

## **SECTION J**

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## **EQUAL EDUCATIONAL OPPORTUNITIES**

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

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

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

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

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

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment  
Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603 CMR 26:00  
BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

## STUDENT-TO-STUDENT HARASSMENT

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

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

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

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

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

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

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

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

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

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

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

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

CROSS REF: SC Policies AC, ACAB, JBA, JIC, JICFA, JICFB

## **POLICY ON ADMISSION OF STUDENTS TO THE WELLESLEY PUBLIC SCHOOLS**

### **1. Purpose**

The purpose of this policy is to provide guidance to school administrators, parents, and/or legal guardians concerning the admission of students to the Wellesley Public Schools (the "Schools"). The Schools were established pursuant to statutes providing publicly funded education for students within The Commonwealth of Massachusetts, and the right to attend the schools is also regulated by statute. Generally, and as more fully set forth in this policy, the right to attend the schools is limited to students who reside in the Town of Wellesley and to certain nonresident students who are eligible to attend the schools under specific programs or conditions approved by the Wellesley School Committee.

### **2. Eligibility to Attend the Schools**

A student between the minimum and maximum ages established by established by the Department of Elementary and Secondary Education who has not received a diploma or certificate from a secondary school shall be eligible to attend the schools if:

- 2.1 Kindergarten student is 5 years of age on or before August 31<sup>st</sup> of the enrollment year. Grade 1 student is 6 years of age on or before August 31<sup>st</sup> of the enrollment year. Exceptions to Grade 1 age requirement will be considered in accordance with Wellesley Public Schools early admission to first grade protocol (See Appendix A).
- 2.2 The student permanently, not temporarily or sporadically, resides in Wellesley with his/her parent(s) or legal guardian.
- 2.3 The student actually resides in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of attending the schools and tuition for such student is paid as in accordance with Section 4 of this policy.
- 2.4 The student actually resides in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of temporarily ameliorating personal extreme hardship, and may attend the schools at the discretion of the Superintendent.
- 2.5 The student, regardless of place of residence, has the right to attend the schools under a collective bargaining agreement as provided for in Section 6 of this policy.
- 2.6 The student, regardless of place of residence, has been selected to attend the schools under a statutory program for the education of non-resident students, duly accepted by the School Committee.
- 2.7 The student is from a foreign country and meets the requirements of Section 7 and/or 8 of this policy.
- 2.8 The student, regardless of place of residence, meets the requirements of Section 9 of this policy.
- 2.9 Prior to entry, the student must meet all MA Department of Public Health immunization requirements in accordance with 105 CMR 220.

### 3. Verification of Residency

Before any student is enrolled in Wellesley Public Schools, his or her parent or legal guardian must provide:

- 3.1 A signed Statement/Affidavit of Occupancy (see below)
- 3.2 Proof of Residency in Wellesley (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.

COLUMN A-Evidence of Residency	COLUMN B-Evidence of Occupancy	COLUMN C-Photo Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Cable Bill, Water Bill (Note: Bill must be dated within the past 45 days and address and name must be stated)	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement <b>with the names of the children listed on the document.</b> (Must be executed by both parties)	Recent bill dated within the past 45 days showing Wellesley address and name (Note: A Residency Statement/Affidavit is required with option)	Valid MA Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	Occupancy Statement/Affidavit must be notarized if a bill cannot be provided prior to student's enrollment.	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 45 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

### 4. Determination of Eligibility

The Superintendent, or his/her designee(s), shall determine whether a student is eligible to attend the Schools. In determining whether a student actually resides in Wellesley for purposes of Sections 2.2, 2.3 and 2.4 of this policy, the following factors shall be considered:

- 4.1 Whether the student physically occupies a dwelling in Wellesley, regardless of whether such occupancy is based upon ownership, lease, or consent of a person legally entitled to occupy the dwelling;
- 4.2 With whom the student lives, such as parent(s), legal guardian, custodial parent after a divorce, relative, or other person and the duration of such living arrangement;
- 4.3 If a student resides with someone other than his/her parent(s), legal guardian, or the parent with physical custody after a divorce, the reasons for doing so;
- 4.4 The amount of time actually spent by the student in the dwelling in Wellesley;
- 4.5 Whether the student's physical belongings are stored at the dwelling;
- 4.6 Whether mail concerning the student, such as mail from doctors, etc., is addressed to the dwelling;

- 4.7 Whether the residence is the center of the student's domestic, social, and civic life;
- 4.8 Whether the student was included as an occupant of the dwelling for purposes of the town census;
- 4.9 Such other information as the Superintendent or his/her designee(s) may deem relevant to determining where a student actually resides.

### **5. Payment of Tuition for Certain Students**

It is the intention of this policy to require the payment of tuition in advance for all students legally required to pay tuition to attend the schools. Nothing in this policy shall be construed as acceptance by the Town of Wellesley of any financial obligations for the education of students who temporarily reside in Town for the purposes of obtaining an education.

- 5.1 A student who resides temporarily in Wellesley with someone other than his/her parent(s) or legal guardian for the purpose of attending the Schools shall only be admitted to the Schools upon the payment of tuition by (i) the town in which the student's parent(s) or legal guardian resides(s), or (ii) by the student's parent(s) or legal guardian, as provided in M.G. L. Ch. 76, Sec. 6. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the average expense per pupil in such school for such period.
- 5.2 Any student for whom tuition is payable shall only be admitted to the Schools for the period of time actually covered by a tuition payment and shall be required to withdraw from the Schools if future tuition payments are not received by the Schools in a timely fashion as determined by the Superintendent.
- 5.3 The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for "tuition" students, who require special education services, is addressed in 603CMR 28.03 (4)

### **6. Collective Bargaining and/or Contractual Agreements**

The admission and enrollment of non-resident students whose parent(s) are employed by the Schools is governed by collective bargaining and/or contractual agreements currently in force and accepted by the School Committee. Nothing in this policy is to be construed as conferring additional rights on employees or their children, or as acceptance by the Town of Wellesley of financial obligations for the education of any such children with disabilities. Enrollment is for one academic year at a time and subject to annual renewal. In all cases in which a collective bargaining agreement gives the School Committee discretion over the admission of students, the Superintendent shall determine which students may be enrolled in the schools without adversely affecting the Schools' budget, and shall consider the following factors:

- 6.1 The availability of seats/space in the courses of sections of the schools;
- 6.2 The class sizes at the grade levels of enrollment;
- 6.3 That enrollment of the student will not have an adverse impact on the schools' budget;
- 6.4 The effect on the student of enrollment, if it is to be at a time other than the beginning of a school year; and
- 6.5 Whether an appropriate educational program and current school resources for the student exist in the schools, provided that the education of students with disabilities remains the financial responsibility of the city or town in which the student's parent(s) or legal guardian resides.



## **7. Foreign Students**

In order to provide students at Wellesley High School with the opportunity to meet students from foreign cultures and to be educated abroad, the School Committee supports the enrollment of foreign students in the Schools as provided for in this section.

- 7.1 The Principal of Wellesley High School may enroll up to five (5) foreign students annually, subject to the approval of the Superintendent and the School Committee. Three of the five spaces are reserved for the reciprocal exchange students from German American Partnership Program (GAPP) or American Field Service (AFS).
- 7.2 In all other cases, a foreign student who wishes to reside in Wellesley for the purpose of attending the Schools shall be subject to the provisions of Section 5 and shall be required to pay tuition as provided therein, unless the School Committee, if permitted by federal law, specifically waives payment of tuition.
- 7.3 The Town resident with whom the foreign student will live shall be responsible for all immigration and sponsorship matters, and shall register the student and arrange for the payment of tuition, when required.
- 7.4 No person who has received a diploma or equivalent certificate from a secondary school or its foreign counterpart shall be eligible to attend the schools under this section.

## **8. Approval of Additional Foreign Students**

Factors to be considered by the Committee in acting upon any request to waive tuition for foreign students who are living with Town residents for the purpose of attending the Schools, other than the School Committee recognized and approved student exchange programs, shall include:

- 8.1 Whether there is a benefit to the town or the schools from the approval requested;
- 8.2 The history, reputation, and selection criteria and standards of the program sponsoring the student;
  - The likelihood that the student will succeed academically and socially;
  - The recommendation of the school administration;
  - The required and completed caregiver document (Legal Reference: M.G.L., Chapter 511 of the Acts of 2008, as amended by Chapter 201F, Caregiver Authorization Affidavit)
  - The relationship of the student to the host family;
  - The impact of admitting an additional student on the Schools' budget and on class size, number of sections, and on other school services.
  - That a complete application for program approval and student admission is received by the Superintendent or designee on or before April 1 before the beginning of the school year for which admission is requested

## **9. Admission of Non-Resident Students**

Except as expressly provided for herein, non-resident students shall not be admitted to the Schools. In addition to non-resident students who are eligible to attend the Schools under Sections 2.5, 2.6, and 2.8 above, the Superintendent may, in accordance with state and federal laws and regulations, permit a non-resident student to attend the schools as follows:

- 9.1 A student who was legally enrolled in the Schools under policy File: JF and whose family moves out of Town on or after April 1 of a school year may, with the permission of the Superintendent, continue to attend the schools for the remainder of the year (see Section 10).
- 9.2 Continued enrollment for grade 12 of a student who has completed grade 11 in accordance with Section 9.1 is subject to application to and approval by the Superintendent

- 9.3** A student whose family provides satisfactory evidence that he/she will be residing in Wellesley within a grading period and would be eligible to attend the schools under policy File: JF may, in accordance with regulations adopted by the Superintendent, and with the permission of the Superintendent, attend the Schools prior to actually residing in Wellesley.
- 9.4.** The Superintendent may permit a non-resident student to attend the High School for not more than one year under a reciprocal arrangement with the Schools in the Town in which the student resides pursuant to M.G.L. Ch. 76, Sec 12, where such temporary attendance is (i) in the best educational interests of the student, (ii) there is no reason to believe that the student presents any risk to other students or employees of the Schools.

### **10. Superintendent's Permission**

The Superintendent may permit a non-resident student to attend the Schools under Sections 9.1, 9.2, and 9.3 of this policy if:

- 10.1.** The school district in which the student's parent(s) or legal guardian reside(s) requests that the student attend the Schools; and
- 10.2.** There is space available for the student; and
- 10.3.** Attendance by the student would not impose an undue burden on the Schools' budget; and
- 10.3** The student has a good disciplinary record and an acceptable custodial arrangement; and
- 10.4** Refusal of the request would, in the judgment of the Superintendent, likely harm the student's education.

