

## **SECTION J**

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**Note:**

**\*-Policy contains third person singular pronoun (he/she, his/her, him/her) – consider replacing with third person plural (they, their, them)**

**+ -Policy contains “school system” – consider replacing with “school district”**

## STUDENT POLICIES GOALS

The student is the focal point of all operations of a school system. This top priority is shared with no one. The Hanover School Committee believes the Hanover Schools have an obligation to foster the highest academic achievement, ethical values and moral behavior possible in our students. While our focus is on encouraging students to achieve academic success; the School Committee realizes that discipline and character development are essential to quality education.

The school system's policies and procedures should have as a basis the following expectations:

1. Courtesy, good conduct and citizenship. Respect for others, authority, and property should be emphasized in each school by teachers, staff and administrators.
2. Disruptive students must not be allowed to deprive their peers of a quality education. The school environment shall be one where the safety, health and welfare of all students is paramount.
3. There shall be an emphasis on personal responsibility, individual effort, self-motivation and a positive social attitude. Quality work habits should be developed, and individuality should be encouraged. All students do not work in the same way or at the same rate, requiring equal educational opportunities but not identical ones. Flexibility and variety within classrooms, as well as diversified instruction must be utilized to meet students' individual intellectual needs and learning styles.
4. Each child deserves the best and most appropriate education possible within a stimulating and supportive learning environment. Hanover's schools shall be places where all students can realize their potential.

LEGAL REF.: 603 CMR 26:00

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **EQUAL EDUCATIONAL OPPORTUNITY**

The Hanover Public Schools provides all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, equal access to all programs, including educational, non-academic, extracurricular (including intramural and interscholastic sports) and ancillary programs.

LEGAL REFS.: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b);  
EEOA: 20 U.S.C. 1703(f);  
Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35;  
Section 504: 29 U.S.C. 794; 34 CFR 104.4;  
Title II: 42 U.S.C. 12132; 28 CFR 35.130;  
IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110;  
NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4);  
Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as  
amended by Chapter 199 of the Acts of 2011  
603 CMR 28.06(5); 34 CFR 300.101, 300.113

CROSS REF.: AC, Nondiscrimination

Revised Policy Approved October 8, 2014

SOURCE: Hanover



## **EQUAL EDUCATIONAL OPPORTUNITIES**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

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

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

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

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

SOURCE: MASC – Updated 2022

LEGAL REFS.: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Title IX, Education Amendments of 1972  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
603 CMR 26:00  
603 CMR 28.00  
The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Nondiscrimination

**NOTE: The cross reference is to a related statement in this manual.**

## EDUCATIONAL EQUITY

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use districtwide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote educational equity as a priority in professional development and educator evaluation.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC – Updated 2021

## ATTENDANCE AREAS

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

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

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

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

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

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules, or an exceptional child is involved; or unless specific permission is granted by the School Committee.

LEGAL REFS.:       M.G.L. 71:37C; 71:37D; 71 :37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.:       JCA, Assignment of Students to Schools

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## ATTENDANCE AREAS

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

In establishing an attendance area, the Committee will take into consideration safe walking conditions consistent with the Committee's transportation policies.

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

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

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

SOURCE: MASC – Reviewed 2021

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
603 CMR 17.00  
603 CMR 26.00

CROSS REF.: JCA, Assignment of Students to Schools

**NOTE: This category is for a statement on methods of establishing attendance areas. A map or written description of areas is sometimes included in a policy manual as an exhibit document coded JC-E.**

**The cross reference above is to a closely related category in the NEPN classification system. Use code JCA for any requirement for students to attend the school in their attendance area and any exceptions to the requirements.**

## ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, or for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in their former school; permission will not extend beyond the current school year.
4. To permit school students to take courses not offered in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the Superintendent.

SOURCE: MASC – Reviewed 2021

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
603 CMR 17.00  
603 CMR 26.00

CROSS REF.: JC, Attendance Areas

**NOTE: The cross reference is to a related category in the NEPN classification system.**

## **ATTENDANCE**

A student is expected to attend school and class every day school is in session unless prevented by personal illness, family emergency or unless absence has been prearranged with the school principal.

When a student is absent from school, the principal may require a note from a physician when the principal deems appropriate. In the event a student is absent due to infection or exposure to a disease dangerous to the public health as defined by M.G.L. c 111, Sec 6, the student must present a certificate from the board of health or from a physician stating that the danger of conveying such disease is passed prior to the student's return to school.

