

Concord
PUBLIC SCHOOLS

Concord-Carlisle
REGIONAL SCHOOL DISTRICT

**STUDENTS' RIGHTS AND
RESPONSIBILITIES HANDBOOK**

2024-2025

120 Meriam Road * Concord, MA 01742 * 978-318-1500

A Message from the Superintendent

Dear Parents, Guardians, and Students,

The Handbook of Students' Rights and Responsibilities communicates important district policies and guidelines for students and families. The handbook is reviewed annually to ensure alignment with updates in the federal and state laws and School Committee policies.

A unified handbook ensures consistency across the schools and manageable maintenance of accurate information. Specific details of procedures at each school are found via the school websites and in communication from the principals.

A review of this handbook is required annually. Please familiarize yourself with its content and share the information with your child as is developmentally appropriate. Formal acknowledgment of receipt is required through the Aspent portal. The administrators are available to answer any questions as to the implementation of the information in the handbook. The partnership between home and school is critical. Thank you for your support.

Sincerely,
Dr. Laurie Hunter
Superintendent of Schools

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Contact Information

Integrated Preschool

[Concord Integrated Preschool \(Ripley\)](#) 978-318-1500

120 Meriam Road, Concord, MA 01742
Director of Student Services Angel Charles

Elementary Schools

[Alcott Elementary School](#) 978-318-9544

93 Laurel Street, Concord, MA 01742
Principal Naomi Krakow

[Thoreau Elementary School](#) 978-318-1300

28 Prairie Street, Concord, MA 01742
Principal Justin Sparks

[Willard Elementary School](#) 978-318-1340

185 Powder Mill Road, Concord, MA 01742
Principal Matt Lucey

Middle School

[Concord Middle School](#)

Peabody Building 978-318-1360

Sanborn Building 978-318-1380

835/1231 Old Marlboro Road, Concord, MA 01742
Principal Justin Cameron

High School

[Concord-Carlisle High School](#) 978-318-1400

500 Walden Street, Concord, MA 01742
Co-Principals Brian Miller and Katie Stahl

Central Office

[Concord Public Schools and Concord Carlisle Regional School District](#) 978-318-1500
Ripley Administration Building, 120 Meriam Road, Concord, MA 01742

1. Superintendent of Schools: Dr. Laurie Hunter
2. Interim Assistant Superintendent of Teaching & Learning: TBD
3. Assistant Superintendent of Finance and Operations: Robert Conry
4. Director of Student Services: Angel Charles
5. Director of Diversity, Equity, Inclusion, and Belonging: Andrew Nyamekye
6. Director of Information Technology: Peter Kelly
7. Director of Human Resources: Denise Zahn
8. Director of Facilities: Russ Hughes
9. METCO Director (CPS): Dewayne Clachar
10. MECTO Director (CCHS): Debra Jemison
11. Director of Adult & Community Education: Jill Weintraub
12. Director of Transportation: John Arena 978-461-3981
13. Director of Food Service: Jess Brown

[School Committee](#)

Concord School Committee

- Alexa Anderson
- Andrew Herchek
- Tracey Marano
- Cynthia Rainey
- Carrie Rankin

Concord Carlisle Regional School Committee

- Alexa Anderson
- Andrew Herchek
- Tracey Marano
- TBD
- Cynthia Rainey
- Carrie Rankin
- Sharon Whitt

Concord School Committee (PreK-8)

[Concord School Committee email](#)

Concord Carlisle Regional School Committee (CCHS)

[Concord-Carlisle Regional School Committee email](#)

**Concord Public Schools
Concord Carlisle Regional School District
District Strategic Plan 2023-2028**

Mission

The mission of the school districts is to educate all students as lifelong learners, caring citizens, and responsible contributors in our increasingly diverse global society.

Vision

Students of Concord and Concord-Carlisle Regional Schools actively seek varied pathways through which they achieve their potential and find joy in learning. They will possess a strong sense of self and embrace their responsibilities as members of our ever-changing local and global communities.

Vision of Student Learning

I am a student in Concord Public Schools and Concord Carlisle High School.