### **11 Transportation of Non-Residents**

Except as otherwise provided in state and federal laws and other policies, transportation of a non-resident student to and from school shall remain the responsibility of his/her parent(s) or legal guardian.

### **12. Students with Disabilities**

The education of students with disabilities is the financial responsibility of the city or town in which the student resides. The programmatic and fiscal obligations for students, who require special education services, is addressed in 603CMR 28.03 (4)

### **13. Good Behavior**

Non-resident students attending the Schools under Sections 2.5, 2.6, 2.7, or 2.8 do so subject to the terms and conditions established by those programs and any School Committee policies and regulations therefore, and their continued eligibility to attend the Schools is conditional upon such students' good behavior. Such students' eligibility to attend the Schools may be terminated as provided for by those programs or for bad conduct pursuant to the Schools' Code of Conduct.

### **14. Regulations**

The Superintendent shall adopt written regulations from time to time implementing this policy and requiring students, their parent(s), legal guardians, or persons having custody of a student to supply such information as may be reasonably necessary to make determinations about a student's eligibility to attend the Schools, whether tuition may be charged for such student, or for any other purpose relating to the implementation of this policy.

### **15. Failure to provide information or to pay tuition**

Failure by a student and/or parent/guardian to provide evidence or explanations as requested by the school administration to implement this policy and failure to promptly pay any tuition due shall result in the student being ineligible to attend the Schools.

## **16. Waiver of Tuition**

Upon recommendation by the Superintendent, the Committee may, in its discretion, waive payment of tuition.

## **17. Enforcement**

Should a question arise concerning any student's residency elsewhere while attending Wellesley Public Schools, 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; information provided to administration; correspondence that is returned to the Wellesley Public Schools because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the Wellesley Police Department's Community Service Officer and/or may obtain the services of an investigative agency to conduct investigations into student residences. All reports will be provided to the Superintendent, who shall make the final determination of residency.

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

## **18. Penalty**

Only students who qualify under this policy shall be eligible to attend the schools. Any person who knowingly misrepresents facts concerning a student's actual place of residence or reasons for residing in Wellesley, or any other material facts concerning a student's eligibility to attend the schools under this policy in order to enroll a student in the schools or to avoid paying tuition may be liable for the consequences. Wellesley Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

## **19. Relationship to Federal and Massachusetts Laws and Regulations**

It is the intent of the foregoing policy that the Wellesley Public Schools shall also be in compliance with all Federal and State laws and regulations bearing upon enrollment issues, including but not limited to:

- The McKinney-Vento Homeless Assistance Act, as amended [42 U.S.C. 725] by the No Child Left Behind Act.
- Federal Immigration Law Regarding Foreign Students [8 U.S.C. 1184 (L) (3)]
- Massachusetts Special Education Regulations [603 CMR 28.03 (4)].
- Caregiver Authorization Affidavit (MGL Chapter 511 of the Acts of 2008 as amended by Chapter 201F)
- Massachusetts Department of Public Health Regulations (105 CMR 220)

## **20. Admission of Transfer Students**

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

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

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

## APPENDIX A

### Protocol for Early Admission to First Grade

The goal of this protocol is to assure that all children are developmentally ready for a positive experience upon entering the Wellesley Public Schools.

1. If a child does not meet the age requirement (age 6 by September 1) for admittance to first grade, parents may petition the Wellesley Public Schools to request early admission under the following guidelines:
  - a) The child's birth date must fall on/or between September 1 and October 31 in the birth year for entering first grade class.
  - b) The request must be submitted in writing no later than April 1<sup>st</sup> to the Principal of the school district in which the child resides. For families who move into Wellesley after the deadline, the Principal has the right to waive the April 1<sup>st</sup> deadline.
  - c) The child will have successfully completed a public school Kindergarten or an accredited Kindergarten program (NAEYC, AISNE) at the end of the school year previous to requested Grade 1 enrollment.
2. If the three guidelines above are met, the child will be assessed for early admission based on the following criteria:
  - a) For children currently enrolled in a public Kindergarten program:
    - Letter from pediatrician outlining the child's developmental history.
    - School records, including progress reports, child's portfolio, and an evaluation letter from the Kindergarten teacher.
    - Observation of the child in the Kindergarten setting by the assessment team may be required.
    - Child successfully meets Wellesley Public Schools entrance standards as determined by the Administration for both English Language Arts (ELA) and Math. (Please see District website for further information regarding End of the Year Kindergarten Benchmarks.)
    - Early Admission will be granted at a school with available space.
  - b) For children currently enrolled in a private, accredited Kindergarten program:
    - Parent provides evidence of Kindergarten accreditation.
    - Letter from pediatrician outlining the child's developmental history.
    - School records, including progress reports, child's portfolio, and an evaluation letter from the Kindergarten teacher.
    - Observation of the child in Kindergarten setting by the evaluation team may be required.
    - Child successfully meets Wellesley Public Schools entrance standards as determined by the Administration for both English Language Arts (ELA) and Math. (Please see District website for further information regarding End of the Year Kindergarten Benchmarks.)
    - Early Admission will be granted at a school with available space.

**All Criteria Must Be Met:**

Assessments for Appendix A will be scheduled to occur on or about May 15<sup>th</sup>. The assessment team will consist of the School Psychologist, the building Principal or designee and a Kindergarten teacher from the district school. The team will meet to evaluate the information provided by the above listed criteria. The team will consider the information presented and evaluate the child's preparedness in light of the indicated levels of social, emotional, physical, and intellectual development.

School Committee guidelines for class size will provide the basis for all early admission decisions. School assignments for the first grade early admission placement will be determined based upon space availability at individual schools.

Following this review, the Principal will meet with the parents to discuss the school's decision. In the event the parents do not agree with the school's decision, they may appeal to the Superintendent. The Superintendent will review the criteria and the decision. Her/his decision will be final.

## **APPENDIX B**

### **Kindergarten Benchmarks**

#### **Literacy**

1. Student must complete a Developmental Reading Assessment (DRA) at an independent Level 4: 94% accuracy or above for fluency/decoding *and* score of 19+ for comprehension.
2. Student must complete a Dynamic Indicators of Basic Early Literacy Skills (DIBELS) inventory:
  - Student must have a Composite Score of 199+.
  - Student must have a Phoneme Segmentation (PSF) Score of 40+.
  - Student must have a Nonsense Word Fluency (NWF-CLS) Score of 28+.
3. Student must read a core of at least 20 high-frequency words. WPS will use the word list on pg. 54 in Literacy Curriculum Binder.
4. Student must complete a Sentence Dictation and receive a score of 28+ points total.

#### **Math**

1. Student must score a minimum of “2” on 80% of the Kindergarten Winter Numeracy Benchmarks.

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

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

## EDUCATIONAL RIGHTS OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The Wellesley Public Schools comply with federal and state laws and regulations in the identification and education of children who are in homeless situations. The intent of this policy is to provide each child and youth equal access to the same free appropriate public education, including public preschool, as provided to other children and youth. An overview of the requirements is provided below.

### Definitions

The Massachusetts Department of Education has adopted Section 725(2) of the McKinney-Vento Homeless Assistance Act regarding the definition of homeless children and youth.

Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill)

This definition shall include:

- Children and youth who are sharing the housing of other persons (doubled up) due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children (as such term is defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth - a youth not in the physical custody of a parent or guardian.

### Liaison

In accordance with requirements of the McKinney-Vento Act, the Superintendent has designated the Director of Student Services as the Homeless Education Liaison. The responsibility of the Liaison includes assisting homeless students in enrollment, working to obtain records by contacting districts of previous attendance, and ensuring these students receive the educational services for which they are eligible.

### Enrollment

The Wellesley Public Schools will immediately enroll homeless children in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. The Wellesley Public Schools recognizes that, to the extent feasible, homeless students have the right to either remain in their school of origin or to attend the school where they currently reside and may remain enrolled there until the end of the school year in which they become permanently housed. An unaccompanied youth may enroll him/herself.



### **Transportation**

The Wellesley Public Schools ensures that transportation is provided, at the request of the parent, guardian, or unaccompanied youth, to and from the school of origin. If the school of origin is in another school district, Wellesley Public Schools will work with that school district to apportion responsibility and costs for transportation.

### **Access to Comparable Services**

The Wellesley Public Schools ensures that homeless students are provided services and education programs comparable to those received by other students and for which they meet eligibility criteria. These programs include special education, Title I, ELL services, and any school nutrition service. The Homeless Liaison will expedite the provision of nutritional services by accepting documentation of homeless status as determination of eligibility for free lunch.

### **Access to Preschool**

Homeless preschool students have the same opportunities to enroll, attend, and succeed in preschool programs as do non-homeless students. Transportation will be provided on a basis comparable to what is provided for housed preschool students.

### **Dispute Resolution**

The Wellesley Public Schools will utilize the procedures for Dispute Resolution as defined in the McKinney-Vento Homeless Education Act Section 722(g): 42 U.S.C.11432(g). If there is an enrollment dispute, the student shall immediately enroll 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, and the district's Liaison will carry out dispute resolute as provided by state rule.

LEGAL REFS.:       NCLB, Title X, Part C  
                          McKinney Vento Act

## SCHOOL CHOICE

Under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12B.), the Wellesley School Committee will determine annually, prior to June 1<sup>st</sup>, whether it will admit non-resident students. In the event the Wellesley School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

## **POLICY ON WPS STUDENT ENROLLMENT AND SCHOOL ASSIGNMENT**

### ***Guiding Principles***

This policy outlines the process of registering students in the Wellesley Public Schools (WPS) and assigning them to specific schools. While intended to provide clarity and transparency in outlining enrollment and assignment protocols, this policy must also be implemented with the same guiding principles that informed its development:

- Providing access to quality programs in WPS.
- Supporting neighborhood schools.
- Maintaining continuity of learning experiences.
- Supporting students and families making transitions between schools.

There may be unique circumstances in which the Superintendent exercises his/her discretion in applying the guidelines of this policy.

