited to: verbal prompting, physical escort, time-out, de-escalation techniques, positive behavior support plans, **access to counseling staff, planned ignoring and positive attention, verbal redirection, use of interpersonal relationships, directive statements, providing choices, and breaks.**

Description of physical restraints used in emergency situations

The specific holds that may be used by the District include **the physical restraints identified in the Crisis Prevention Institute Manual.**

Restraint information and complaint procedure

Parents are welcome to contact **the Director of Pupil Personnel Services**, at any time to discuss the District's Restraint Prevention and Behavior Support Policy and Procedures. Additionally, any individual with a concern or complaint regarding the use of a physical restraint should report it to the attention of **the building principal**. An investigation of the incident leading up to the physical restraint including a full review of the physical techniques utilized and of the space in which the physical restraint occurred will follow. The Complainant will be notified of the results of the investigation.

Legal Authority: 603 C.M.R. § 46.00

DESE Technical Assistance Advisory SPED 2016-1, July 31, 2015

Effective 1/1/16

First Reading December 18, 2017

Approved January 8, 2018

Reviewed October 31, 2019

STUDENTS

HEALTH AND WELLNESS

The North Reading Public Schools recognize the importance of creating a school environment and culture that promotes health and wellness in students and staff. The overall health and wellness of students and staff contribute to the general well-being, mental and physical capacity and learning ability of each student and allows them to fully participate in the educational process. The School Department has the responsibility to equip students with the knowledge, skills and habits that will contribute to life-long health and wellness.

The North Reading Public Schools will develop, adopt and implement a broad plan for a comprehensive school wellness program. The wellness program for students will be designed to respond to demonstrated needs and support child and adolescent development. The plan will include specific learning goals and objectives for health, nutrition and physical education and include activities and programs designed to promote student and staff health and wellness. The plan will also establish nutrition guidelines and regulations that are consistent with Section 10 of the Child Nutrition Act (42 U.S.C. 177) and Section 9(f) (1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.A. 1758 (f) (1), 1766 (a) and comply with the current U.S. Department of Agriculture guidelines for Americans.

The comprehensive school wellness program will incorporate the following components:

Health Education: A comprehensive and sequential program of health education that is designed to promote healthful living, wellness and safety and teach positive decision making will be offered in all grades K-12. The health education program will be an integral part of a coordinated school health program and be consistent with the Massachusetts State Frameworks.

Physical Education: A sequential, developmentally appropriate physical education curriculum will be offered to all students in grades K-12. Consistent with the Massachusetts Curriculum Frameworks, the program will help to develop the knowledge, skills and attitudes necessary to foster a life-long respect for the importance of physical activity. Physical education will be taught by well-prepared specialists who are certified by the state to teach physical education and offered to students on a regular basis.

Nutrition and Food Services: Students will be provided with the knowledge and skills to make healthy choices about nutrition. The School Lunch Program will comply with the standards set by the Child Nutrition Act and the National School Lunch Act. Additionally, the schools will aim to comply with the current US. Dept. of Agriculture guidelines for Americans including vending machines, a la carte, beverage contracts, fund-raisers, concession stands, student stores and other activities that involve food. The School Lunch Program will ensure that profit generation will not take precedence over the nutritional needs of students and will aim to be self-supporting.

School Health Services: The programs, policies, protocols and services to appraise, protect and promote health and wellness are provided to all students and staff and coordinated by the school nurses, physician and Office of Pupil Personnel Services.

Counseling and Psychological Services: Coordinated by the Office of Pupil Personnel Services, ongoing assessment of psychological / counseling needs of the school community will be conducted through a variety of means including at-risk surveys, collaboration with community agencies and appropriate staffing.

Healthy School Environment: School facilities and environment are designed to promote health and wellness of students and staff through a variety of programs, practices and policies and are managed through a systematic, environmental management system. Programs designed to build a positive school environment and support student and staff safety will be offered.

Health Promotion for Staff: Programs on health and wellness are offered to staff on an ongoing basis. Programs will include professional development and employee assistance and wellness programs.

Family and Community Involvement: Frequent communication is made to parents on topics related to student health and wellness. Community forums on health-related topics and parent education are offered on a regular basis. Support is provided to students and staff through formal and informal networks and partnerships between the school and various community and regional agencies.

The Superintendent will organize a Comprehensive School Health and Wellness Advisory Committee that will oversee the development, implementation and evaluation of the comprehensive school wellness program. Membership on the School Health and Wellness Advisory Committee will be drawn from the School Department, parents, students and community. Furthermore, the Superintendent will report on benchmark indicators of health and wellness on an annual basis.