- ▶ My safe learning environment is created by respectful relationships with my teachers and my peers.
- ▶ My teachers are knowledgeable, highly skilled, and passionate.
- ▶ My teachers care about me by affirming me, giving me useful feedback, and working with me individually when I need it.
- ▶ I am learning important content based on agreed upon standards, clear goals, and real world applications.
- ▶ My learning experiences are engaging, enjoyable, and challenging.
- ▶ My learning experiences vary from one another (individual vs. group work; creative vs. repetitive practice; novel vs. known; digital vs. traditional; personal choice vs. consistent topic).
- ▶ I am learning how to learn by staying organized, breaking down assignments, managing my time, using all available resources, and always giving my best effort.
- ▶ I take risks, learn from my mistakes, and know every day that I am growing.
- ▶ When I struggle, I continue to grow and learn.
- ▶ With hard work, I will be prepared for higher learning, the work world, and knowledgeable citizenship in my community and the wider world.

I am a student in Concord Public Schools and Concord Carlisle High School.

Core Values

The Concord and Concord-Carlisle Regional School District values:

- ▶ Belonging
- ▶ Excellence
- ▶ Engagement
- ▶ Inclusion
- ▶ Innovation

Theory of Action

If we...

Provide engaging, innovative learning experiences that support multiple paths to success,
Ensure our students' well-being through fostering genuine connections and a sense of belonging,
Create a collaborative and inclusive culture that values diversity and the uniqueness of each learner, and
Create a physical environment that catalyzes student learning,

Then...

Our students will find their passion, be joyful learners, and be empowered to chart their path to success.

Safety and Security

Cell Phones

Concord Carlisle High School

Students **are required** to place their cell phones in numbered slots in the classroom phone caddy when they enter their classrooms. They may collect them at the end of class. This will minimize distractions, increase engagement, and have a positive impact on learning. This doesn't mean students will be completely denied cell phone access. According to PEW Research, most teens use cell phones just to pass the time, but it is still a complicated relationship (Schaeffer, K. 2019). In recognition of this, students will have access to their phones between class and during lunch.

Concord Middle School

Cell phones are prohibited. All phones will remain in backpacks or on the student's person (and never out and in use) during the school day.

K-5

Cell phones are prohibited. All phones will remain in backpacks (and never out and in use) during the school day.

Physical Restraint of Students

[JKAA](#) - PHYSICAL RESTRAINT OF STUDENTS

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

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

The definitions of forms of restraint shall be as defined in 603CMR [46.02](#).

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

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

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/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians 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/guardians 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.

Security

Access to schools during school hours is restricted to authorized personnel and approved visitors. All visitors must be admitted through the school office, sign in, and indicate the purpose and location of the visit.

Security Cameras

[ECAE](#) - SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. Video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

Tobacco Products on School Premises Prohibited

[ADC](#) - TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization ("vaping"), within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

Student Rights and Responsibilities

Acceptable Use of Technology

Our Technology Resources Mission:

Access to the District's network, electronic communications, the Internet, database systems, computer hardware and other information technology (IT) resources is essential to the mission of the Concord Public Schools and the Concord-Carlisle Regional School District (CPS/CCRSD).

Further, the purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer and apply knowledge, record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, the CPS/CCRSD provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to use them appropriately.

The network connection, email system, all related software and hardware are the property of the CPS/CCRSD.

Supervision and Monitoring:

- The use of these components is a privilege which may be revoked at any time for inappropriate use.
- CPS/CCRSD School District Administrators will deem what is inappropriate use. Also, the network administrators may close an account at any time as required. The administration, faculty, and staff of the CPS/CCRSD may request the network administrators to deny, revoke or suspend specific user accounts.
- Files stored on the CPS/CCRSD servers are not private. CPS/CCRSD reserves the right to examine all data

stored on servers, networked computers and individual computers to ensure that students are in compliance with this policy.

- All use of CPS/CCRSD computers and servers must adhere to these terms and conditions of acceptable use.

This policy is not all-inclusive. CPS/CCRSD reserves the right to notify a student of any other impermissible action regarding the use of the computer or Internet. Due to the rapid evolution of technology, this policy will need periodic review.

Student Roles and Responsibilities:

Students and all members of the Concord Public Schools and the Concord-Carlisle Regional School District community are expected to adhere to the following policies for appropriate use:

1. Respect and protect the integrity, availability, and security of all electronic resources. Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by CPS/CCRSD is prohibited and may result in disciplinary and/or legal actions.