### ***Enrollment/Registration***

Kindergarten registrations for the following school year will occur each year between January and April 1<sup>st</sup> through a centralized process with specified dates announced. WPS will utilize town census information to identify age appropriate incoming Kindergarten students. Information regarding registration will be sent to these identified families including registration dates and necessary documents such as health records and proof of residency (refer to "Admission to WPS" policy). In addition, information will be sent to area preschools as well through town and school district notifications. Information will be provided to families regarding Kindergarten Screening and orientation dates at each school at the time of registration.

Registration for new students in all other grades (1 - 12) for the following school year opens March 1<sup>st</sup>. Families are encouraged to register their children as soon as possible within the specified time frames as placement decisions could depend on the order of receipt of registration documents. Families are also encouraged to inform the school district as soon as possible should their plans change.

### ***Class Size Guidelines***

Class size guidelines exist at the elementary and secondary levels in WPS. These guidelines represent the target range of students enrolled in individual classrooms.

#### **Elementary Guidelines:**

**Grades K-2: 18-22**

**Grades 3-5: 22-24**

**Middle School Guidelines and High School Guidelines:****PROFESSIONAL STAFFING GUIDELINES**

	Middle School	High School
Art	grade 6 & 7 grade 8	16 12
Digital art		
Business education		22
English	student load 90	student load 90
Family & consumer science	16	16
Child development		22
Fitness and health	25	25
	grade 10	18
Classical & modern language	22	22
Grade 6	22	
Grade 7 cluster (full)	range 80 to 100	
Guidance	range 200 - 225	range 180-225
Industrial technology	18	16
Design & manufacturing technology.		18
College Prep academic classes		15
Mathematics	22	22
Music/drama	22	22
Performing groups	based on size and space	
Science	22	22
Social studies	22	22

It is important to note that these are class size guidelines and do not represent absolute class size limits. There may be times when individual classes exceed these guidelines for the following reasons:

- Legal mandate (s).
- Participation in specialized programs housed at specific schools.
- Addition of student(s) close to the start of the school and/or during the school year.
- No forecast information of additional students that might lead to the addition of a new section(s).
- Lack of space at nearby schools to take additional students.

The School Department will consider all factors that affect the learning environment in a classroom when making class size decisions.

The Administration will present an enrollment report to the School Committee each October, following the official District "snapshot" used in reporting state data. Likewise, the Administration will also present an April update on enrollment and class size that may inform decisions to apply for Open Enrollment that are due on May 1 each year.

### ***Reassignment***

There may be times when the School Department closes specific grade levels within a school(s) and works with the families of new students to reassign them to nearby schools where additional capacity exists. The factors that the School Department will consider prior to a grade level closure include:

- Time of year of when sections at a grade level reach guideline.
- Forecast of incoming enrollments:
  - Students moving into the District.
  - Students requiring specialized programs.
- When there is no space for an additional section.
- Profile/learning needs of students in the classroom.
- Capacity of nearby schools to take additional students.

Before reassigning students to other schools, the School Department may temporarily repurpose specialized spaces such as Music and Art rooms, for regular classroom instruction. This would only occur when the need to open a new section(s) exists and there is no other space at the school to accommodate this section(s). In these situations, the School Department will strive for this to be a temporary repurposing and would work to restore these classrooms to their intended use as soon as possible. The School Department will work to ensure appropriate program support when Art and Music rooms are temporarily displaced.

Once a decision has been made to close a grade level(s) at any school, this information will be broadcast in the community through a variety of means including:

- WPS Website
- Email notice to specific school community(s)
- Notice to PTO(s)
- Notice to realtors

The Director of Student Services will work directly with the family of any new student(s) who moves into an attendance zone after the grade level in which they would have been otherwise assigned is closed to new enrollment.

The Director of Student Services will:

- Review the proximity of the family residence to other schools, with schools less than 2 miles identified for first consideration.
- Review class sizes in schools under 2 miles to assess capacity under class size guidelines
- Notify parents of this (these) schools(s) as an option for enrollment.
- Offer information regarding class sizes and available space for siblings allowing parents to consider their options with siblings in mind. Schools over the 2 mile distance with classes under guidelines are presented as an option with the clear expectation provided to parents that free transportation will not be provided by the District. If no school within the 2 mile distance has a class under guideline, then the District will provide transportation at no cost to the family.

- Inform the principal (s) immediately of the family's interest; parents may contact the school to meet the principal. Parent decision on attending the school must be made within five (5) days of being presented with option(s). Spaces at schools will be reserved in the interim.
- Confirm the school assignment and enroll the student in PowerSchool (the WPS student database).

Once a student's enrollment is confirmed in writing, this placement will be considered permanent for this student. Parents may, however, submit an Open Enrollment request for the following school year (the year after assignment) in accordance with school district policy.

Once a grade level is closed to new enrollment, it is possible that student enrollment could decline, creating space in that grade level. Should this occur PRIOR to the start of school, the School Department would contact parents of previously reassigned students and offer them the choice to return to their home school. If several students have been reassigned before the grade level at their home school is reopened, then students will be contacted in the order of their reassignment up until the space limit has been reached at that school, per the decision of the School Department.

Please note that the option of returning to a student's home school will only be offered if that grade level is reopened before the start of school. Once the school year has begun, it is possible that a grade level could be reopened due to declining enrollment. Students entering the District at that time may be accepted to ensure that all spaces at schools are being utilized.

The District understands the importance of siblings attending the same school. With this in mind, as long as a reassigned student is attending the school where he/she has been reassigned, any siblings of this student will, have the ability— subject to space availability—to attend this school also. Parents may still elect to send future school-aged siblings to their home school.

### ***Open Enrollment***

Open Enrollment is an option that allows parents to voluntarily request attendance at a school other than their home school. Prior to applying for Open Enrollment, a child must be registered in the Wellesley Public Schools. Open Enrollment requests must be submitted to the Office of Student Services between March 1 and May 1<sup>st</sup> for the following school year. Application forms may be downloaded from the WPS Website and/or requested from the Central Office. A family seeking Open Enrollment for more than one student must submit a separate application for each child. Applications will be considered on an individual basis. There is no guarantee that Open Enrollment placements for more than one child in a family will be granted for each child.

All Open Enrollment applications will be reviewed after the May 1 submission deadline. Open Enrollment applications will first be considered based on the order of receipt. Decisions will be based primarily on space availability at the requested school. Additionally, the Director of Student Services will consult with the principal of the requested school to further assess the learning profile of the class/grade. Maintaining an optimum learning environment for all the students within that class/grade will be a priority.

In order to ensure available seats for student residing within that attendance zone, the following space guidelines will inform decisions related to Open Enrollment:

- From May 1 through May 31, admission may be granted if there are more than 5 spaces available in the requested grade level.
- Applications not granted May 31, will remain active for consideration until June 30.
- From June 1 through June 30, admission may be granted if there are more than 3 spaces available in the requested grade level.
- No applications will be granted after June 30 for the following school year.

Once an Open Enrollment is granted, families will have 5 days to consider and accept the Open Enrollment decision in writing. Once accepted, the Open Enrollment assignment will be considered as a permanent placement and families will not have to reapply for Open Enrollment in subsequent years. Additionally, even though a student may be attending a school other than his/her home school, any future siblings of that student will still need to apply for Open Enrollment to attend the same school as their older sibling.

Other factors considered in making Open Enrollment decisions will include priority ranking for acceptance as follows:

- Siblings of students affected by a grade level closure and subsequent reassignment.
- Siblings of students placed due to the need for a specialized program (special education and/or ELL.)
- Students assigned through a previous Open Enrollment assignment.
- Children of WPS Professional Staff (Assigned through an internal process outside of Open Enrollment.)

Transportation is not provided to any students who are enrolled in a school through the Open Enrollment process.

### ***Children of WPS Professional Staff***

Per the collective bargaining agreement and other contract provisions, children of WPS professional staff members have the ability—subject to space availability—to enroll in the Wellesley Public Schools. Applications for current staff members must be submitted by May 1 for the following school year. Staff hired after May 1 may also submit an application for consideration. Once the child of a staff member is enrolled, that family will not need to reapply in subsequent years, so long as the parent remains employed by WPS in a position in which the enrollment option still exists.

## **STUDENT ATTENDANCE AND EXCUSED ABSENCES**

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

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

A child may also be excused for other exceptional reasons with approval of the Principal or designee. Parents will notify the school of the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of (5) or more consecutive days of reported illness or chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences be justified.

### **Student Absence Notification Program**

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

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

Pursuant to MGL Chapter 76, Section 1 the Superintendent and/or designee may excuse absences not exceeding seven full day sessions or fourteen half day session in any six month period. Should a student's attendance exceed this standard, the District may file a 51A report of suspected child abuse or neglect with the Department of Social Services, file an application for "Child Requiring Assistance" (CRA) with the Juvenile Court or file a criminal complaint in court against the responsible parent/guardian.

### **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if



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

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

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

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

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

### Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

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

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

Students who do not meet the criteria outlined in the Policy on Admission of Students to the Wellesley Public Schools (JF);

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

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

LEGAL REFS.: M.G.L. 71:37H; 76:12; 76:12A; 76:12B; 76:15  
603 CMR 26:00

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

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

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

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

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

## STUDENT DISCIPLINE

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

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

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

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

### **Suspension**

In every case of student misconduct for which suspension may be imposed<sup>1</sup>, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

### **Emergency Removal**

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

<sup>1</sup> Except for offenses referenced in the note at the end of this policy.

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

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

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

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Superintendent's Hearing**

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

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

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

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

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

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

### **Expulsion**

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

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

### **Academic Progress**

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

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

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

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



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

### **Reporting**

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

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

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

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71](#), S. [37H](#) or [37H1/2](#). The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.**

## **STUDENT DRESS CODE**

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

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

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

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with the Bus Conduct Rules for Transportation. In the event that transportation privileges are revoked, fees will not be refunded.

Bus conduct rules for transportation will be provided upon registration for school transportation online.

CROSS REF.:EEAEC, SCHOOL BUS SAFETY PROGRAM

## **STUDENT PUBLICATIONS**

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

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

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

### Distribution of Literature

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

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

## **GANG ACTIVITY**

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

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

### Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises at individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

### Prevention Education

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

## **PROHIBITION OF HAZING**

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

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

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

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

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

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

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

## **BULLYING POLICY, PREVENTION AND INTERVENTION PLAN**

### **PRIORITY STATEMENT**

The Wellesley Public Schools expect that all members of the school community will treat each other in a civil manner and with respect for differences.