Principals will investigate cases of chronic absences aided by the supervisor of attendance, school nurse or adjustment counselor when appropriate. If a student between the ages of 6 and 16 is absent more than seven days (or 14 half days) in any six-month period, upon investigation, the supervisor of attendance may initiate court proceedings relating to such absence in a court of competent jurisdiction.

LEGAL REFS.:       M.G.L. 71: 54, 55, 55A  
                          M.G.L. 76: 2, 19, 20

Revised Policy Approved May 26, 2010

SOURCE: Hanover

## **ENTRANCE AGE POLICY**

To be admitted to kindergarten in the Hanover Public Schools, a child must have reached his/her fifth birthday before September 1 of the year of his/her enrollment. No child may be enrolled in grade one unless he/she attains the age of six before September 1.

Revised Policy Approved January 20, 2010

*Note: Coded JEC in materials provided*

SOURCE: Hanover

## **ENTRANCE AGE**

In an attempt to permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age prior to September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten for that school year.

The admission of children whose birthdays fall after September 1<sup>st</sup> will be solely at the school's discretion.

2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

SOURCE: MASC – Reviewed 2021

LEGAL REFS.: M.G.L. 76:1  
603 CMR 8.00



## **REQUIREMENTS FOR ENTRANCE POLICY**

An original birth certificate or an appropriate document verifying age must be presented when a child registers to enter Hanover Public School. A child seeking to enroll in the Hanover Public school must show evidence of all required *immunizations* before admittance. Exceptions from required immunizations may only be made as specified in M.G.L. Ch 76, Sec 15. A physical examination by a physician is required prior to entering any school and documentation of a physical exam must be recorded on state-approved forms, which are available from the school nurses. Exceptions from such physical exam may only be made as specified in M.G.L. Ch 71, Sec 57.

A student transferring from another school system must present a complete school record from the student's prior school, which must include the following: academic, attendance, health, discipline, and other pertinent records.

Hanover Public Schools is not required to place a student at the same grade and/or level indicated on the sending school's academic transcripts. The principal will determine placement of a student who transfers in accordance with the Hanover Public Schools academic programs and/or age requirements.

LEGAL REFS.:       M.G.L. 71: 57, 37L  
                          M.G.L. 76: 15

Revised Policy Approved January 20, 2010

SOURCE: Hanover

## **SCHOOL ADMISSIONS**

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

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

SOURCE: MASC – Reviewed 2021

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

CROSS REFS.: JLCA, Physical Examination of Students  
JLCB, Immunization of Students  
JFBB, School Choice  
JFABD, Homeless Students: Enrollment Rights and Services  
JFABE, Educational Opportunities for Military Children  
JFABF, Educational Opportunities for Children in Foster Care

**NOTE: Use this category for statements covering all school admissions. Statements on exceptions to general residency requirements, tuition charges for nonresident students, admission of students from neighboring towns on a transfer basis, should be filed under the appropriate following categories:**

**JFAB, Admission of Non-resident Students**  
**JFABA, Non-resident Tuition Charge**  
**JFABD, Admission of Homeless Students**  
**JFABB, Admission of Foreign Students**

## **PLACE OF ATTENDANCE**

Any person who actually resides in the town of Hanover shall have the right to attend the Hanover Public Schools, subject to school committee policy and to the following provisions. The Hanover School Committee is not required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school because of race, color, sex, religion, national origin, or sexual orientation.

If there is reasonable basis for questioning the actual residence of a student, the administrative staff and/or attendance officer may authorize an investigation.

LEGAL REF.: M.G.L. 76: 5

CROSS REF: JLCA, Physical Examinations  
JFAB, Attendance of Non-Resident Students

Revised Policy Approved May 26, 2010

SOURCE: Hanover

## **ATTENDANCE OF NON-RESIDENT STUDENTS**

Except as noted below, person(s) who do not actually reside in the town of Hanover will not be enrolled in the Hanover Public Schools. If a child resides temporarily in Hanover for the special purpose of attending school there and Hanover is not the legal residence of his/her parent or guardian, the child may attend school in Hanover only if (1) the School Committee so authorizes and (2) the parent or guardian pays tuition to the town. If it is determined that a child resides in Hanover for the special purpose of attending school therein, Hanover, at the discretion of the Superintendent of Schools, may recover tuition from the parent or guardian for the period of attendance. Said tuition will equal the latest Department of Elementary and Secondary Education average expense per pupil in the school for the period of attendance. M.G.L. c.76, sec. 5 and 6. If it is determined that a child is traveling to Hanover from a residence outside Hanover for the purpose of attending school in the town, the School Department shall expel the child from the system

- I. HOMELESS STUDENTS:** The Hanover Public Schools adheres to the federal McKinney-Vento Homeless Assistance Act (Act) and related state provisions in permitting or continuing the enrollment of children or youth identified as homeless under the provisions of the Act.