Legal References:

Child Nutrition Act

National School Lunch Act

First Reading June 12, 2006

Approved June 26, 2006

Reviewed April 8, 2013

Reviewed April 27, 2016

Reviewed October 31, 2019

STUDENTS

HEAD INJURY/CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

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

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

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

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

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

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

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

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

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

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

First Reading November 21, 2011
Approved December 5, 2011
Revised, First Reading February 13, 2012
Approved February 27, 2012
Reviewed April 8, 2013
Reviewed April 27, 2016
Reviewed October 31, 2019

CONCUSSION POLICY REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision

- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
 - A. Amnesia lasting longer than 15 minutes
 - B. Deterioration in neurological function
 - C. Decreasing level of consciousness
 - D. Decrease or irregularity of respiration
 - E. Decrease or irregularity in pulse
 - F. Increase in blood pressure
 - G. Unequal, dilated, or unreactive pupils
 - H. Cranial nerve deficits
 - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
 - K. Seizure activity
 - L. Vomiting/ worsening headache
 - M. Motor deficits subsequent to initial on-field assessment
 - N. Sensory deficits subsequent to initial on-field assessment
 - O. Balance deficits subsequent to initial on-field assessment
 - P. Cranial nerve deficits subsequent to initial on-field assessment
 - Q. Post-Concussion symptoms worsen
 - R. Athlete is still symptomatic at the end of the game

3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
 - A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
 - B. If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
 - C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

Section V. Gradual Return to Play Protocol:

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District**). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.
2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be retested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
 - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.

- B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
- C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post injury test, the student athlete will not be re-tested again for **5 days**.
- D. If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their health care provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- G. Once the athlete starts on the exertional post-concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
- H. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**
- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post-Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

Exertional Post-Concussion Tests:

- A. Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills(ladder, side shuffle, zigzags, carioca, box jumps, and hurdles).
- D. Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5: Full contact and return to sport with monitoring of symptoms.

Section VI. School Nurse Responsibilities:

1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
 - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity.

4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - A. Loss of consciousness
 - B. Headache
 - C. Dizziness
 - D. Lethargy
 - E. Difficulty concentrating
 - F. Balance problems
 - G. Answering questions slowly
 - H. Difficulty recalling events
 - I. Repeating questions
 - J. Irritability
 - K. Sadness
 - L. Emotionality
 - M. Nervousness
 - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post-Concussion Syndrome:

Post-Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all

school personnel must pay attention to and closely observe all student athletes for post-concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post-concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will

participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

First Reading February 13, 2012
Approved February 27, 2012
Reviewed April 8, 2013
Reviewed April 27, 2016
Reviewed October 31, 2019

STUDENTS

STUDENT ACTIVITIES

The principal shall be responsible for the organization of all student activities. He/she shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes, good human relations and useful knowledge and skills. No child shall be excluded from or discriminated against in admission to student activities based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or homelessness.

A parent or guardian may request that a student be excused from certain types of activities for religious or physical reasons. The administration shall consider the request in terms of the welfare of the individual and the group. Additionally, parents/guardians will be required to complete a "Consent and Release Form" prior to the student's participation in each activity.

The School Committee may assess each student in grades six through twelve an annual "Activities Fee." Payment of the Activities Fee will provide access to all activities. Exceptions to the Activities Fee will be made for participation in student government, band, chorus, and the National Honor Society.

First Reading August 18, 1983
Approved September 12, 1983
First Reading October 28, 2002
Approved November 12, 2002
Reviewed April 8, 2013
First Reading, October 28, 2013
Approved November 12, 2013
Updated June 11, 2015
Updated January 6, 2016
Reviewed October 31, 2019

STUDENTS

EXTRACURRICULAR ACTIVITIES

The North Reading School Committee believes that extracurricular activities are an essential part of the total curriculum of the system and directs the principal of each school to recommend for approval to the Superintendent a program of extracurricular activities that meets the needs of the school. Each activity shall be under the supervision of a faculty advisor recommended for appointment by the principal. Parents/guardians will be required to complete a "Consent and Release Form" prior to the student's participation in each activity.

No child shall be excluded from or discriminated against in admission to extracurricular activities based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or homelessness.

The School Committee may assess each student in grades six through twelve an annual "Activities Fee." Payment of the Activities Fee will provide access to all activities. Exceptions to the Activities Fee will be made for participation in student government, band, chorus, and the National Honor Society.