- Resources shall be used in a manner consistent with the mission of the CPS/CCRSD.
- Network and account security is the responsibility of all members of the CPS/CCRSD community. Any security risks should be reported to a teacher or network administrator.
- Students will not utilize the Internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will report any suspicious or unusual activity immediately to the supervising or appropriate staff member.
- Computers not owned and managed by the CPS/CCRSD may not be connected to the CPS/CCRSD network without specific permission.
- BYOD (Bring Your Own Device) computers involved in 1:1 programs will only be allowed on the secure network by registering with AirWatch Mobile Device Management Platform.
- Devices that disrupt the educational process or operation of the CPS/CCRSD are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students will not deliberately cause the loss of other users' work or damage to any of the District's systems.
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

2. Respect and protect the intellectual property of others.

Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Students will follow guidelines regarding the misuse of plagiarism outlined in the student handbook. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students will follow the expressed requirements.

- Students will not plagiarize the work of others.
- Students will not infringe copyrights. Students may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Students must properly cite the work of others in school work and research papers.

3. Respect and protect the privacy of yourself and others.

Practice legal and ethical behavior. Proper safety and etiquette is expected of all users. Be mindful of your digital footprint.

- Students will login to their own accounts, not accounts belonging to someone else.
- Students will not share passwords.
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized.
- Students will not reveal their personal address or phone numbers, or those of other students.
- Protect your privacy. Do not distribute private information about yourself or others.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Be authentic; do not pretend to be someone else online.

4. Respect and practice the principles of community.

Communicate only in ways that are kind and respectful. Students are expected to be courteous and use appropriate language. Remember that anything you write online may be discoverable forever.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation: Violations of any portion of this policy may result in disciplinary measures up to and including suspension and/or legal actions.

Non-Discrimination Including Harassment and Retaliation

[AC-R](#) - NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

Concord Public Schools and Concord-Carlisle Regional School District will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, Concord Public Schools and Concord-Carlisle Regional School District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may

include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of __PS; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following:

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the CPS and CCRSD Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Concord Public Schools and

Concord-Carlisle Regional School District, and can be reached at:

Human Resources Director

120 Meriam Road, Concord MA 01742

978-318-1500

Assistant Superintendent of Finance and Operations

120 Meriam Road, Concord MA 01742

978-318-1500

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Concord Public Schools and Concord-Carlisle School District. In addition, the Director of Student Services is the District 504 Coordinator, and can be reached at:

Director of Student Services

120 Meriam Road, Concord MA 01742

978-318-1500

Inquiries concerning the Concord Public Schools' and Concord-Carlisle Regional School Districts' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of Human Resources. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

Searches and Interrogation

[JIH](#) - SEARCHES AND INTERROGATIONS

Searches by Staff

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

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

Searches by school officials of students' automobiles or the student will be conducted in a way that

protects the students' rights consistent with the responsibility of the school 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 their 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.

Student Dress Code

JICA - STUDENT DRESS CODE

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

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 Rights and Responsibilities

JJ - STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

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

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

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

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

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

Student Discipline

Alcohol, Tobacco, and Drug Use by Students Prohibited

[JICH](#) - 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, at any school function, or at any school sponsored event.

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

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall

have the right to opt out of the screening by written notice prior to or during the screening.

- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians 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.

Bullying Prevention and Intervention

JICFB - BULLYING PREVENTION

The Concord Public Schools and the Concord-Carlisle Regional School District are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"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", 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying

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.

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

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

Bullying is prohibited:

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

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Concord Public Schools and the Concord-Carlisle Regional School District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

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

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

Reporting

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

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

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

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

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

Retaliation

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

Target Assistance

The Concord Public Schools and the Concord-Carlisle Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

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

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

Publication and Notice

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

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

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

The bullying prevention and intervention plan shall be posted on the Concord Public Schools and the Concord-Carlisle Regional School District website.

Discipline of Students with Disabilities

Procedures for Suspension(s) Not Exceeding 10 School Days

- Any student with a disability may be suspended for up to ten (10) school days during a school year. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook.
- The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year

Procedures for Suspension(s) Exceeding 10 School Days

- If your child is suspended for more than 10 school days in a school year, this removal may be considered

a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.

- Federal law defines a “change of placement” as:

- o Removal for more than 10 consecutive school days; OR

- o A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student’s behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. Please note that determination of whether a pattern of removals is a “change of placement” is made by the District.

- Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is manifestation of your child’s disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluations reports.