**II. COMPLETION OF SENIOR YEAR**

A high school senior who will not be a resident of Hanover during his or her senior year may be permitted to continue his/her education in Hanover. Such continued attendance requires satisfaction of all of the following conditions:

- A. Residency in Hanover as of June 30 of the junior year
- B. Recommendation of the High School Principal
- C. Parents' agreement to provide transportation
- D. The vote of the Hanover School Committee

**III. END OF SCHOOL YEAR:**

- A. Any pupil who becomes a non-resident within thirty-(30) days of the end of the school year will be permitted to complete the school year if his parents provide transportation.
- B. A vote of the School Committee is required to enroll non-resident students beyond the 30-day period.
- C. If the residency of any student is questionable, the school attendance officer will investigate the situation and report to the Superintendent of Schools.

**IV. PROSPECTIVE RESIDENTS OF HANOVER AWAITING OCCUPANCY**

- A. In the event prospective residents are waiting to occupy their Hanover home and desire to have their child/children attend Hanover Public Schools, the Hanover School Committee authorizes the Superintendent of Schools to enroll their child/children in the Hanover Public Schools for up to 120 calendar days prior to taking possession of the

home provided that such parent petition in writing the Superintendent of Schools for enrollment prior to June 1<sup>st</sup> of the preceding school year. The parent shall assume all responsibility for transportation during this period.

- B. The prospective resident must furnish the Superintendent of Schools and/or her designee with the following documents to qualify:

A signed and accepted Purchase and Sale Agreement

A signed statement by a Bank Officer that a Financial Commitment has been approved

- C. Such documentation must be provided within ten (10) business days of a written request from the Superintendent of Schools. In the event that the prospective resident does not occupy the property within 120 calendar days of his child's/children's enrollment in the District, the District will recover tuition for the period of time during which the child/children has/have been enrolled.

- D. A prospective resident, who will not have occupied the property within the calendar days indicated in Section A, shall have the right to go before the School Committee to ask for an extension. At the discretion of the School Committee, the Committee may vote to extend enrollment beyond the 120 calendar days with the condition that tuition will be paid until the prospective resident occupies the property. The parent shall continue to assume responsibility for transportation during this time period.

- V. Current Hanover Public School students whose families are (1) moving from one residence to another in Hanover, or (2) who are renovating their current Hanover residence, and who must briefly reside elsewhere during the transition, may continue to attend the Hanover Public Schools if they have a house under construction or renovation in Hanover and can provide the Superintendent with satisfactory evidence in the form of a building contract for renovation or construction, that they intend to move back to Hanover within 30 days following the date of completion specified in the contract with the builder. The Superintendent may, in his/her discretion, grant an extension of this deadline on a case-by-case basis provided that such extension is, in the Superintendent's professional opinion, "in the best interest of the enrolled student(s)." The parent shall continue to assume responsibility for transportation during this time period.

The School Committee reserves the right to limit the space available to ensure the maintenance of appropriate class sizes and to avoid overcrowding.

LEGAL REFS.: M.G.L. 76: 5, 6  
42 USC 11431 et. seq.

Revised Policy Approved August 22, 2012  
SOURCE: Hanover

**GRADE PLACEMENT AND ELIGIBILITY FOR HIGH SCHOOL GRADUATION FOR  
STUDENTS SEEKING TO ENROLL IN THE DISTRICT**

The district recognizes that a student may withdraw from a Commonwealth charter school, a virtual innovation school, another school program or an approved home education program or may change residences at any time. In such circumstances, a school age child who resides in Hanover and/or who is otherwise eligible to attend the Hanover Public Schools may immediately enroll in the district. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the principal and/or the principal's designee will review the previous course of study and level of academic attainment of the student and will seek input from the student's prior school regarding grade level placement and eligibility for graduation. The district will enroll the student at the grade level the principal determines appropriate. In addition, the principal may consider the time of the school year when enrollment is sought as a factor in determining the student's grade level placement, eligibility for promotion and eligibility for graduation in a particular year. For example, the principal may determine that a student seeking enrollment after the mid-point of the academic year is not eligible for promotion or graduation in that academic year.