First Reading February 10, 1986
Approved March 24, 1986
Reviewed September, 1995
First Reading September 23, 2002
Approved October 28, 2002
Reviewed April 8, 2013
Updated June 11, 2015
Updated January 6, 2016
Reviewed October 31, 2019

STUDENTS

SUPERVISION OF EXTRACURRICULAR ACTIVITIES

It is the policy of the North Reading School Committee to require a faculty advisor for all student activities and to allow student activities to function only when they are under the direct supervision of an advisor.

First Reading February 10, 1986
Approved March 24, 1986
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

IMPLEMENTATION OF RULES GOVERNING EXTRACURRICULAR ACTIVITIES

It is the policy of the North Reading School Committee to have all rules and regulations apply equally to all activities and students. Administrators shall be responsible for uniform implementation.

First Reading February 10, 1986
Approved March 24, 1986
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ATHLETICS AND EXTRACURRICULAR ACTIVITIES: INELIGIBILITY

It is the policy of the North Reading School Committee to exclude any student who has been suspended for violating the school discipline code from participating in athletic and extra-curricular activities until the suspension has been lifted and all obligations resulting from the suspension have been met.

First Reading February 10, 1986
Approved March 24, 1986
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ATHLETICS AND EXTRACURRICULAR ACTIVITIES: REGULATIONS

Coaches and advisors of athletics and extra-curricular activities will distribute copies of regulations covering their areas of responsibility to each student participant each year.

The regulations will bear the approval of the principal of the school in which the activity takes place, and a copy will be placed on file with the Superintendent of Schools.

First Reading March 24, 1986
Approved April 7, 1986
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

RULES FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

1. All students who participate in extracurricular activities will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived. A student who is absent, dismissed or suspended (either internally or externally) on the day of an activity will not be allowed to participate in the activity. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in the athletic practice, athletic contest, or other extra-curricular activity provided that they have attended at least 50 percent of the school day. (In exceptional cases, the Principal or his designee may waive these conditions). In the case of a multi-day suspension, a student will not be allowed to participate in any activity for the duration of the suspension, including weekends.
2. Any student found to be in violation of the Chemical Health Policy as outlined below is subject to the discipline procedures identified as they relate to participation in extracurricular activities.

During the entire school year no student shall, regardless of the quantity, use, consume, possess, buy, sell, or give away any beverage containing alcohol or any tobacco product, marijuana, steroids, or any other controlled substance. Prescription medication prescribed for the student's use is to be stored in the nurse's office, unless otherwise noted by a licensed physician, consistent with school committee policy.

- a. First violation: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of two weeks beginning with the first regularly scheduled activity of the extracurricular program following the determination of the violation.
- b. Second violation: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of four weeks beginning with the first regularly scheduled activity of the extracurricular program following the determination of the violation. In addition, the student must participate in a chemical dependency educational program as approved by the principal.
- c. Subsequent violations: when the principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility in all extracurricular activities for a period of a full calendar year. In addition, the student must participate in a chemical dependency educational program as approved by the principal.

Approved June 26, 2006
Revised August 10, 2010
Reviewed April 8, 2013
Reviewed October 31, 2019

RULES FOR PARTICIPATING IN INTERSCHOLASTIC ATHLETICS

The following intends to exceed the provisions of "Chemical Health Rule #62" as delineated by the Massachusetts Interscholastic Athletic Association (M.I.A.A.)

During the season of practice or play, no student shall, regardless of the quantity, use, consume, possess, buy, sell, or give away any beverage containing alcohol or any tobacco/nicotine product, marijuana, steroids, or any other controlled substance. Prescription medication prescribed for the student's use is to be stored in the nurse's office, unless otherwise noted by a licensed physician, consistent with school committee policy.

This policy includes products such as "NA or near beer." This standard is not intended to render "guilt by association;" e.g. student athletes might be present at a party where only a few violate this standard. However it is suggested the student athlete show leadership and leave such a compromising situation. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

PENALTIES:

FIRST VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. The student shall be allowed to remain at practice for the purpose of rehabilitation but not be allowed to play in regular season games during the penalty period. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 25% of the season as follows:

of Events/Season and # of Events/Penalty

1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

SECOND VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. The student shall be allowed to remain at practice for the purpose of rehabilitation but not be allowed to play in regular season games during the penalty period. The student must participate in a chemical dependency educational program as approved by the principal. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 60% of the season as follows:

of Events/Season and # of Events/Penalty

1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

SUBSEQUENT VIOLATIONS: The student will be ineligible to play any interscholastic athletics for a period of one calendar year. The student must participate in a chemical dependency educational program as approved by the principal.