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

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

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

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical

system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

The Wellesley Public Schools are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

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

The Wellesley Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore a target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The WPS Bullying Prevention and Incident Reporting Plan is a comprehensive approach to addressing bullying and cyber-bullying. The Wellesley Public Schools are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of bullying and violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Wellesley Public Schools **Principals** are responsible for the implementation and oversight of the Plan at their respective buildings except when a reported bullying incident involves the Principal or the Assistant Principal as the alleged aggressor. In such cases, the **Superintendent** or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the **School Committee**, or its designee, shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

#### PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyber-bullying, are prohibited:

- i. On school grounds and property immediately adjacent 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 a school district or school; 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 through the use of technology or an electronic device that is not owned, leased, or used by the Wellesley Public Schools, if the acts create a hostile environment at school for the victim or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.
- iii. As stated in **M.G.L. c. 71, § 37O**, nothing in this Plan requires the Wellesley Public Schools to staff any non-school related activities, functions, or programs.

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

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
603 CMR 26.00  
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

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



## **TOBACCO USE BY STUDENTS**

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

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

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

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

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

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. Disciplinary provisions are outlined within the student handbook.

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.

### WHERE YOU CAN GO FOR HELP

If you have a private doctor or participate in a health insurance plan, it is recommended that you seek assistance through them.

The Wellesley Public Schools has collected information from various drug assistance and/or rehabilitation programs. This information is available from the School Nurses Office, Guidance Department and Office of Student Services.

SOURCE: MASC March 2016

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

CROSS REFS.: IHAMB, Teaching About Alcohol, Tobacco and Drugs  
GBEC, Drug Free Workplace Policy

Voted by School Committee: November 15, 2016

## **PREGNANT STUDENTS**

The Wellesley 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 throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

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

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

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

## SEARCHES AND INTERROGATIONS

### Searches by Staff

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

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

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

### Interrogations by Police

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

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE WELLESLEY PUBLIC SCHOOLS,  
THE WELLESLEY POLICE DEPARTMENT  
AND  
THE NORFOLK COUNTY DISTRICT ATTORNEY'S OFFICE**

**Purpose**

This Memorandum of Understanding between the Wellesley Police Department (WPD), the Wellesley Public Schools (WPS), and the Norfolk District Attorney's Office (NDA), heretofore referenced as "the Parties," is intended to establish a unified strategy in order to facilitate a safe and secure environment for students, faculty, staff and the entire school community in the Town of Wellesley.

**Philosophy**

It is the shared goal of the Parties to promote a forward learning, healthy, and nurturing atmosphere within the school community. To this end, the Parties share the belief that the proactive, collaborative engagement of students, faculty and staff will establish and maintain healthy relationships and that disciplinary procedures will serve to build the capacity of students to understand the consequences of their actions and make productive choices in the future.

The Parties agree to coordinate their efforts to prevent illegal and criminal behavior, including but not limited to, incidents of verbal and physical assault, intimidation, bullying, threats, harassment, hate crimes, sex crimes, possession of weapons and the use, abuse, possession and/or distribution of drugs and alcohol. Additionally, the Superintendent of Schools and the Chief of Police agree to respond effectively and cooperatively to incidents of school delinquency and truancy.

This joint effort and cooperative response will focus on incidents that take place on school grounds and/or **within 1000 foot radius of school property**, within school property, and at school sponsored events, and other locations in which students of the Wellesley Public Schools are involved in school-sponsored activities.

This agreement is entered into pursuant to the laws of the Commonwealth of Massachusetts and deals with any incidents that would require:

1. A law enforcement response in a school setting;
2. A law enforcement response during any school-sponsored activity, even if the event is off school grounds; or
3. A law enforcement response in the community involving students of the Wellesley Public Schools.

It is understood that it will be the sole prerogative of school officials to impose discipline for infractions of school rules and policies that are not criminal in nature.

All information disclosed pursuant to M.G.L. Ch. 12 § 32; M.G.L. Ch. 71 § 37H1/2; M.G.L. Ch. 71 § 37L; 603 CMR 23; and 20 U.S.C. § 1232g, shall be kept from public dissemination in accordance with state and federal law.

## **Designated Liaisons and Communication**

In order to facilitate prompt and clear communications between the school and police personnel, the parties agree to identify positions on their respective staffs that will function as designated liaisons. The Chief of Police and the Superintendent of Schools are the lead liaisons when there is any question in regards to interpreting the MOU.

- **The Wellesley Public Schools** designated liaison positions are: *Superintendent, Assistant Superintendent, Director of Student Services, Principal, Assistant Principal, School Psychologist, Guidance Counselor, and any other faculty member designated by the School Principal or Superintendent.*
- **The Wellesley Police Department** designated liaison positions are: *Chief of Police, Deputy Chief of Police, School Liaison Officer, Patrol Commander, Investigations Commander, Support Services Commander, Shift Commander, and any other Police Official designated by the Chief of Police.*

The Wellesley Police Department is considered the Wellesley Public School's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. ~1232g and 34 CFR § 99) for purposes of sharing information regarding students. The Wellesley Police Department's School Liaison Officer, who is a professional employed by the Wellesley School Committee as the Supervisor of Attendance will perform numerous other duties within the Wellesley Public Schools, and shall be considered "authorized school personnel" as defined in 603 C.M.R. 23.00 and eligible for access to the records of students to whom he/she provides services.

In addition, the Superintendent of Schools and the Chief of Police agree to maintain regular and consistent communication between their offices, designated liaisons, and departments. The Superintendent and Chief of Police will communicate regularly to share appropriate information pertinent to the health, safety, and well being of students and members of the community. From time to time, as necessary, the Superintendent and Police Chief may issue joint reports, press releases, or statements to the community and public regarding the security, and well being of students and staff, and to share other information that will benefit the school and the community.

Nothing in this MOU is intended to deter the immediate reporting of an emergency situation to the Wellesley Police Department via the 9-1-1 system. In the event of an emergency situation that poses a threat to human health or safety, or may result in serious property damage, the Wellesley Police Department should be notified immediately via the 9-1-1 system in addition to any notifications required under Wellesley Public School policy. In addition, where an emergency exists, all necessary information will be provided to law enforcement personnel regarding the student(s) at issue. (FERPA - 34 CFR § 99.31)

## **School Department Notification Procedures**

A designated school liaison from the Wellesley Public Schools will share information with a designated liaison from the Wellesley Police Department, typically the School Resource Officer, without delay, in regards to any criminal incidents.

For day-to-day communication and general information sharing the School Liaison Officer should be the primary point of contact. Matters requiring an immediate police response outside of normal communication with the School Liaison Officer should be directed to the Wellesley Police Department Shift Commander via the Emergency Communications Center at 781-235-1212.

***Behaviors that will lead to notification of the WPD:***

1. The possession and/or use of alcohol by a student;
2. The possession and/or use of an inhalant or any controlled substance, as defined in M.G.L. Ch. 94C;
3. Any incident in which any individual is reasonably believed to be selling or distributing alcohol or any controlled substance, as defined in M.G.L. Ch. 94C;
4. Any legitimate threat of violence, direct or indirect, past or future, against a student or school employee;
5. Any incident involving intentional assaultive behavior and/or reckless behavior that results in personal injury;
6. The possession of a weapon, as defined in M.G.L. Ch. 269 § 10, or G.L. Ch. 71 § 37H (a), and/or the Student Handbook.
7. Any incident involving stalking or harassment in violation G.L. 265 § 43 and 43A, including but not limited to annoying phone calls, domestic abuse, dating violence, or a violation of abuse prevention or harassment order.
8. Any incident involving a child suffering an injury resulting from physical, psychological, and/or sexual abuse which causes substantial risk of harm to the child's health or welfare, to include neglect (in addition a report shall be filed with Department of Children and Families);
9. Any creation or possession of a document, whether computer or manually generated, handwritten or electronic (e.g. text) that identifies any individual targeted for violence or death;
10. Any incident involving an actual or suspected hate crime or violation of civil rights under M.G.L. 265 § 37 and § 39 or 18 U.S.C. § 249;
11. Any incident resulting in significant damage to municipal or private property;
12. Any bomb threat, fire, threatened or attempted fire setting, threatened or attempted use of an explosive device or hoax device;
13. Any incident of hazing as defined by M.G.L. 269 § 17;
14. Any incident of bullying or cyber-bullying as defined by G.L. c 71 § 370, where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in this memorandum; and
15. Any sexual assault, including but not limited to rape, assault with intent to rape, indecent assault and battery, as well as any lewd and lascivious behavior, open and gross lewdness, indecent exposure, or incident of gender-based harassment, "sexting", "sextortion" or possession or dissemination of sexually explicit photographs of a student or a child under the age of eighteen.

Once a designated WPS Liaison has been made aware any of the aforementioned behaviors, it is their responsibility to:

1. Ensure that an appropriate designated police liaison is notified;
2. Ensure the existence of any potential physical evidence (e.g., weapon, illicit drugs, photographs) is made known to the police department and reasonable steps are taken to secure and maintain such evidence until it can be turned over to the police department; and
3. Ensure that any reports or documents related to the incident are forwarded to the police department.

Even when not defined above, the designated liaisons from the Wellesley Public Schools may report any other incident or pass on any other information that could affect the safety or well-being of students, faculty, or administrative personnel at the school.

### **Police Department Reporting Procedures**

Once a designated police liaison has been made aware of the arrest of any student, or that a complaint application has been filed against any student, regardless of the jurisdiction of the incident, they are to ensure that the information concerning the matter shall be shared with the appropriate designated school liaison, subject to applicable statutes and regulations governing confidentiality.

Once the principal of a school has been notified that a felony complaint has been issued against a student, the principal is required to consider suspending such student under M.G.L. 71, § 37H1/2 . In order to facilitate the process of considering such a suspension, and any subsequent hearing on the matter, the principal shall make a formal request in writing for the police report involving the felony complaint. The police report related to such charge will be provided in response to this request in accordance with the authority granted to the principal under M.G.L. 71, § 37H1/2.

A police liaison may also share information about any non-criminal activity involving a student if the officer believes that the activity:

1. Involves actual or potential truancy;
2. Poses a serious and imminent threat to the student's safety;
3. Poses a threat to the safety of other students, and/or faculty or school employees; or
4. By making such a report the officer would facilitate supportive intervention by school personnel on behalf of the student.