LEGAL REFS.:       M.G.L. c. 76, §1, 5  
                          M.G.L. c. 71, §89  
                          603 CMR 48.00

Approved: April 28, 2011

SOURCE: Hanover

## **ADMISSION OF TRANSFER STUDENTS**

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

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

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

SOURCE: MASC – Reviewed 2021

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

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

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

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

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

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

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

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



immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

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

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

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

As required by law, the district will work with homeless children and youth and unaccompanied youth<sup>1</sup> (collectively, “homeless students”) as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

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

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

### **Students Remaining in Schools of Origin**

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time they became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term “school of origin” shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students’ school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in

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<sup>1</sup> “A homeless child or youth not in the physical custody of a parent or guardian.” 42 USC §11434a.

which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

### **Students Enrolling in District Where Sheltered or Temporarily Residing**

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

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

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

### **Dispute Resolution**

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand,<sup>2</sup> the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education<sup>3</sup>. During the pendency of any such appeal, the student should remain enrolled in

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<sup>2</sup> Translation of communications of this type is required by Title I, among other laws. See, e.g. 20 USC § 6312.

<sup>3</sup> Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: <http://www.doe.mass.edu/mv/haa/03-7.html>

the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

### **Homeless Liaison**

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.:       The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC – Reviewed 2021

## EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

### Definitions

**Children of military families:** School aged children, enrolled in kindergarten through 12th grade, in the household of an active-duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

**Deployment:** The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

**Education(al) records:** Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active-duty personnel who died on active duty. Children of retired active-duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible students include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, the district will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.
- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.
- Students of active-duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which they were enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS:        M.G.L. Part I, Title II, Chapter [15E](#),  
Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC – Updated 2021

## **EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with The Department of Children and Families (DCF) to ensure that students can access transportation and the other services to which they may be entitled.

### **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and their foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in their school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

### **Transportation**

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

### **Immediate Enrollment**

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which they reside in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

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

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS:       Every Student Succeeds Act (ESSA);  
                          Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering  
                          Connections Act)

SOURCE: MASC – Updated 2021



## SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
5. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic performance, academic performance, or proficiency in the English language.

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

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
603 CMR 26.00  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

## SCHOOL CHOICE

It is the policy of this school district **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
4. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
5. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, athletic performance, academic performance, or proficiency in the English language.

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

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
603 CMR 26.00  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

## **TRANSFER CREDITS**

The Principal determines the grade placement and credits acceptable for transfer for all students moving from another school into Hanover. Upon actual performance in Hanover the Principal also has the right to reassign a transferred student. This policy outlines some guidelines to be considered by the Principal.

In high school, credits towards Hanover graduation requirements can be awarded for courses equivalent to those taught in the Hanover schools during their regular session on the same basis as if the student had attended the Hanover schools. If there is a question as to whether the course is equal to the one at Hanover, the school has the right to insist the student to take an examination, the results to be used as an aid in credit determination. Courses of a religious nature taken in a private/parochial school are not acceptable for transfer.

In the event that a student successfully completes a course at the college level, the Principal has the right to determine what, if any, credit the course should receive towards Hanover graduation standards.

Students transferring into a grade below high school shall be accepted based on the recommendation of the prior school and subject to the right of the Principal to determine and reassign students based upon the record and performance in Hanover.

A student transferring into the Hanover schools must produce his/her academic, discipline and health record from the sending school.

LEGAL REF.:            Education Reform Act of 1993

Revised Approved by School Committee on 08/27/08

SOURCE: Hanover

## **STUDENT ABSENCES AND EXCUSES**

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

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

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

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their 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 or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

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

### **Dropout Prevention**

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 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.

SOURCE: MASC – Updated 2021

LEGAL REFS.: M.G.L. [76:1](#); 76:1A; 76:1B; [76:16](#); 76:18; 76:19; [76:20](#)

**NOTE:** [DESE'S minimum requirements for policies and protocols](#) include the following items which are most appropriate for inclusion in student handbooks so that Districts can most effectively meet student and family needs.

- When and how absences will be reported by parents or guardians to the school, by the administrative designee to classroom teachers, and by teachers to the administrative designee for classroom attendance.
- Parent/guardian responsibilities for reporting a child's absence including method of reporting (e.g., phone, email, text), expected time of notification, any required documentation verifying the reason for the absence, and deadline for submitting said documentation.
- Timeline for school notification to parents of an absence in the event the parent or guardian did not report the absence.
- When and who from the school will check-in and follow-up with students and families (e.g., after 1 unexcused absence; after 5 excused absences) and how this will take place.
- Any academic consequences for excessive absenteeism (e.g., loss of credit).
- Interventions and services the school may use to encourage consistent student attendance and reengagement.