OTHER PROVISIONS: Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Further, all students who participate in athletics will be in attendance at school on the day of participation in any activity. For weekend or holiday activities, this requirement is waived. A student who is absent, dismissed or suspended (either internally or externally) on the day of an activity will not be allowed to participate in the activity. Students who are dismissed and return to school prior to the conclusion of the school day are not prevented from participating in the athletic practice, athletic contest, or other extra-curricular activity provided that they have attended at least 50 percent of the school day. (In exceptional cases, the Principal or his designee may waive these conditions). In the case of a multi-day suspension, a student will not be allowed to participate in any activity for the duration of the suspension including weekends.

FOR PURPOSES OF REFERENCE ONLY: Rule #62 of the Massachusetts Interscholastic Athletic Association states:

PART I - CHEMICAL HEALTH RULE**RULE 62: Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco**

62.1 During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer." It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. This M.I.A.A. statewide minimum standard is not intended to render "guilt by association;" e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

MINIMUM PENALTIES:

FIRST VIOLATION: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 25% of the season.

of Events/Season and # of Events/Penalty

1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

SECOND & SUBSEQUENT VIOLATIONS: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated; i.e., all fractional parts of an event will be dropped when calculating the 60% of the season.

of Events/Season and # of Events/Penalty

1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e., all fractional parts of an event will be dropped when calculating the 40% of the season.

of Events/Season and # of Events/Penalty

1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

Approved June 26, 2006
Revised August 10, 2010
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

ATHLETIC FEES AND CO-OP TEAMS

Athletic fees paid to the North Reading Public Schools by students who participate on cooperative teams hosted by other schools shall be handled in the following way: (A cooperative team is an athletic team sponsored by another school district that allows North Reading students to participate.)

1. All payments for participation on a cooperative team shall be made payable to the North Reading Public Schools, not the host school.
2. Regardless of the fee charged by the school hosting the cooperative team, the student shall pay the amount of the North Reading Public Schools athletic user fee.

The hosting school will, in turn, invoice the North Reading High School Athletic department for North Reading students' participation on the cooperative team. Payments will be made directly to the hosting school within 30 days of receipt of the invoice which must list the participating students' names.

First Reading July 29, 2013
Approved August 26, 2013
Revised, First Reading May 23, 2016
Approved June 6, 2016
Revised, First Reading March 26, 2018
Approved April 9, 2018
Reviewed October 31, 2019

STUDENTS

STUDENT PUBLICATIONS

The North Reading School Committee recognizes that student publications are suitable vehicles for instruction and communication. The determination of appropriateness of material to be printed shall be the primary responsibility of the building principal or a specifically designated representative.

First Reading June 25, 1984
Approved July 16, 1984
Reviewed January 27, 1997
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

HAZING

Hazing is specifically prohibited under Massachusetts General Law, Chapter 269, Sections 17-19. Any activity defined as hazing under Massachusetts General Law is expressly forbidden by the North Reading School Committee.

The North Reading School Committee adopts the attached regulations pertaining to hazing.

First Reading February 10, 1986
Approved March 24, 1986
First Reading February 24, 1997
Approved April 28, 1997
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

HAZING - REGULATIONS

Prohibition of Hazing

The North Reading School Committee prohibits any act of hazing. The North Reading Public School's policy reflects the content of M.G.L. Chapter 269, Sections 17-19.

Chapter 269 of the Massachusetts General Laws (MGL)**An Act Prohibiting the Practice of Hazing**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Copy of Sections 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges, or applicants has received of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing that such policy has set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Cf. Handbook for Students & Parents, North Reading High School

Legal Reference: M.G.L. Ch. 269, Section 17-19

April 28, 1997
Revised, First Reading May 6, 2013
Approved May 20, 2013
Reviewed October 31, 2019

STUDENTS

AIDS/ACQUIRED IMMUNE DEFICIENCY SYNDROME
SCHOOL ATTENDANCE POLICY

The North Reading School Committee endorses the following attendance policy prepared by the Governor's Task Force on AIDS:

- I. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) and receiving medical attention are able to attend regular classes. However,
 - A. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school
 - B. If the child exhibits inappropriate behavior, which increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school-L
 - C. Children with AIDS or clinical evidence of infection with the AIDS associated virus who are too ill to attend school should have an appropriate alternative educational plan
 - D. Siblings of children having AIDS or evidence of infection with the AIDS associated virus are allowed to attend school without any further restrictions.
- II. The child's personal physician is the primary manager of the child having AIDS, etc. Management includes acting as "gate keeper" for the child's attendance in school in accordance with this policy.
 - A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school superintendent will be notified and will provide assistance in identifying those educational or health care agents with a need to know.
 - B. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the superintendent may notify one or more of the following: principal, teacher, school nurse.
 - C. Notification shall be done so as to maximize confidentiality, ideally through person to person contact.
 - D. If school authorities believe that a child diagnosed as having AIDS, etc. has evidence of conditions described in I, they may dismiss the child from class and request authorization from the physician so that class attendance is in compliance with the school policy.

AIDS/ACQUIRED IMMUNE DEFICIENCY SYNDROME SCHOOL ATTENDANCE POLICY

- E. If school authorities and the physician are in conflict, the case should be referred to the Department of Public Health for review by an appointed physician.
- III. Since the child diagnosed as having AIDS, etc., has a greater risk of encountering infections while in school, the child should be excluded if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated and/or the outbreak is no longer a threat.
- IV. HTLV III screening is a blood test for detecting the presence of antibody to the HTLV III virus. Testing for HTLV III antibody is not recommended for any purpose other than to assist the child's personal physician in making a clinical decision. Testing results are confidential and should not be reported to schools.
- V. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
 - A. These spills should be disinfected with a solution of one part bleach to ten parts water or other disinfectant by pouring the solution around the perimeter of the spill
 - B. All disposable materials including gloves should be discarded in a plastic bag. The mop should also be disinfected with the bleach solution
 - C. Persons involved in the cleanup should wash their hands afterward
- VI. Inservice education about AIDS and AIDS related information should be given to appropriate personnel.

The North Reading Board of Health recommends that very young children with AIDS be excluded from preschool programs because children in this age category have a natural tendency toward rough physical play.

First Reading June 9, 1986
Approved June 23, 1986
Reviewed April 8, 2013
Reviewed October 31, 2019

REGULATIONS GOVERNING THE HANDLING OF BODY FLUIDS

The body fluids of all people should be considered to contain potentially infectious agents. The term "body fluids" includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva. The following procedures are to be followed by all school personnel whenever body fluids are to be cleaned up and removed.

1. Avoid direct skin contact with body fluids by using disposable latex gloves.* Gloves shall be readily available to all school personnel within their immediate individual work areas, (i.e., in each classroom, office kitchen, bus, etc.). (*Disposable vinyl gloves will be made available for staff with a latex allergy.) Used gloves shall be placed in a plastic bag, or lined trash can, secured, and disposed of daily.
2. If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be washed immediately. Proper hand washing requires soap, water, and vigorous washing under a stream of water for approximately 10 seconds. Paper towels should be used for drying. Hands should also be washed immediately after gloves are removed.
3. Clothing and other non-disposable items (such as towels) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing. Contaminated disposable item should be handled with disposable gloves.
4. When cleaning up body fluids that have spilled, disposable gloves should be worn and disinfectant or bleach (one part bleach to ten parts water) poured around the perimeter of the spill and a dry sanitary agent applied to the area. After the agent has absorbed the fluid, it should be vacuumed or swept up. The vacuum bag or sweeping disposed of in a plastic bag. Broom or dust pans used should and rinsed in a disinfectant. No special handling is required for vacuuming equipment.
5. After removing the soil, a disinfectant is applied. Mops should be washed and soaked in the disinfectant and rinsed thoroughly. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (such as dustpans and buckets) should be thoroughly washed, and then rinsed in the disinfectant. The disinfectant solution should be promptly disposed of in a slop sink. Remove gloves and discard them in plastic lined receptacles.

REGULATIONS GOVERNING THE HANDLING OF BODY FLUIDS

6. To disinfect a rug, apply a sanitary absorbent agent, let it dry and vacuum. If necessary, mechanically remove the agent with a dust pan and broom, then apply a germicidal detergent shampoo with a brush and vacuum again. Wash the dustpan and broom and rinse in a disinfectant. If necessary, wash the brush with soap and water. Dispose of non-reusable cleaning equipment as noted above.
7. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one half cup of household bleach to the wash cycle. Soiled clothes from students should be placed in plastic bags, sealed and sent home. Clean clothing should be requested from the parent.