- At a manifestation determination meeting, the team will consider two questions: o Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?

- o Was the conduct a direct result of the district’s failure to implement the IEP/Section 504 Plan?

- If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to your child’s disability OR a direct result of the district’s failure to implement the IEP/Section 504 Plan, then your child may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.

- If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to your child’s disability OR was NOT the direct result of the district’s failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline your child according the school’s code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

Special Circumstances for Exclusion

Special circumstances exist if your child: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days.

School personnel will provide Parent’s Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

Procedural Requirements Applied to Students Not Yet Determined to Be Eligible for Special Education or a 504 Plan

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility
3. If the student is found eligible for an IEP or 504 Plan, then one receives all procedural protections subsequent to the finding of eligibility

Discipline Guidelines

In accordance with the student's right to due process, the Concord Public Schools & Concord-Carlisle Regional School District may discipline a student according to the following guidelines and discipline codes.

M1.	Possession of firearms (mandatory police notification).
M2.	Striking a teacher or other school personnel (grades 6-12) (possible police notification).
M3.	Possession, sale, distribution, intent to distribute, use or manufacture of controlled substances or alcohol (mandatory police notification).
M4.	Use of, or threatened use of a knife, including a pocket knife, as a weapon (mandatory police notification).
M5.	Possession of a dangerous weapon, or use of, or threatened use of any object as a weapon (grades 6-12) (mandatory police notification).
M6.	Setting fires (mandatory police and fire department notification).

M7.	Fighting or any physical and/or sexual assault or act of violence committed against another student or any school personnel (grades 9-12) (possible police notification).
M8.	Failure to identify one's self truthfully upon request of any school personnel (grades 6-12).
M9.	Unauthorized sounding of a fire alarm or tampering with defibrillators (grades 6-12) (mandatory police and fire department notification).
M10.	
	Intimidation (causing fear or harm) or extortion, or threat of intimidation or extortion, or hazing directed toward another student or school personnel (in-person or through the use of technology or electronic communication) in violation of a school rule or policy (grade 6-12) (possible police notification).
M11.	Being under the influence of controlled substances or alcoholic beverages, or suspicion of use of controlled substances, or in possession of any drug paraphernalia (mandatory police notification for possession of drug paraphernalia).
M12.	Bullying or retaliation related to a bullying incident, reporting, or investigation (grades 6-12) (possible police notification).

The following offenses may require disciplinary consequences and the denial of participation in graduation exercises:

D1.	Violation of any Concord Public Schools & Concord-Carlisle Regional School District policy, including, but not limited to, the Student Technology and Online Acceptable Use Policy and Guidelines, and the Policy Prohibiting Alcohol, Tobacco, and Drug Use by Students.
D2.	Discrimination against or harassment of another student or school personnel on the basis of, but not limited to race, color, sex, gender identity, homelessness, national origin, religion, handicap or sexual orientation (possible police notification).
D3.	Stealing and/or willful destruction of school or personal property (possible police notification).
D4.	Persistent or excessive truancy and/or tardiness to class and class cutting.

D5.	Cheating, plagiarism or forgery, including the use of artificial intelligence without proper permission or citation, and/or impersonating another person either verbally or in written form.
D6.	Fighting or any physical or sexual assault or act of violence committed against another student or school personnel (grades K-8) (possible police notification).
D7.	Use of obscene, abusive or profane language or gestures, or rude or defiant behavior, either of which substantially or materially disrupts the educational process or school activity.
D8.	A pattern of defiant behavior towards any school personnel or policy.
D9.	Behavior which endangers persons or property or substantially disrupts the educational process or school activity, including refusal of a search which is based on reasonable suspicion that the search will lead to evidence of a violation of a school rule or any law (possible police notification).
D10.	Giving off a strong odor of alcohol or marijuana (possible police notification).
D11.	Presence in unauthorized areas.
D12.	Using tobacco products or related paraphernalia of any type including Electronic Nicotine Delivery Systems (ENDS) regardless of whether they contain nicotine in any school facility, school bus, on school grounds, or at a school sponsored event.
D13.	Violation of any criminal law of the Commonwealth of Massachusetts, including, but not limited to, gambling or stalking, not already covered by these rules.