## **EXTRA INSTRUCTION**

Extra instruction beyond that offered in the regularly scheduled classroom periods shall be available in each Hanover school. It shall be the responsibility of each Principal to insure that every teacher in his/her building is available for the specific purpose of giving extra instruction help to all students.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **TRUANCY**

Truancy shall be any unexcused absence which indicates a willful and premeditated violation of the attendance regulations. This shall include either for the school day or for a school class. Every attempt shall be made to determine the cause of repeated truancy and the resolution of the same. There are penalties both for truancy and for contributing to the absence of a minor from school.

Truancies from class and truancies from school will be handled by policies determined by the Principal and detailed in the student handbooks, which are approved by the School Committee as official policy of the Hanover schools. Unverified absence from school (those without a note) will be considered truancies.

LEGAL REFS.: M.G.L. 76:1, 76:4

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

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

### Denial of Admission

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

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

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

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

Having been expelled during the same school year from this District or any district in the Commonwealth;

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

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover



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

### Denial of Admission

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

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

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

Failure to meet the requirements of age for beginning school as fixed by the School Committee as provided in Massachusetts General Laws;

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

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

SOURCE: MASC – Updated 2021

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

CROSS REF: JEB, Entrance Age

## **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.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover/MASC

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

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

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

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

### Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover/MASC

## **STUDENT CONDUCT**

### **CONDUCT ON SCHOOL PROPERTY**

Disorderly conduct, as herein defined, in schools and on school property or at school activities is prohibited. All persons present on school property or at school-sponsored events, whether or not admission is charged, are prohibited from such conduct.

### **STUDENTS ASSAULTING STAFF**

As stated in “An Act Establishing the Education Reform Act of 1993”, any student who assaults a Principal, Assistant Principal, teacher, teacher’s aide, or other person on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. Any student who is charged with a violation of this regulation shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. The student will be subject to a suspension of up to 10 days prior to the expulsion hearing.

### **STUDENTS ASSAULTING STUDENTS**

Any student who assaults another student will be subject to expulsion based upon a hearing with the Principal. Refer to school handbook.

### **POSSESSION OF DANGEROUS WEAPON OR DRUGS**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or a controlled substance as defined in chapter 94C including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school by the Principal.

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT DISCIPLINE**

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

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/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 (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

### **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/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.

### **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: 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; Provide written notice to the student and parent/guardian as required above; 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; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

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

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

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

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

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

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

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

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

The Principal shall provide the parent/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 their 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.

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

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their 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 expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/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 expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

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

## Reporting

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

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

SOURCE: MASC – Updated 2022

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); 76:17  
603 CMR 53.00  
[Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School](#)

REFS.: [Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973](#) - <https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>  
[Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's \(IDEA's\) Discipline Provisions.](#) - <https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.**

## **STUDENT DRESS CODE**

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

LEGAL REF.:           Creating a Respectful and Open World for Natural Hair Act of 2022  
<https://www.congress.gov/bill/117th-congress/house-bill/2116/text>  
M.G.L. 71:83

SOURCE: MASC – Updated 2022

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. **Parents** of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual replaces “parents” with “parents/guardians”*

SOURCE: Hanover

## STUDENT PUBLICATIONS

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

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

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

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

### Distribution of Literature

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

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT PUBLICATIONS**

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

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

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

### Distribution of Literature

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

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

SOURCE: MASC – Updated 2021

## **GANG ACTIVITY/SECRET SOCIETIES**

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

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

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help students.

### Symbols

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

### Prevention Education

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

## **SECRET SOCIETIES**

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

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

SOURCE: MASC – Reviewed 2021

## **POLICY ON HAZING**

Hazing is a violation of state law and notices about this law have been issued by the Department of Education.

The Hanover Schools prohibit the practice of “hazing” in the schools. The School Department will act to investigate all complains and, should such acts be determined to have occurred, discipline may include procedures up to expulsion as well as reporting the situations to suitable authorities.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover



## **PROHIBITION OF HAZING**

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 Principal, 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.

SOURCE: MASC – Updated 2021

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

## HAZING

The Hanover School Committee prohibits the practice of “hazing” in the public schools may result in suspension/expulsion. School administrators are expected to report occurrences to proper authorities.

### CH. 269, S. 177 CRIME OF HAZING; DEFINITION; PENALTY

Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment. The term “hazing” as used in this section and in section eighteen shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person or simply intimidating another student to do something which they would not normally do. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by ST.1985, c.536; amended by ST.1987, c. 665.