Revised September, 1987
Revised September, 1994
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed October 31, 2019

STUDENTS

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The North Reading Public School's policy reflects the content of Chapter 119, Section 51A of the Massachusetts General Laws. The purpose of the law is to protect children and prevent further neglect or abuse. North Reading Public School personnel are required to report abuse or neglect cases as mandated reporters.

Mandated reporters, defined in M.G.L. Chapter 119, Section 21, include, among others, teachers, nurses, educational administrators, guidance or adjustment counselors, psychologists, social workers, day care providers, health care professionals, court and public safety officials.

A mandated reporter is required to report abuse or neglect cases when s/he has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from: 1) abuse, including sexual abuse, which causes harm or substantial risk of harm to the child's health or welfare; 2) neglect, including malnutrition, or 3) physical dependence upon an addictive drug at birth. In schools, mandated reporters may either report directly to the Department of Children and Families (DCF) or they may notify the person in charge of the school (or that person's designee), in which case that individual is responsible for making the oral and written report to DCF.

Responsible action by personnel can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in available child abuse and neglect information/training programs.

Legal References: MGL Chapter 119, Section 51-A

First Reading November 7, 1988
Approved November 21, 1988
Revised, First Reading May 6, 2013
Approved May 20, 2013
Reviewed October 31, 2019

STUDENTS

ACADEMIC AWARDS PROGRAM

The School Committee supports and encourages a program acknowledging academic achievement at the high school level. The criteria for and implementation of this program shall be under the auspices of the high school principal or his designee.

First Reading, May 21, 1984
Approved June 4, 1984
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

INTERSCHOLASTIC ATHLETIC EVENTS ON DAYS
WHEN WEATHER IS INCLEMENT**School Days**

As a general rule, interscholastic athletic events will be cancelled if school is cancelled due to inclement weather. However, an athletic event may take place if weather conditions improve to the extent that no safety, health or transportation risk will be present at game time.

On days when school is cancelled, the athletic director will make a recommendation either to play or cancel the game to the Superintendent of Schools or his designee (the high school principal or if he/she is unavailable, the high school vice principal). The superintendent or his designee shall make the final decision.

Weekends

As a general rule, interscholastic athletic events scheduled on weekends will be cancelled if weather conditions present a safety, health or transportation risk. The event may take place if it can be ascertained that no such risk will be present at game time.

The athletic director will make a recommendation either to play or cancel the game to the superintendent of schools or his designee (see above). The superintendent or his designee shall make the final decision.

First Reading February 4, 1974
Approved March 4, 1974
Reconfirmed June 20, 1988
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

FOREIGN TRAVEL

The North Reading School Committee recognizes the value of foreign travel for high school students and will permit reputable firms and agencies to bring economy travel plans to the attention of students. The School Committee will not endorse, sponsor or assume responsibility for any travel plan but will permit advertising for travel purposes within its already established policies for distribution of information within the system.

Teachers who are asked by firms or agencies to serve as prospective chaperones and guides for financial or other in kind gain are expected to act with discretion and ethical concern.

First Reading September 28, 1972
Approved October 19, 1972
Reconfirmed June 20, 1988
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed March 16, 2017
Reviewed October 31, 2019

STUDENTS

LATE NIGHT / OVERNIGHT STUDENT TRAVEL

The School Committee recognizes the value of student participation in field trips and excursions. At the same time, participation in certain field trips and excursions will require late night (midnight to 6:00 AM) or overnight travel. Accordingly, in an effort to provide safe travel conditions and arrangements, the School Committee must approve all trips that involve late night travel or overnight stays. Initial approval should be secured before any fundraising to subsidize the trip begins and the Committee will only approve school-sponsored trips. Costs of school-sanctioned trips should be weighed against their educational merits before approval is provided. Students and parents should be made aware of financial aid options at the time fundraising begins. The Committee further requests that final approval be sought no less than thirty (30) days prior to the scheduled trip dates and final approval be received no less than ten (10) days prior to such trip. The school will provide alternative learning activities for any students who do not participate in the field trip. All general field trip guidelines apply to trips that involve late night travel or overnight stays.

Legal Reference: M.G.L. Chapter 69, Sections 1B and 71:37N

Revised May 2, 1977
Approved May 16, 1977
Reconfirmed June 20, 1988
Revised June 28, 2004
Approved July 22, 2004
Reviewed April 8, 2013
Reviewed March 16, 2017
Reviewed February 9, 2018
Reviewed October 31, 2019

STUDENTS

LATE NIGHT / OVERNIGHT STUDENT TRAVEL

The following regulations pertain to field trips and excursions that require late night or overnight travel.