D14.	Unauthorized use of school materials, equipment or property.
D15.	Being present in the company of a person the student knows is using or selling illicit drugs or alcohol or is otherwise violating an item on the discipline code and who fails to remove themselves from the situation (possible police notification).
D16.	Aiding, abetting or encouraging bullying, fighting, or any act of violence, or making a false allegation of bullying or retaliation or any act of violence.

D17.	Creating a video or audio recording of another person in school or at a school-sponsored event, without the consent or knowledge of the person whose image or voice was recorded (possible police notification).
D18.	Failure to identify one's self truthfully upon request of any school personnel (grades K-5).
D19.	Unauthorized sounding of a fire alarm or tampering with defibrillators (grades K-5).
D20.	Possession of a dangerous weapon, or use of, or threatened use of any object as a weapon (grades K-5) (mandatory police notification).
D21.	Intimidation (causing fear or harm) or extortion, or threat of intimidation or extortion, or hazing directed toward another student or school personnel (grades K-5) (possible police notification).
D22.	Bullying, or retaliation related to a bullying incident, reporting, or investigation (grades K -5) (possible police notification).

Please note that the designation of “M” and “D” serves to distinguish between rules for which action is mandatory and rules for which the action and consequence is at the discretion of the student’s principal or designee.

The term "dangerous weapon" shall include, but not be limited to, any type of firearm, knife or martial arts equipment, explosive devices including fireworks, or a facsimile of a dangerous weapon. Any dangerous weapon in the possession of a student shall be removed from the student's custody, and any illegal weapon shall be turned over to the Concord Police Department. All other weapons shall be returned to the student or parent/guardian at the discretion of the principal or their designee. There shall be notification of the possession of a weapon to parents or guardians before the weapon is returned.

The term “controlled substances” shall include all controlled substances as defined in G.L. c.94C, including, but not limited to, marijuana and cocaine or prescription drugs for which the student does not have a valid prescription. (See Section III, C for more information)

All of the above offenses may involve the exclusion of a student from school and/or school-sponsored activities. The principal or their designee will conduct disciplinary investigations and hearings in accordance with the Student Discipline Policy.

Prohibition of Hazing

[JICFA](#) - 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 under the control of the School Committee 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.

Student Discipline

JIC - 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 expected to acknowledge 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/guardians.

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.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

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/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian 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/guardian 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/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

The principal or a designee shall notify the superintendent in writing, including by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal

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

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian 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;
2. Provide written notice to the student and parent/guardian as required above. The notice shall include the rights enumerated in law and regulation;
3. Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian 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/guardian;
4. 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.

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 provided that the principal follows the process set forth in State regulation and the student has the opportunity to make academic progress.

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/guardian, 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/guardian 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/guardian'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/guardian 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/guardian upon request.

The Principal shall provide the parent/guardian, 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/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian. The notice shall include the rights enumerated in law and regulation.

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/guardian 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/guardian 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/guardian 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/guardian 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/guardian 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/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian 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/guardian 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/guardian 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 excluded 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 excluded shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork 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/guardian 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 excluded 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 excluded or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians 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/guardian and student of the opportunity to receive education services at the time the student is excluded 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 excluded 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.

CHEMICAL HEALTH – MIAA RULE AND CCHS IMPLEMENTATION

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; vaping paraphernalia, including vape juice and vape pens; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule is in effect 24 hours per day 7 days a week.

When a violation of the chemical health rules is reported to the Principal, Assistant Principal, or Athletic Director by a school employee, an officer of the law, or another responsible adult, the student will be given an opportunity to explain and the parent/guardian will be informed. After due process, if the investigating administrator confirms the violation of the chemical health rule, the student will lose activities eligibility for the period listed below.

FIRST VIOLATION MINIMUM PENALTIES:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Any fractional part of an event will be dropped when calculating the 25% of the season.

SECOND & SUBSEQUENT VIOLATIONS AND MINIMUM PENALTIES:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal, in collaboration with a Chemical Dependency Program or Treatment Program, must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to

the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty(ies) during the fall season of the next academic year.)

The CCHS administration will work with advisors to administer this Chemical Health rule as written, keeping as the foremost goal the ultimate health and well being of the student. These rules apply to all students. In all cases the matter will be referred to the appropriate counseling staff that will invite the parents and student to a conference for the purpose of assessing the situations that resulted in the violation.