### CR 269, S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## HAZING

### CH. 269, S.17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

### CH. 269, S.18. FAILURE TO REPORT HAZING

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

### CH. 269, S.19. COPY OF SECTIONS 17 TO 19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

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

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

of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

SOURCE: MASC – Reviewed 2021

## POLICY PROHIBITING BULLYING

The Hanover Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects (retaliation) thereof. Acts of bullying and cyber-bullying are prohibited:

- i. on school grounds, property immediately adjacent to school grounds, at a school- sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology or an electronic device owned, leased or used by the school district and
- ii. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target(s), infringes on the rights of the target(s) at school or materially and substantially disrupts the education process or the orderly operation of a school. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying also is prohibited.

### A. Definitions:

Aggressor(s) is a student who engages in bullying, cyber-bullying, or retaliation

Bullying is defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target(s) that:

- i. causes physical or emotional harm to the target(s) or damage to the target's property
- ii. places the target(s) in reasonable fear of harm to himself or of damage to his property
- iii. creates a hostile environment at school for the target(s)
- iv. infringes on the rights of the target(s) at school
- v. materially and substantially disrupts the education process or the orderly operation of a school

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-Bullying is defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-Bullying also includes:

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

Cyber-Bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment is defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Target(s) is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

## **B. Bullying And Retaliation are Prohibited & Will Lead to Discipline:**

Hanover Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

## **C. Reporting Obligations:**

### **1. Reporting by Staff**

A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the principal, assistant principal, or designee.

2. Reporting by Students, Parents/Guardians, and Others

The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal, assistant principal, or designee. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

3. Reporting to Parents/Guardians

Upon determining that bullying or retaliation has occurred, the principal, assistant principal, or designee will promptly notify the parents or guardians of the target(s) and the aggressor(s) of this. If the alleged target(s) and alleged aggressor(s) attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

4. Reporting to Local Law Enforcement

At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the principal, assistant principal, or designee has a reasonable basis to believe that the incident may involve criminal conduct, the principal, assistant principal, or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

5. Reporting to Administrator of Another School District or School

If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Hanover Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

**D. Investigation:**

The principal, assistant principal, or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

1. Pre-Investigation

Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target(s) and/or protect the alleged target(s) from further potential incidents of concern. A reasonable effort will be made to contact the target(s) parents or guardians. In taking any such action, however, the rights of both the alleged target(s) and alleged aggressor(s) must be considered.

2. Written Statement of the Complaint

The principal, assistant principal, or designee will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: (1) what specifically happened, (2) who committed the alleged acts, (3) who was present or may have information about the events, (4) when the events occurred (date, time of day), and (5) where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document.

If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

3. Interviews

Once the allegations of the complainant are established, the principal, assistant principal, or designee will gather other evidence, which often involves interviews of the alleged aggressor(s) and/or other witnesses. If appropriate, the principal, assistant principal, or designee should remind the alleged aggressor(s) and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

4. Confidentiality

The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

5. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and



the perspective of a reasonable person. When applied to children, the "*reasonable person*" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances. " See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target(s) is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- i. hold parent conferences;
- ii. transfer student's classroom or school;
- iii. limit or deny student access to a part, or area, of a school;
- iv. enhance adult supervision on school premises;
- v. exclude from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- vi. provide relevant educational activities for individual and groups of students with guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may helpful in providing such programs
- vii. personalized action plan and directives for future conduct, to include; providing the target(s) with a process for reporting any concerns about future conduct immediately because it is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student
- viii. arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power)
- ix. provide counseling (or other appropriate services) or referral to such services for the target(s) and/or the aggressor(s) and/or for appropriate family members of said students

#### **E. Closing the Complaint and Possible Follow-up:**

The principal, assistant principal, or designee will promptly provide notice to the parent/guardian of a target(s) and an aggressor(s) about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a "stay away" or other directive that the target(s) must be aware of in order to report violations.

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

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Revised Policy Approved December 20, 2010

SOURCE: Hanover

## **BULLYING PREVENTION**

The School Committee is 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 themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

Cyber-bullying shall also include the creation of electronic medium 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/guardians 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 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 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 their 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 their 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 they 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 their 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 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 school district website.

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

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

CROSS REFS.:      AC, Nondiscrimination  
                         ACAB, Sexual Harassment  
                         JIC, Student Discipline  
                         JICFA, Prohibition of Hazing

SOURCE: MASC – Updated 2021

## **DRUG POLICY STATEMENT**

In order to guard the individual and general welfare and safety of all students, the School, Committee has established the following rules and regulations for the conduct of students and administrative action regarding the use, sale or other activities dealing with narcotic drugs, as defined by the Controlled Substance Act under the General Laws of the Commonwealth of Massachusetts, alcohol or other mind altering substances. All students are prohibited from possessing, ingesting, selling or otherwise dispensing narcotic drugs, alcohol or any mind altering substances and equipment connected with drug use, during and after school, at every authorized school activity during or after school hours, whether on or away from school premises, and also on buses to and from school or school approved events.