Trip Approval

1. Approval should be completed prior to initiation of fund-raising activities
2. Overnight trips should offer significant educational benefit to students that clearly justify the time and expense of the trip and should be appropriate for the grade level
3. Only school-sanctioned trips will be approved.

Transportation

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches.
2. Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers and vehicles.
3. The selected carrier should be licensed for passenger transportation by the Federal Motor Carrier Safety Administration and not contract with any carrier with a “conditional” or “unsatisfactory” rating.
4. Contracts with carriers should prohibit the use of a subcontractor unless sufficient notice is given to allow verification of qualifications.

Scheduling

1. Overnight accommodations should be made in advance with student safety and security in mind. Trip schedules should avoid student travel between the hours of midnight and 6 A.M.
2. 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. Academic field trips may be considered structured learning time.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
4. If substantially all members of a class are participating in a trip, the school should provide appropriate alternative learning activities for any students not participating.

Fundraising

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after school activities.
2. Fundraising should be consistent with Director of Finance and Operations’ Policy.
3. Students should not be denied an opportunity to participate based on financial limitations and every effort should be made to provide financial assistance in cases of financial need.

Student Supervision

1. Students should be accompanied by a sufficient number of chaperones with a minimum of one adult to every ten students and all chaperones must have a CORI check.
2. All overnight trips must have a minimum of two adult chaperones regardless of the number of student participants.
3. All participating students must submit a signed parent / guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.

July 22, 2004
Revised, First Reading April 29, 2013
Approved May 6, 2013
Reviewed March 16, 2017
Reviewed October 31, 2019

STUDENTS

DEATH OF STUDENT OR FACULTY MEMBER

In the event a student or faculty member dies during the school year, classes will remain in session on the day of the funeral unless the School Committee or its designee declares that the situation demands that classes be suspended, but all students and faculty members shall be given the opportunity to attend the services. Transportation shall be privately arranged.

Appropriate in-school activities shall be planned for those students and faculty members who do not attend the funeral.

First Reading May 23, 1977
Approved June 6, 1977
First Reading May 11, 1987
Approved May 18, 1987
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

TRYOUTS FOR ATHLETIC TEAMS

The policy of the North Reading School Committee is to encourage all students having an interest in athletics to participate in the sports program. Therefore, every student shall be given an equal opportunity to tryout for the team or teams of his/her choice on an annual basis. No student who fails to make a team one year will be denied an opportunity to try again the following year.

Furthermore, since the School Committee wishes to encourage the broadest possible participation in athletics, every effort shall be made to allow every student who is interested in interscholastic athletics an opportunity to play on the team of his/her choice. While this may not be possible on the varsity level where it is assumed that only students with exceptional ability will qualify, it is possible on the junior varsity and ninth grade levels where ability is only one of the criteria used to determine eligibility.

It is assumed that students must satisfy all eligibility requirements before trying out for interscholastic athletic teams.

First Reading August 23, 1977
Approved September 12, 1977
Reconfirmed June 20, 1988
Reviewed September, 1995
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

STUDENT ADVISORY COMMITTEE

The School Committee believes that it is important to receive from students input into the decisions which affect students and education in the North Reading Public Schools. Additionally, the Committee recognizes the need to communicate with students in order to gain a broad perspective of the needs of students. Through such involvement, students gain an appreciation of the role of the School Committee and local government.

Accordingly, the School Committee establishes a Student Advisory Committee and directs the Superintendent to meet with the Student Advisory Committee on a monthly basis.

The Student Advisory Committee will consist of five (5) student members elected by the students of the High School in the fall of each year. Membership on the Student Advisory Committee will be for a term of two years. Members of the Student Advisory Committee shall be ex-officio, non-voting members of the School Committee, without the right to attend executive sessions. At the beginning of the school year, a calendar of attendance identifying which member will attend each School Committee meeting will be developed and distributed. Members of the Student Advisory Committee shall be subject to all School Committee rules and regulations.

First Reading April 27, 1999

Approved May 17, 1999

Revised, First Reading April 29, 2013

Approved May 6, 2013

Revised, First Reading November 18, 2019

Approved December 9, 2019

STUDENT ADVISORY COMMITTEE PROCEDURES

Election

- Election held in the fall of each year.
- The Principal shall determine the procedure for nomination.
- Each year at least one student will be elected to represent each of the four classes. The remaining seat will be filled from the student body at large.
- A position that becomes available due to a resignation shall be filled by an election from the class of the student who resigned. Said person shall complete the unfilled term.