Wellesley Public School employees and Wellesley Police Department employees who are not "Designated Liaisons" within this agreement, shall be made familiar with the types of incidents that are referred to in this agreement and shall act to make facts of any reportable incident known to a designated liaison of their respective department.

### **School Security Cameras**

Surveillance cameras are in use in some school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Surveillance cameras are not used in areas where there is a reasonable expectation of privacy.

### *Recorded Video Footage*

Surveillance video footage is maintained in compliance with public records laws, and WPS School Committee Policy, on WPS servers. While there may be times when designated WPS staff monitor live video feeds, footage will typically be used after-the-fact as part of routine investigatory efforts that



may not involve the WPD. Recorded surveillance video shall be available to the Wellesley Police Department for any criminal investigation or any incident involving the safety and/or security of Wellesley Public School facilities, grounds, students, faculty, or staff.

#### *Live Video Monitoring*

Live monitoring of surveillance cameras by the WPD on site is prohibited except in cases when there is a serious threat to the safety and/or security of Wellesley Public School facilities, grounds, students, faculty, or staff.—In all cases, this will be approved and coordinated by the WPS in collaboration with the WPD.

#### *Remote Video Access*

The WPS will provide the WPD with remote access to live video feeds from school cameras. The parties agree that these feeds will only be monitored by the WPD in situations where remote access to camera feeds may prove essential in organizing the response of law enforcement, fire services and/or emergency medical personnel for the safety of students, faculty and staff. In all cases, the WPS Superintendent will be notified when school camera feeds have been accessed by the WPD.

### **Prevention Strategies**

In addition to the above responsibility, a designated liaison from the Wellesley Public Schools, the Wellesley Police Department and The Norfolk District Attorney's Office will meet periodically for the following purposes:

1. To discuss any use, abuse or distribution of alcohol and/or other controlled substances, incidents of violence, incidents of bullying in school or outside of school, or any other criminal activity affecting students;
2. To identify strategies and community services available to reduce such activities and to promote a safe and nurturing school environment;
3. To develop violence prevention and intervention programs, identification, protocol and curricula as required by G.L. c. 12 § 32; and
4. To outline the necessary action plan for implementation of such strategies.

### **Implementation and Duration**

The Wellesley Public Schools and The Wellesley Police Department agree to provide agency-wide training to their respective staffs to inform them of their respective roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

The provisions of this Memorandum of Understanding shall be effective once signed by both parties and will remain in full force and effect until amended or rescinded by the Parties.

For the Wellesley Public Schools:  
Dr. David F. Lussier  
Superintendent of Schools

For the Wellesley Police Department:  
Terrence M. Cunningham  
Chief of Police

## ROLE OF THE OFFICE OF THE NORFOLK DISTRICT ATTORNEY

In the spirit of the legislative mandate for information-sharing between the district attorney, law enforcement, and school officials, as required in General Laws Chapter 12, Section 32, and to assist the WELLESLEY PUBLIC SCHOOLS in providing a safe environment for learning in accordance with the legislative mandate set forth in General Laws Chapter 71, Sections 37H and 37H1/2, among others, the Norfolk District Attorney, through his designee, and the Norfolk District Attorney's Office (NDAO), agree to do the following:

The NDAO agrees to host regular School Security Roundtable Meetings (CBJJ) with members of its staff and designees from the WELLESLEY PUBLIC SCHOOLS and the WELLESLEY POLICE DEPARTMENT. The purpose of these Roundtable meetings is to share information with the WELLESLEY PUBLIC SCHOOLS and the WELLESLEY POLICE DEPARTMENT about students who attend WELLESLEY PUBLIC SCHOOLS. The NDAO agrees that at these Roundtable meetings, the NDAO will, where appropriate:

- (a) Report to the school any complaint, criminal or delinquency, that is issued against a defendant or juvenile in Norfolk County who is known to be a student of the WELLESLEY PUBLIC SCHOOLS;
- (b) Provide pertinent facts to the WELLESLEY PUBLIC SCHOOLS concerning incidents involving students known to attend the WELLESLEY PUBLIC SCHOOLS;
- (c) Report to the school any adjudication of delinquency, criminal conviction, or other significant occurrence that arises from any above-mentioned criminal or delinquency proceedings;
- (d) When possible, consult with the WELLESLEY PUBLIC SCHOOLS and the WELLESLEY POLICE DEPARTMENT when fashioning proposing conditions of release or probation conditions on a known student of the WELLESLEY PUBLIC SCHOOLS;
- (e) Report to the WELLESLEY PUBLIC SCHOOLS all court-ordered pretrial conditions of release and sentencing conditions that impact students of the WELLESLEY PUBLIC SCHOOL;
- (f) Whenever possible, consult with the WELLESLEY PUBLIC SCHOOLS and WELLESLEY POLICE DEPARTMENT when making prosecution decisions on students known to attend the WELLESLEY PUBLIC SCHOOLS.

The NDAO and his designees agree not to disclose a student's personally identifiable information, or information from which a student could be indirectly identified, learned during these roundtable meetings pursuant to General Law Chapter 12, Section 32 to any third party other than another juvenile justice system agency and/or as provided by state and federal law.

FOR THE NORFOLK DISTRICT ATTORNEY'S OFFICE  
MICHAEL W. MORRISSEY

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

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

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

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the facilities already available to students.
2. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
3. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
4. All activities will be supervised; all clubs and groups will have a staff advisor.

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

## **STUDENT ORGANIZATIONS**

### Student Organizations

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

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

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

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

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

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

LEGAL REF.: 603 CMR 26.00

## **STUDENT FUND-RAISING ACTIVITIES**

The School Committee recognizes that fund-raising activities by the community for the schools demonstrate a commitment to the District and benefit all students.

Fund-raising activities by parent and booster organizations are conducted under the by-laws of those organizations, independent from the Wellesley Public Schools, even when the beneficiary of those fund-raising activities is the Wellesley Public Schools.

The School Committee allows fund-raising by students for school activities, provided student safety is not compromised and there is no expectation that students and families must participate in any fund-raising activities. Examples of school activities include the following:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. Fund-raising for charitable purposes or for benefit of the school or community (for example: scholarship funds, cancer research foundations, etc.) provided proposals for such fund-raisers have been individually approved by the building Principal and Superintendent, or designee.
4. A fund-raising activity approved by the Superintendent or designee.

Money collections/solicitations of any kind may not be held in the schools without the specific consent of the building Principal or designee

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

## **STUDENT ACTIVITY ACCOUNTS**

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

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised.
2. Authorizes the Town Treasurer/Collector to establish and maintain a Student Activity Agency Account(s). The District will comply with any state requirements on auditing student activity agency accounts. The interest that is earned on such accounts shall be maintained in the Agency Account and may be used to offset the cost associated with any audit.
3. The officers of a graduating class will be notified by the Administration that funds in the class account must be closed out within six (6) months of graduation. Funds that are not closed out will be considered a donation to the District and will be transferred into a general District Student Activity sub-account for the purpose of providing financial assistance to students for participation in school activities. The Assistant Superintendent for Finance & Operations will oversee this sub-account and the allocation of funds.

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

Voted by School Committee: November 16, 2016

## **STUDENT TRAVEL**

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

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

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

CROSS REFS.: IJOA, Field Trips

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

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

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

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

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

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

### 2. Trip Scheduling

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

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

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

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

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

### 3. Fundraising

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



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

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

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)  
<http://www.fmcsa.gov>

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

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

APPROVED: March 10, 2004

CROSS REFS.: IJOA, Field Trips

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

## INTERSCHOLASTIC ATHLETICS

The District's participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

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

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

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

CROSS REFS.: AC, Nondiscrimination (and subcodes)

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## **Head Injury Prevention and Management Policy**

Children and adolescents have the greatest risk for head injury and concussion. The potential for this type of injury is high during activities where collisions can occur such as during physical education class, recess or extracurricular activities including but not limited to, interscholastic sports.

Concussions and head injuries have a more serious effect on a young developing brain and need to be addressed correctly.

Based on the above statement and in accordance with MA 105 CMR 201.0000, this policy serves to establish the Wellesley Public School's expectations to standardize the guidelines for training, prevention, management and return to school and activities for students who incur a head injury.

A team of school staff representing nursing, athletics, the licensed athletic trainer, school administration and guidance developed this policy and protocol for a comprehensive school based approach.

The care and management of head injuries in the school setting requires collaboration between families, medical providers, and school nursing, athletic and guidance staff.

A current physical examination is collected and reviewed by a school nurse for every student participating in athletic activities before the first try-out or practice.

Concussion training is required and documented annually for athletic staff and volunteers, sponsors of club type sports like cheerleading, school nurses, teaching staff, students participating in school athletic activities and their parents/guardians.

Suspected concussions that occur during school or school activities are reported immediately to the parent/guardian for referral to a medical provider. Head injuries occurring outside of the school day or school athletic activities are reported by the family to the school for follow up and monitoring of the student while in school.

Physicians, nurse practitioners, physician assistants, licensed athletic trainers, and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post-traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education under the guidelines set forth in MA 105 CMR 201.000.

If needed, a graduated reentry plan meeting will be scheduled for a student with a concussion. The purpose of this meeting will be to discuss any accommodations or modifications with respect to academics, course requirements, homework, testing, scheduling and other aspects of school activities.

The Director of Student Services in conjunction with the school principals will be responsible for the overall implementation of this policy.

This policy will be reviewed at least every two years and revised if indicated.

REFERENCE: Regulatory Authority 105 CMR 201.000: M.G.L. .c.111, 222

## **Head Injury Prevention and Management Protocol Athletics**

In order to effectively and consistently manage sports related head injuries, the Wellesley Public School District has established the following protocol in order to prevent, train, manage and make appropriate return to activity decisions for all students participating in extracurricular athletic activities.

### **Responsibilities:**

#### **Athletic Director**

- Completes annual training in the prevention and recognition of sports related head injury and the associated risks including second impact syndrome.
- Participates in the review of head injury policies and procedures every two years.
- Is responsible for ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded and records maintained.
- Verifies that all student athletes have a current physical examination on file prior to participating in extracurricular athletics.
- Collects and reviews the athletic registration forms along with the licensed athletic trainer to identify athletes at greater risk for head injury and shares information with the school nurse when indicated.
- Verifies that the *Report of Head Injury During Sports Season Forms* are used.
- Reinforces that athletes are prohibited from engaging in any unreasonably dangerous technique that endangers the health and safety of an athlete.
- In conjunction with the licensed athletic trainer, annually prepares a report to the Massachusetts Department of Public Health (MDPH) indicating the number of head injury forms collected and the number of students who incur head injuries and suspected concussions during organized athletics for the school year.