Referrals as herein after defined concerning drug incidents should be made by all school personnel (teachers, secretaries, aides, custodians, etc.). Should a student be suspected of possession of drugs, school authorities do have the right to conduct searches of all school property including individual lockers. Possession, sale, or exchange of drugs in any of the above mentioned areas by a student, shall be sufficient grounds for disciplinary action against the student which may result in suspension or expulsion from school and subsequent police action.

The School Committee reaffirms that it will be the duty of its administrative staff and members of the faculty to act as follows:

- A. To instruct the students on the harmful effects of drugs, tobacco and alcohol.
- B. To inform the students of the school drug policy and the legal ramifications and penalties for sale, possession and the use of illegal substances.
- C. To take all the necessary measures to prevent the use or sale of drugs and alcohol prior to, during, and after school hours, on school premises, at school authorized events, also to and from school or school authorized events.

## **DRUG/ALCOHOL PHILOSOPHY**

The purpose of the drug policy is to offer to the student body, the professional staff, the community, and all parties related to a drug incident, a consistent set of regulations regarding the various types of drug abuse infractions. The consistency in the policy is the same basic treatment of all students involved in similar offenses. The school system is dedicated to helping the individual students, but such help must be consistent with existing laws.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover



## **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.

SOURCE: MASC – Reviewed 2021

LEGAL REFS.: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited  
GBEC, Drug Free Workplace Policy  
GBED, Tobacco use on School Property by Staff Members Prohibited  
IHAMB, Teaching About Drugs, Alcohol, and Tobacco

## **DRUG POLICY FOR STUDENTS**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Chapter 94C of “An Act Establishing the Education Reform Act of 1993” including but not limited to, marijuana, cocaine, LSD and heroin, will be subject to expulsion from the school or the school district by the Principal.

The Drug Free School Zone Law: Anyone convicted of selling drugs within 1,000 feet of school property will be subject to a minimum mandatory two-year jail sentence. In addition to the jail sentence, individuals convicted of dealing drugs near schools could face fines up to \$10,000. Any student who is charged with a violation of this regulation shall be notified in writing of an opportunity for a hearing provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. The student will be subject to a suspension of up to 10 days prior to the expulsion hearing.

This policy shall be posted on the district website and filed with the Massachusetts Department of Elementary and Secondary Education in a manner and form prescribed by the Department

Revised Policy Approved on October 26, 2016

SOURCE: Hanover

## VERBAL SUBSTANCE ABUSE SCREENING POLICY

In accordance with M.G.L. Acts of 2016, Chapter 52, in an effort to prevent and treat substance use related problems in our students, the Hanover Public Schools will utilize a verbal screening tool, beginning in the 2017-2018 school year to reinforce prevention, screen pupils for substance use, provide counseling and make referrals as necessary. Screenings shall occur on an annual basis and will occur at 2 different grade levels (one grade in middle school and one grade in high school) as recommended by the Department of Elementary and Secondary Education, in consultation with the Department of Public Health. Parents or guardians of a pupil to be screened pursuant to this section shall be notified prior to the start of the school year. Verbal screening tools approved by the Department of Elementary and Secondary Education, in conjunction with the Department of Public Health will be utilized. De-identified screening results will be reported to the department of public health, not later than 90 days after completion of the screening.

A pupil or the pupil's parent or guardian may opt out of the screening by written notification at any time prior to or during the screening. Hanover Public Schools shall comply with the Department of Elementary and Secondary Education's regulations relative to consent.

Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, unless there is an immediate risk of harm to themselves or others. Responses may also be disclosed with pupil, parent or guardian consent for evaluation and treatment outside of school or in cases where disclosure is otherwise required by state law. Such consent shall be documented on a form approved by the Department of Public Health and, according to Massachusetts Law, shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.

According to Massachusetts Law, no person shall have a cause of action for loss or damage caused by an act or omission resulting from the implementation of this verbal substance use screening process.

LEGAL REFS.:       MGL Acts of 2016, Chapter 52, An Act Relative to Substance Use, Treatment,  
                              Education and Prevention  
                              MGL Chapter 71, Section 97(c)  
                              45 C.F.R. Part 2, Confidentiality and Drug Abuse Student Records  
                              The Health Insurance Portability and Accountability Act of 1996 (HIPAA)  
                              45 C.F.R. Parts 160 and 164

Approved on May 24, 2017

SOURCE: Hanover

## **STUDENT USE OF ELECTRONIC DEVICES**

In order to minimize the disruption of the teaching, learning, educational environment or the interference with other educational or school related activities, students' personal electronic communication devices, including but not limited to beepers, pagers, cellular telephones and camera telephones, personal data assistants, digital or other cameras, camcorders, or laser pointers are not allowed at school or at school-sponsored activities.