Attendance and Health

Accommodations for Religious and Cultural Observances

[IMDA](#) - ACCOMMODATIONS FOR RELIGIOUS AND CULTURAL OBSERVANCES

The Concord and Concord-Carlisle School Districts are religiously and culturally diverse communities. In recognition of this diversity and in keeping with the districts' core value of a "caring and empathic community," it is the intent of the school districts to be aware of and to respect the religious and cultural observances of its students, families and staff.

Toward that end, any student who is absent due to a religious or cultural observance will, upon notification by the parent or guardian, have his or her absence excused. Families will be encouraged and invited to notify the school site of such plans at the start of the school year.

The Districts expect that classroom teachers will plan curriculum, major assignments, and assessments based on their awareness of their students' attendance plans recognizing the impact of significant absences on the educational process.

Any student who is absent because of religious or cultural observances shall be provided the time and the opportunity to make up missed work, activities, and/or assessments. It is expected that students will meet with their teacher(s) in advance of a planned absence or at least upon the first day of their return to agree mutually upon a due date for missed work. In no case shall the timeframe to make up missed work be less than a week. Teachers will be responsible for providing students with missed materials relative to future assessment.

Similarly, families will be encouraged and invited to notify coaches, advisors, club leaders, etc. of student absences for religious or cultural observances. Students will not be penalized (e.g. held out of post absence participation) in their extra-curricular activities (e.g. sports, theater, clubs, etc.) for such absences.

Open and timely communication between students, families, and educators shall ensure that the opportunity

to make up work does not place an unreasonable burden upon any of the parties.

Annually, the Districts will provide notification of this policy and a list of religious and cultural observances and their dates for the current academic year to all educators.

Administering Medicines to Students

JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

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

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

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

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

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

Athletic Concussion Policy and Regulations

JJE - ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries

while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons involved in extracurricular athletic activities¹ shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; any other involved employee; and participating students and their parents.

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

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

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

If a student sustains a head injury, the school will provide the student and parent/guardian with information that includes what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome.

Concussion information should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. The athletic department and nursing staff will review the procedure to manage sport-related concussions on a yearly basis.

Any changes in this policy will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

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

[JJIF-R](#) - ATHLETIC CONCUSSION REGULATIONS

Care and management of head injuries in the school setting requires close collaboration between families, School Nurses, coaches, Certified Athletic Trainer, Athletic Director, Administrators, Guidance Counselors,

School and Athletic Physicians, and Health and Wellness teachers. This procedure was developed in accordance with M.G.L. c. 111, §222 requirements.

A. Baseline Neurocognitive Testing: All 9th grade and new students participating contact sports are offered a computer-based neurocognitive test. This test provides baseline data that can later be used in post-injury assessment (ImPACT, 2011). Information may be shared with the student's physician upon the family's request.

B. Annual Training: Concussion training for coaches, Certified Athletic Trainers, game officials, volunteers, School and Athletic Physicians, School Nurses, Athletic Directors, Marching Band Directors, participants and parents is completed and documented annually. Students may not participate in activities until training is completed by both the parent and the student. Verifications of completion of annual training and receipt of materials are maintained by the athletic director. Coaches, Certified Athletic Trainers, trainers, and volunteers teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury, and prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete.

C. Seasonal Health History: Before the start of every sports season, the parent/guardian completes and submits an athletic form that provides updated information relative to concussion history. Students may not participate in athletic activities until registration, including health history, is completed. Given the risk of second-impact head injuries, the school may use a student's health history as a factor to determine whether to allow the student to participate in an extracurricular athletic activity, or whether to allow such participation under specific conditions or modifications.

D. Head Injury Assessment:

1) Any student who sustains a head injury during the school day or athletics with loss of consciousness is

evacuated for evaluation at a local Emergency Department, and the parent is immediately notified.

2) For any head injury that occurs during the school day, the student is assessed in the health office and the parent/guardian is notified of injury and assessment results. If likelihood of traumatic brain injury (TBI) is assessed, the student is dismissed with a parent/guardian for physician follow up. The parent/guardian is provided with standardized concussion educational materials, and a graduated plan for return to academic and athletic activities. Report of head injury is sent to administrator, teachers, guidance and athletics with parent/guardian copied.

3) If a student sustains a head injury outside of the school day or athletic activity, and no physician visit was made, the student will be assessed at school by the school nurse or athletic trainer and referral to an MD made per assessment. Following a visit to an MD, the parent submits a physician's note to the school nurse or athletic trainer. Any student who is symptomatic during the school day will be assessed by the school nurse with follow-up care recommended as necessary.