#### **Licensed Athletic Trainer**

- Completes annual training in the prevention and recognition of sports related head injury and the associated health risks including second impact syndrome.
- Submits verification of annual training to the Athletic Director.
- Reviews the athletic registration forms along with the Athletic director to identify athletes at greater risk for head injury and shares information with the school nurse when indicated.
- Offers neurocognitive testing for WPS athletes and cheerleaders. This provides baseline data that can be used in post-injury assessment.
- Reviews *Report of Head Injury Form* for head injuries that occur during practice or competition and submits to the school nurse at the appropriate school.
- Removes the student athlete from play with head injuries.
- Coordinates/participates in a graduated reentry plan for the student athlete diagnosed with a concussion.

#### **School Nurse**

- Completes annual training in the prevention and recognition of sports related head injury and the associated health risks including second impact syndrome.
- Submits annual training to the Department Head for Nursing Services by the second week of the school year.
- Participates in the review of policies and procedures for the prevention and management of sports-related head injuries within the school district every two years.

- Consults with the licensed athletic trainer, and provides follow up with parents as needed prior to the student's participation in extracurricular athletic activities.
- Reviews the *Report of Head Injury Forms* and provides follow up as needed.
- Is responsible in conjunction with athletics for maintaining *Report of Head Injury Form*
- Participates in the graduated reentry planning for students diagnosed with a concussion to discuss any necessary accommodations or modifications.
- Monitors recuperating students with head injuries and collaborates with teachers and counselors to ensure that the graduated reentry plan, if needed, for return to full academic and extracurricular activities is being followed.
- Provides ongoing educational materials on head injury and concussion to teachers, staff and students.

### **Coaches**

- Completes annual training in the prevention and recognition of sports related head injury and the associated risks including second impact syndrome.
- Submits verification of completion of required annual training to the Athletic Director.
- Reviews in conjunction with the licensed athletic trainer, the registration form in order to identify athletes at greater risk for head injury.
- Is responsible for taking the emergency contact/information forms for their athletes to every game and practice.
- Encourages techniques aimed at minimizing sports-related head injury.
- Discourages athletes from engaging in any unreasonably dangerous athletic technique.
- Completes the *Report of Head Injury Form* for head injuries that occur during practice or competition and submits them to the licensed athletic trainer - forms are part of the Head Injury Packet prepared by the licensed athletic trainer.
- Removes students athletes from play with head injuries that occur during practice or competition.
- Communicates directly with parents of any student removed from play if not done so by the licensed athletic trainer.
- Communicates with the licensed athletic trainer about any student removed from play. The licensed athletic trainer will notify the school nurse.

### **Parents**

- Annually and for each extracurricular athletic activity, submits a signed registration form that indicates completion of training regarding head injuries and concussions as well as a comprehensive history with up-to-date information relative to concussion history, any head, face or cervical spine injury history and any history of co-existent concussive injuries.
- Submits a *Head Injury Report Form* for any head injury or concussion that occurs during the season outside of extra curricular activity.
- Participates in the gradual reentry academic plan for their child if he/she is diagnosed with a concussion.
- Submits a medical clearance form to the school nurse and athletic department before return to play can resume.

### **Student Athlete**

- Completes the mandated head injury education program.
- It is recommended that all Middle and High School athletes complete the ImPACT testing done by the licensed athletic trainer for baseline evaluations.
- Submits a current physical examination according to the MIAA thirteen-month rule.

### **Training Program**

- Annual training is required in the prevention and recognition of a sports-related head injury, and associated health risks including second impact syndrome. The following individuals are required to complete the annual education:
  - Coaches
    - Licensed Athletic Trainer
    - School Nurses
    - Athletic Director
    - Volunteers in the athletic program
    - Club sponsors
    - Parents of a student who participates in an extracurricular athletic activity
    - Students who participate in an extracurricular athletic activity
- This training will utilize approved programs through the Massachusetts Department of Public Health.
- Documentation of the annual training will remain on file for at least three years.
- The training program applies to one school year and must be repeated for every subsequent year.

### **Documentation of Physical Examination**

All student athletes must have a physical examination on a yearly basis. It is the policy of the Wellesley Public Schools that there is documentation of a current physical examination according to the MIAA thirteen-month rule.

It is the student's responsibility to provide documentation of a current physical examination. The copy of the physical examination will be reviewed by the school nurse and will be maintained in the student's health record.

Any student athlete who does not have a current physical on file prior to the first day of try-outs/practice is not eligible to play/practice until a new/updated physical is submitted and reviewed by a school nurse.

### **WPS Athletic Registration Form**

Parents and student athletes are required to provide an accurate history of head injury to the school prior to the start of each athletic season.

The form must be completed and signed by the parent or legal guardian before the start of the sport.

The form will be turned into the Athletic Office and reviewed by the athletic director/ licensed athletic trainer. Information will be shared with the school nurses as needed.

The school nurse will address any questions raised by the licensed athletic trainer and follow up with parents as needed.

**NO STUDENT** will be allowed to begin practice or play without review of the registration form.

### **Exclusion From Play**

Any student who during practice or competition sustains a head injury, suspected concussion, exhibits signs or symptoms of a concussion, loses consciousness even briefly is to be REMOVED from play immediately and MAY NOT return to practice or competition that day.

The student may not return to practice or competition UNLESS and UNTIL the student provides medical clearance.

The coach shall communicate by the end of the next business day with the Athletic Trainer that the student has been removed from practice or competition for a head injury.

Each student who is removed from practice or competition and is subsequently diagnosed with a head injury/concussion will have a written graduated reentry plan for return to full academic and extracurricular athletic activities.

The student **MUST** be medically cleared in order to begin a graduated reentry program.

### **Medical Clearance for Return to Play**

Each student who is removed from practice or competition for a head injury or suspected concussion, loses consciousness, even briefly, or exhibits signs and symptoms of a concussion, will obtain and present to the Athletic Trainer a *Post Sports-Related Head Injury Medical Clearance and Authorization Form* or other medical documentation prior to resuming athletic activity.

The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach including consultation with parents, the athletic trainer, the school nurse and the guidance department as appropriate.

Only the following individuals may authorize a student to return to play:

- A duly licensed physician
- A duly licensed athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner or physician assistant in consultation with a licensed physician
- A duly licensed neuropsychologist with the physician managing the student's recovery.
- Physicians, nurse practitioners, physician assistants, licensed athletic trainers and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post-traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

### **Record Maintenance**

The district will maintain the following records for three years or at a minimum until the student graduates:

- (1) Verification of completion of annual training and receipt of materials
- (2) Department Pre-Participation Forms
- (3) Department Report of Head Injury
- (4) Department Medical Clearance and Authorization Forms
- (5) Graduated reentry plans for return to full academic and extracurricular activities

These records are available to the Massachusetts Department of Public Health and the Department of Elementary and Secondary Education upon request.

**Reporting**

The Wellesley Public School District will submit annual statistics that report:

- (1) The number Report of Head Injury Forms received by the school; and
- (2) The total number of students who incur head injuries and suspected concussions when engaged in any school sponsored extracurricular athletic activity

The athletic department will compile this report.



## **Head Injury Management Department of Nursing Services**

The care and management of head injuries in the school setting requires collaboration between families, school nurses, guidance counselors, school administration and physicians. The key components for a successful reentry plan after a concussive event are management, communication, education and academic accommodations.

### **Head Injury Guidelines**

Head injury at school with no presenting symptoms:

- The school nurse will provide a detailed physical assessment and immediate care of the head injury and monitor the student in the Health Office as needed
- Student will be reassessed before returning to the classroom
- The teacher will be provided with information regarding the student's injury if needed
- Parent/guardian will be notified by telephone call or in writing of head injury and assessment results by the school nurse
- Complete an accident report if appropriate
- The school nurse will make the decision if the student should participate in physical education or recess if scheduled for that day

Head injury at school with presenting symptoms:

- Any student who sustains a head injury during the school day with loss of consciousness must be transported to the hospital for evaluation and the parent contacted immediately
- Students who present with symptoms or deviations from a normal neurological assessment should be dismissed from school accompanied by a parent or responsible adult. No student should be allowed to drive themselves home after sustaining a head injury
- Follow up assessment should be completed by a physician or emergency room
- Students should follow the direction of their health care provider about when to return to school, physical activity including physical education and athletics

Head injury outside of school hours:

- Parents will provide information to the school nurse about their child's injury. Medical documentation should include when the student may return to school and any restrictions that need to be implemented while at school.

### **Management:**

1. The school nurse will serve as an advocate for the student during the school day.
2. Provide a quiet environment for brief rest periods as directed by the student's physician.
3. Recognize the signs and symptoms and "red flags" indicating a change in the student's condition during the school day.
4. Participate in interdisciplinary planning for management of student concussions.
5. Maintain documentation of head injury in the student's health record.

### **Communication:**

1. At the Middle and High Schools, the nurse will notify the guidance department, athletics and health and fitness teachers.
2. At the elementary schools, the nurse will notify the student's teacher (who will then notify specialists, recess monitors etc.).

3. Maintain communication with the student's parents and physician until resolution of concussive symptoms and full reentry in school, academics and athletics is achieved.