Membership

- Five members
- Two-year term
- At least one student will be elected to represent each of the four classes.

Student Advisory Committee Functions/Responsibilities

- Meet regularly with the Superintendent
- Attend School Committee meetings to give a Student Report
- Participate in projects designed to improve communication within the High School and between the students and the School Committee.

Revised, First Reading April 29, 2013

Approved May 6, 2013

Revised, First Reading November 18, 2019

Approved December 9, 2019

STUDENTS

STUDENT RECOGNITION AND HONORS

The School Committee believes that it is important to recognize the outstanding accomplishments, achievement, and service of students in our schools. Furthermore, the Committee feels that each school assumes the primary responsibility to recognize individual student achievement, growth, and service on an ongoing basis through both formal and informal means within the classroom and the school. The Committee authorizes the Superintendent to implement an ongoing process of recognition of students for excellence and outstanding achievement, improvement, and service. The aim is to encourage as many pupils as possible to continue to strive for high achievement and excellence in scholarship, school citizenship, and co-curricular activities. No student shall be excluded from or discriminated against in the administration of recognition, honors and awards based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or homelessness. The Committee recognizes three forms of student recognition and honors:

School Committee Certificate of Commendation
Honor Rolls and Honor Societies
Student Recognition Program

School Committee Certificate of Commendation

Upon the recommendation of the Superintendent and/or a Principal or Administrator, the School Committee will issue a Certificate of Commendation in recognition of a specific achievement, accomplishment, contribution, award, or honor made or received by a student and/or student organization. The Certificate of Commendation will specify the reason for the commendation. Such certificates will be issued on a regular basis by the Committee.

Honor Rolls and Honor Society

The Committee recognizes the value of honor societies and the honor roll lists and encourages their establishment at the middle and high schools. The operation of the National Honor Society will be in accordance with accepted procedures. Guidelines for honor rolls and the National Honor Society will be approved by the School Committee, published in the student handbooks, and reviewed on a regular basis by the Administrative Council.

Student Recognition Program

Each school will develop and implement both a formal and informal student recognition program. The aim of the recognition program is to recognize excellence and the outstanding achievement, improvement, and service of as many students as possible. Recognition should be appropriate to the grade level of the student.

First Reading April 2, 1997
 Approved April 28, 1997
 Reviewed April 8, 2013
 Updated June 11, 2015

Updated January 6, 2016
 Reviewed October 31, 2019

STUDENTS

PREGNANT STUDENTS

The North Reading 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. The North Reading 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 delivery is encouraged; that a space is dedicated as a lactation room with break time built into the day, as needed; 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 C.F.R. §106.40 (b)
 29 U.S.C. 207 (r) (1) (A,B)

First Reading March 10, 2014
Approved April 7, 2014
Revised, First Reading December 14, 2015
Approved, January 4, 2016
Reviewed October 31, 2019

STUDENTS

STUDENT WITHDRAWAL FROM SCHOOL

The School Committee believes a high school diploma signifies minimum preparation for life. Therefore, the Committee strongly urges every teacher, guidance counselor, principal, parent and citizen to urge all students to complete high school graduation requirements.

1. The instructional staff should recognize potential dropouts and do everything possible to give the necessary guidance to such students.
2. The regular school program should be organized and modified to suit the student's needs and aspirations.
3. Conferences with parents may be necessary.
4. All students should be asked to notify the principal before withdrawing.
5. If a student does withdraw, assurance should be given that he or she may return to school at a later date.

First Reading February 13, 1984
Approved February 27, 1984
Reviewed April 8, 2013
Reviewed October 31, 2019

STUDENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches age 18 or attends a school beyond high school, whichever comes first. Parents or eligible students have the right to inspect and review the student's educational records maintained by the school and parents or eligible students have the right to request that a school correct such records which they believe to be inaccurate or misleading. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

The School Committee will direct the Superintendent to ensure that appropriate notification on FERPA, including military recruitment, will be provided to students and parents annually.

Legal Reference: Statute 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

First Reading November 27, 2006

Approved January 8, 2007

Reviewed April 8, 2013

Reviewed October 31, 2019

STUDENTS

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, 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 the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Legal Reference: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC October 2016

First Reading November 27, 2006
Approved January 8, 2007
Reviewed April 8, 2013
Revised, First Reading March 26, 2018
Approved April 9, 2018
Reviewed October 31, 2019

~~Revised, First Reading March 12, 2018~~