4) If a student sustains a head injury during an athletic activity, the player is referred to the athletic trainer for evaluation, and the coach communicates the nature of the injury to the athletic trainer. There is no return to play that day if concussion is suspected. Coaches or AT also contact a parent/guardian. If the AT is not available at a practice or contest, the coach holds any athlete suspected of having a concussion out of participation until evaluated by the AT, and contacts a parent/guardian. After assessing the student, the

athletic trainer notifies parent/guardian, and recommends next steps for evaluation and care. The parent/guardian is provided with standardized concussion educational materials. Once a physician has diagnosed the athlete with a TBI, Report of the Head Injury is sent to administrator, school nurse and athletic

director, and information forwarded to teachers and guidance by the school nurse with parent/guardian copied. Graduated athletic return plan is facilitated and monitored by athletic trainer.

Any athlete who is symptomatic but stable is allowed to go home with their parent(s)/guardian(s) following the head injury.

A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.

B. If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.

C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

5) All participating athletes will be monitored by the Athletic Trainer. All other students recovering head injuries will be monitored by the school nurse.

E. Graduated Return to Academic Activity: All students with concussions follow a written Gradual Return to Academics and Athletics with responsibilities of parents, students and school staff outlined. The plan is monitored by the student's guidance counselor, school nurse, neuropsychologist if available or involved, parent, members of the building-based student support and assistance team or individualized education team, and in consultation with the physician who is managing the student's recovery as required. Medical documentation is required for academic accommodations to be implemented.

F. Graduated Return to Athletic Activity: Once a student is symptom free with full cognitive activity, he/she will be assessed and monitored by the Certified Athletic Trainer for gradual return to athletic activity.

G. Graduated return to Health and Fitness Class: Once a student is symptom free with full cognitive activity, he/she will be assessed by a School Nurse to begin a gradual return to physical education class.

Gradual Return to Health and Fitness Progression:

Rehabilitation Stage	Functional Exercise	Objectives
Stage 1: No activity	Complete physical and cognitive rest	Recovery
Stage 2: Light aerobic exercise	Walking, swimming or stationary cycling at <70% max. predicted heart rate (<140 bpm)	Increase heart rate
Stage 3: Sport-specific exercise	Basic drills. No impact activities. Ex: shooting basketball, kicking soccer ball, running.	Add movement

Stage 4: Non-contact training	More complex drills: Passing, cutting.	Exercise, coordination, cognition
Stage 5: Full contact practice	Normal training activities	Confidence, observation
Stage 6: Full return after clearance	Normal game play after clearance by physician, Licensed Athletic Trainer, Nurse Practitioner or Neuropsychologist	Full athletic participation

H. Full Clearance: Following the gradual return to physical activity progression, documented clearance by the Certified Athletic Trainer or consulting physician, nurse practitioner or neuropsychologist is necessary before full return to athletic activity may be permitted.

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

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

Immunization of Students

[JLCB](#) - IMMUNIZATION OF STUDENTS

Students registering in the district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only 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/guardian.

Physical Examination of Students

[JLCA](#) - PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in sight, hearing, BMI*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse.

Every student will provide evidence of or will be given a general physical examination four times: upon

entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad. In addition to the signed consent, a written report stating the student's fitness to participate in school athletics and signed by the student's healthcare provider will be sent to the school nurse.

The school physician will make a prompt examination of all children referred to them by the school nurse. They will examine school employees when, in their 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 suffering from any disease or medical problem, the situation will be reported to the parent or guardian if remedial treatment is recommended. A copy of the record will be kept in the student's school medical record.

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

* NOTE: Department of 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.

Student Absences and Excuses

JH - STUDENT ABSENCES AND EXCUSES

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 or cultural observances.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide an explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

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

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the

parent/guardian has not informed the school of the absence.

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

Dropout Prevention

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.

Student Health Services and Requirements

JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS

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

The District recognizes that parent/guardian(s) have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual

and community health and safety.

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

Procedures for Emergency at School

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

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

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

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Health Form which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parent/guardian(s). Requests made by parent/guardian(s) for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate administrator of education immediately;
- Prompt reporting by teachers to the Principal or nurse of any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to pick up the student.

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

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