**Education:**

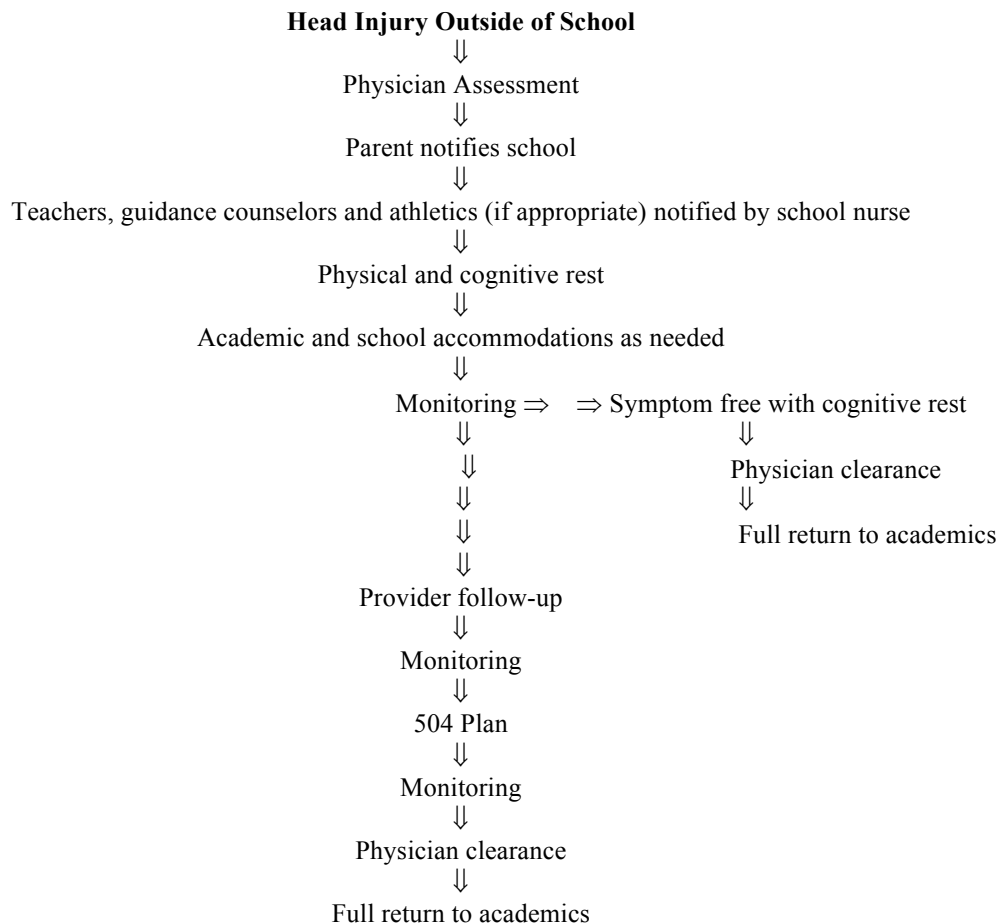
1. The nurse and/or athletic trainer will provide parent education about home care and the need for medical consultation and follow-up evaluation for a student with a concussion.
2. The principals of each school will ensure that one educational session per year will be provided for teaching staff regarding the signs and symptoms of concussion, expectations when a student returns to school after a concussion, possible behavioral issues, academic accommodations, etc.

**Academic Accommodations:**

Rest is necessary for the brain to heal. The goal for academic accommodations is to create an environment where the student's academics, homework and extra curricular activities do not cause an increase in symptoms and promote improvement of the concussive symptoms.

1. Academic accommodations are provided only when ordered by the student's prescribing physician or neuropsychologist.
2. The nurse will notify the guidance department at the Middle School and High School once the request is received from the student's prescribing physician. At the elementary schools, the nurse notifies the 504 Coordinator or Special Education Department Head and the school principal.
3. The school nurse is responsible for frequent follow-up with the student's parents and/or prescribing physician.
4. Academic accommodations are only provided during the time frame that the physician indicates.
5. If a student's symptoms exceed the indicated time frame by the physician's initial assessment, a temporary 504 Plan or an amendment to an existing IEP should be considered.

## **Head Injury Management Department of Nursing Services**



## Head Injury Management Department of Nursing Services

### Head Injury During School

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School nurse assessment

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### Head Injury During Athletics

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Athletic Trainer/Coach assessment

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↓  
Notify parent/guardian

↓  
If concussion suspected, refer to physician for evaluation

↓  
Parent notifies school of concussion diagnosis

↓  
School nurse notifies teachers, guidance counselor and athletics

↓  
Physical and cognitive rest

↓  
Academic and school day accommodations as needed

↓  
Monitoring

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↓  
Prolonged symptoms

↓  
Monitoring

↓  
Monitoring

↓  
Impact test not at baseline

↓  
Monitor and retest

↓  
Provider follow-up

↓  
504 Plan

↓  
Provider clearance

↓  
Return to full academics

↓  
Symptom free with cognitive activity

↓  
Provider clearance

↓  
Impact post injury test (if appropriate)

↓  
Athletic trainer evaluation

↓  
Return to play progression

↓  
Monitoring

↓  
Return to full academics/athletics

## STUDENT CONDUCT

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

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

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

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

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

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

**DISCIPLINE: CORPORAL PUNISHMENT**

Recognizing that corporal punishment is illegal in the public schools of Massachusetts, the School Committee prohibits the physical punishment of students in any way by school staff. Violation of this provision will be considered grounds by the School Committee to invoke appropriate action against the offending school employee.

For the purposes of this policy corporal punishment is defined as the use of physical force upon a student as punishment for an alleged offense.

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

## **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 as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

When an emergency situation arises, and physical restraint is the only option deemed appropriate 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 603 CMR 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;
- 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 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. 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 "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint."

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

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



## **STUDENT SAFETY**

### Supervision of Students

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

In keeping with this expected prudence, teachers and staff members will ensure the appropriate supervision of students is in place across classrooms and schools.

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

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

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

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

### Student Safety

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

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses.

### Safety on the Playground and Playing Field

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

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

### Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A

## **STUDENT INSURANCE PROGRAM**

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

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

## STUDENT HEALTH SERVICES AND REQUIREMENTS

The purpose of the comprehensive school health program is to encourage the best possible health outcome for each student and to teach concepts that help students make responsible decisions regarding their own health in the future.

The members of the Nursing Department collaborate with parents/ guardians and staff to provide every possible educational opportunity for all students by providing services to support their health, well-being, and safety in school.

The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care, and procedures to facilitate school attendance for children with special health care needs. Due to nursing assessment and intervention, more students are able to stay in school. The nurse identifies health related barriers to learning, and collaborates with teachers to accommodate students with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources within the school or community.

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 physician/medical consultant who shall render medical, administrative, and consultative services to the school district. This individual must be licensed to practice medicine in the Commonwealth of Massachusetts, and, in addition, be Board certified in Pediatrics or Family Practice.

### 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 the name, address, and phone number of a person to be contacted in case the parent/guardian is not available; and any medical issues the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and a School Crisis Plan, 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 (EMS) agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency contact information which lists current medical information;
- 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 Director of Student Services 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

Students who become ill or injured at school will be dismissed to a parent/ guardian or their designee from the nursing office. The student will not be allowed to walk home alone with the exception of High School students after consultation with the school nurse and the student's parent. It is the expectation that a sick or injured student will be picked up as soon as possible.

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

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

## PHYSICAL EXAMINATIONS OF STUDENTS

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

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the Athletic Director.

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

Whenever the school nurse finds a child outside of screening limits, the results will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

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

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

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57  
105 CMR 200.000

CROSS REF.: JF, School Admissions

## **IMMUNIZATION REQUIREMENTS FOR ATTENDANCE IN SCHOOLS**

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

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

CROSS REF.: JF, School Admissions

## COMMUNICABLE DISEASES

Management of common communicable diseases shall be in accordance with Massachusetts Department of Public 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 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.

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 child with disabilities 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 or designee.

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

## **ADMINISTERING MEDICINES TO STUDENTS**

Medication administration to students is one of the most common health related activities in schools. It ensures that students who require medication during the day will be able to attend school and encourages collaboration between parent/guardians and the school in this effort.

The school nurse is the supervisor of the medication administration program in each school. When it is necessary for medication to be administered to a student during the school day, the nurse will ensure that there is a proper medication order form from a licensed prescriber and a written parent/guardian consent on file in the nursing office. The prescribed medication must be provided to the school nurse by a parent/guardian or responsible adult, in the original pharmacy-labeled container or manufacturer's container for over-the-counter medication. All medication must be renewed at the beginning of each school year by the licensed prescriber and a new parent/guardian consent must be signed. Faxed orders from the licensed prescriber's office are acceptable. A verbal medication order from the licensed prescriber must be followed by the written order within three days.

Standing orders: Prior to the start of each school year, the WPS physician reviews and renews the standing orders in collaboration with Nursing Services.

The District shall, through the district nurse leader, register with the Department of Public Health for a partial delegation of medication administration for field trips and in the use of epinephrine auto-injectors.

The 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 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 that complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, parent, and the development of a care plan, 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 self-administer epinephrine auto-injectors.

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

Voted by School Committee: November 15, 2016



**CHILDREN WITH "COMFORT CARE /DO NOT RESUSCITATE" ORDERS  
IN THE SCHOOL SETTING**

If a parent/guardian of a student enrolled in the Wellesley Public Schools requests that the school honor a "Do Not Resuscitate" or "Comfort Care" order in the school setting the Department Head of Nursing Services will obtain DNR/Comfort Care verification from the student's Primary Health Care Provider, authorized nurse practitioner, or authorized physician assistant. Upon receipt of written documentation, the Dept. Head will convene a meeting to develop a plan for the care of the child.

Persons who will be invited to this planning meeting include:

- Parent(s)/Guardian(s) of student
- Student (if appropriate)
- Administrator in the student's assigned building
- School Physician (if needed)
- School nurse in the student's assigned building

## **LIFE THREATENING ALLERGY MANAGEMENT POLICY**

The Wellesley Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life threatening allergies among school populations, the Wellesley Public Schools will work in cooperation with parents, students and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management will be prevention, education, awareness, communication and emergency response. With prevention in mind, all school departments and school programs will make efforts to provide a latex free environment. This policy and protocol will assist students to assume more individual responsibility for their health and safety as they mature and optimize full participation in educational programs and school sponsored activities.

### **Goals:**

- Define a process for identifying, managing and ensuring continuity of care for students with life threatening allergies.
- Maintain the health and protect the safety of children who have life threatening allergies.
- Identify interventions and develop individual health care plans for students with life threatening allergies that are based on medically accurate information and evidenced-based practices.

REFS.: Food allergy and Anaphylaxis Network <http://www.foodallergy.org>  
Managing Life Threatening Allergies in Schools. DESE and MDPH 2002  
MA Department of Public Health: 105 CMR 210.100

## **GUIDANCE AND SCHOOL COUNSELING PROGRAM**

The support provided to all students through Guidance and School Counseling should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters; and also in becoming capable of mature self-guidance.

The District's Guidance and School Counseling program will be developed from these broad fundamental principles:

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

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

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G  
603 CMR 26.00

## **CHILD ABUSE REPORTING**

The Mandatory Reporting of Child Abuse Act - Chapter 119, Section 51A of the laws of the Commonwealth of Massachusetts mandates that school personnel immediately report to the Department of Social Services whenever there is "reasonable cause" to believe that a child under the age of 18 is suffering serious physical and/or emotional injury resulting from abuse and/or neglect.

LEGAL REF: MGL Chapter 119, Section 51A

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

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

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

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

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

Students may request exemption from paying fees. However, exempt students are still responsible for charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be made accessible to students and families. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra curricular class activities while the student is enrolled in this District.

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

## FINANCIAL ASSISTANCE POLICY

While the Wellesley School Committee has found it necessary to institute fees for various school programs and activities, the Committee strongly believes that all students should have the opportunity to participate in curricular and extra-curricular activities regardless of economic circumstances. As a result, financial assistance for school-related fees is made available to students who qualify through the centralized application process. The goals of this application process are:

- 1) To establish an objective financial assistance program for all students and families;
- 2) To allow families a single point of contact and status determination within the School District;
- 3) To adhere to a standard of confidentiality throughout the District;
- 4) To avoid any violation of the USDA School Lunch program by using Free and Reduced Lunch applications without authorization to determine eligibility for assistance for programs other than Food Services and Transportation.

**NOTE:** Students who qualify for Free/Reduced Lunch status may complete an *Information Sharing Agreement* with the District to authorize WPS to use a student's Free/Reduced status for waivers of school program fees. Families who sign the *Information Sharing Agreement* **do not** have to complete this application in order to receive financial assistance. Under federal regulations, a student who qualifies for a Free or Reduced lunch automatically qualifies for a waiver of the transportation fee.

Financial Assistance is offered system wide and covers certain program fees related to Transportation, Athletics, Student Activities, and others. **While Financial Assistance may be granted according to income guidelines, a minimum non-refundable registration or participation fee may be required for fee-based activities and programs.**

This Wellesley Public Schools Financial Assistance Program does not include:

- Tuition-based programs (PAWS Preschool, Child Lab, etc.).
- Student travel programs, including overnight trips. (Support will be available for curricular field trips that take place during the school day in conjunction with classroom instruction.)
- PSAT, SAT, AP and other fees charged by outside organizations.
- High School Parking.
- Fines for lost or damaged books, lockers or other fines.
- Purchase or lease of technology program devices. (Note: a student with financial need will be provided a school-owned device.)

Please note that non-WPS financial assistance may be available for the above programs. Contact the program director to inquire about the availability of financial assistance from other sources.

The amount of financial assistance that a family may qualify for is based on the total household income as it relates to the Federal Poverty Guideline in any given year. The following table is how the amount of financial assistance is determined:

<b>Household Income Relative to Federal Poverty Guideline</b>	<b>Determination Status</b>	<b>Family Will Pay:</b>
2 times the Poverty Guideline	Approved for full waiver	No fee
2.5 times the Poverty Guideline	75% fee reduction	25% of the program fee
3 times the Poverty Guideline	50% fee reduction	50% of the program fee

To access the Federal Poverty Guidelines, click on the following link:

<https://aspe.hhs.gov/poverty-guidelines>

To access the Financial Assistance Application, please go to the Wellesley Public Schools website: [www.wellesleys.org](http://www.wellesleys.org) and click on the ***Financial Assistance Information*** link.

## FINANCIAL ASSISTANCE APPLICATION AND PROCEDURES

### Process for Applying

There are two ways to receive financial assistance:

- 1) through the Free/Reduced Lunch program by completing an *Information Sharing Agreement*,  
**OR**
- 2) by completing this application. If you qualify for Free/Reduced Lunch and submit the *Information Sharing Agreement*, you **do not** need to file this application.

Financial Assistance Applications must be completed each school year. The application is available online and copies are available from the Business Office and from individual school offices. Families should continue to register according to posted program deadlines to ensure that the ability to participate in a program is not missed while the application is being processed.

### When to Apply

Applications are processed by the Business Office as they are submitted throughout the school year and we make every effort to process them quickly to be responsive to families' needs. To ensure that your student is approved to participate at the start of any activity during the year it is best to submit the application prior to the start of the school year. However, in no event should you apply for financial assistance for a specific activity less than two (2) weeks prior to the start of that activity so there is no delay in your student's ability to participate.

### Where to Apply

All applications must be submitted to the following address:

Wellesley Public Schools  
School Business Office  
Attn: Financial Assistance  
40 Kingsbury Street  
Wellesley, MA 02481

### Determination of Income

The Wellesley Public Schools Financial Assistance Program determines income based on the income of all household residents. Everyone living in your household is required to submit income documentation including domestic partners, relatives, and any other individuals residing at the address. The District has a single application procedure for all school fees for the full school year (School Lunch being the only exception). No employee, coach, or staff member has the authority to waive any fees or charges without the income determination letter provided by the Business Office.

### Required Documentation

Required documentation of household income includes but is not limited to the following:

- IRS Federal Tax Return for the most recent tax year (form 1040, 1040A, or 1040EZ).
- The most recent two month period of paychecks/income for each resident of the household who is employed.

If you do not have a copy of your tax return, you can obtain a FREE official Tax Return Transcript of your Federal Tax Return from the IRS for each of the wage earners, not filing jointly, residing in the household. See instructions on the Document Checklist attached to the Application Form.



### **Other Supporting Documentation**

The following are additional documents you may submit, or be asked to submit, if they apply to your circumstances. These documents are not required but if you have one or more of them please submit them with your application to help expedite the process:

- Unemployment Compensation and Severance Pay for any member of the household;
- Supplemental Security Income (SSI) and Disability Income;
- Alimony and Child Support Agreements;
- Transitional Assistance Letters and Benefits;
- Wellesley Housing Authority Income Determination Letter;
- Section 8 Housing Voucher
- Valid Employment Contract if not paying taxes

Foster Children are considered as one household and are not included as a member of the family with whom they are residing nor in the household income of the custodial parent;

Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.

If you need guidance in making an application for financial assistance or cannot provide the documentation items above, please contact the Business Office.

### **Other Financial Assistance available in Massachusetts**

Department of Transitional Assistance: Supplemental Nutrition Assistance Program or SNAP is the name for the Food Stamp Program. If you live in Massachusetts, you can apply for SNAP/Food Stamps online at <http://www.mass.gov/snap>. To get more information about SNAP/food stamp benefits and an application, call the Department of Transitional Assistance SNAP Benefits Hotline at 1-866-950-FOOD (3663). SNAP benefits are available for qualified Massachusetts residents.–

## STUDENT RECORDS

In order to provide students with appropriate instruction and education services, it is necessary for the Wellesley Public Schools to maintain extensive and sometimes personal information about students and their families. In accordance with 603 CMR 23.00, the District must employ safeguards that ensure maintenance of confidentiality as well as ensuring that pertinent information in these records be readily available to appropriate school personnel and be accessible to the student's parents or legal guardian and/or the student in accordance with law.

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

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

CROSS REF:           KDB, Public's Right to Know

## STUDENT RECORDS

### **Purpose**

In order to provide students with appropriate instruction and education services, it is necessary for the Wellesley Public Schools to maintain extensive and sometimes personal information about students and their families. In accordance with 603 CMR 23.00, the district must employ safeguards that ensure maintenance of confidentiality as well as ensuring that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law.

### **Application of Rights**

The Wellesley Public Schools adheres to the parents' and students' rights of confidentiality, inspection, amendment, and destruction in accordance with 603 CMR 23.00 and applies these rights as follows:

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

### **Definition of Terms**

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

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

Authorized school personnel: shall consist of three groups:

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

2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team that evaluates a student.

Eligible Student: shall mean any student who is 14 years of age or older or who has entered the ninth grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 2300 to students under the age of 14 or to students who have not yet entered the ninth grade.

Evaluation Team: shall mean the team, which evaluates school-age children.

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

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

School-age Child with Special Needs: shall have the same definition as that given in M.G.L. c.71B (St. 172, c.766) and 603 CMR 28.00.

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

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

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

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

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

## **Privacy and Security**

The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school. The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school Principal.

## **Destruction of Student Records**

Transcript: The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the District.

Temporary Record: of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal.

## **Access to Student Records**

### Log of Access

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

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

### Access of Eligible Students and Parents

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

- a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the record.
- b) Any student, regardless of age, shall have the right pursuant to M.G.L. c.71, section 34A to receive a copy of his/her transcript

- c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel

Subject to 603 CMR 23.0, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties

Except for the provision of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.08(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

Directory Information:

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

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

Request from Department of Children and Families (DCF), Probation Officer, Justice of any court, or Department of Youth Services (DYS): A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c.1 19, sections 51B, 57, 69 and 69A respectively.

Federal, State, and Local Education Officials, and their Authorized Agents: Federal, state, and local education officials shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs. Provided that

except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agencies cannot personally identify such students and their parents. Such personally identifiable data shall be destroyed when no longer need for the audit, evaluation, or enforcement of federal and state education laws.

Local Police Department and the Department of Children and Families (DCF): A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosure to the local police department and the Department of Children and Families (DCF) under provision of M.G.L. c.71, section 37L and M.G.L. c.119, section 51A.

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

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

School Health Personnel and Local/State Health Department Personnel: School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent as required by 603 CMR 23.05.

Access Procedures for Non-Custodial Parents

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. the parent has been denied visitation, or
  3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. there is an order 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 documentation indicating that a noncustodial parent's access to the student's record is limited or restricted pursuant to 603 CMR23.07(5)(a).

- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set for the in 603 CMR 23.07(5)(a).
- d) 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.
- (e) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c.71, 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

**Notification**

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

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

LEGAL REFS.:       Family Educational Rights and Privacy Act of 1974  
                          P.L. 93-380, Amended P.L. 103-382, 1994  
                          603 CMR 23.00, Student Records  
                          Mass Department of Elementary and Secondary Education publication Student Records: Questions, Answers and Guidelines, Sept. 1995



## **STUDENT PHOTOGRAPHS**

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

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

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

The purpose of the policy is to:

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

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

Provide a service to parents and students.

Allow the excess revenue to be used by the building principal for school purposes.

CROSS REF: FERPA 1974