In the event that the planned activity includes the need for the use of cameras, camcorders, etc. the Principal will be informed by the teacher or person responsible for the educational activity. The Principal will make the final determination regarding use.

If a parent/guardian determines that it is necessary that a student bring an electronic communication device to school or to a school-sponsored activity, the electronic communication device must remain in the off position and stored away. If a parent or guardian needs to contact a student he or she should contact the school office directly.

Students who bring electronic communication devices to school without parental approval and students who do not comply with maintaining electronic communication devices in the off position and stored away will be asked to leave the device with the Principal or designee until the close of the school day. Violation of the policy will result in disciplinary action.

The Hanover Schools are not responsible for any lost or stolen electronic communication devices.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT-TO-STUDENT HARASSMENT**

Harassment of students by other students will not be tolerated in the Hanover Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities. Even Conduct that takes place outside of School may be considered a violation of this policy if it causes a substantial disruption to the educational environment or creates a hostile environment for the victim or otherwise infringes on the rights of the victim at school.

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

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

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

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

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

Such conduct is prohibited, whether it takes in person or in written format, or by another mean including using electronic devices such as cell phones, computers, etc.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building and/or his/her designee will be responsible for handling all complaints by students alleging harassment. Administrators will notify parents and/or guardians promptly when a pre investigation or investigation will occur.

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

Principals and/or their designees should follow the administrative guidelines and procedures described in Policy JICFB-Policy Prohibiting Bullying

LEGAL REF.: M.G.L. 151B:3A  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
Board of Education 603 CMR 26:00

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

Approved: December 14, 2011

SOURCE: Hanover

*Note: Coded JBA in materials provided*

## HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the **(Name of District)** Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

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

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

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

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees 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, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

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

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020  
Acts of 2022, Chapter 117 -  
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – September 2022



## **PREGNANT STUDENTS**

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before a leave relating to pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

In the event a physician determines that a student must remain at home and/or in a hospital for medical reasons relating to pregnancy, the district will offer tutoring services to the same extent applicable to other medical reasons.

LEGAL REF.: M.G.L. 71:84

*School Committee Policy voted June 28, 2006*  
Revised Policy

SOURCE: Hanover

## **PREGNANT STUDENTS**

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

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

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

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

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

SOURCE: MASC – Reviewed 2021

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

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

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

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

### Interrogations by Police

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **SEARCHES AND INTERROGATIONS**

### Searches by Staff

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2. If custody and/or arrest are involved, the Principal will observe that all procedural safeguards, as prescribed by law, are followed by the law enforcement officials.

SOURCE: MASC – Updated 2021

## **STUDENT COMPLAINTS AND GRIEVANCES**

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional “open door” policy in the public school system will be continued. Students--and their parents and/or guardians--who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee, where appropriate.

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

LEGAL REF.:           M.G.L. 76:17

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT COMPLAINTS AND GRIEVANCES**

The School Committee recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students and their parents and/or guardians who believe that a student has received unfair treatment may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC – Updated 2021

CROSS REF: JIB, Student Involvement in Decision Making  
JIC, Student Discipline

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

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

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

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

It shall be the respective department personnel's and Principal's responsibilities to assess student needs and recommended programs.

LEGAL REF.: M.G.L. 71:47 603 CMR 26:06

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

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3. All activities will be supervised; all clubs and groups will have a faculty advisor.

SOURCE: MASC – Updated 2021

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

**NOTE: This category is useful for a general policy on student activities and for establishing definitions.**



## EXTRA-CURRICULAR ACTIVITIES

1. Advantages and privileges of public schools include all extra-curricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted at such school that restrict student participation on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation. 603 CMR 26.06 does not prohibit school committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, gender identity, religion, national origin or sexual orientation of the student except as provided in 603 CMR 26.06(5). Participation in extra-curricular activities shall be actively encouraged by each school for all students regardless of race, color, sex, gender identity, religion, national origin or sexual orientation.
3. Each school system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports.
4. In order to provide equal athletic opportunity, public schools that operate or sponsor intramural or interscholastic sports teams shall ensure that budgetary allocations and the provision of athletic activities and services are fairly distributed between students of both sexes based upon student interests and abilities.
5. A school may establish or sponsor separate teams for males and females for interscholastic and intramural competition in a particular sport where selection for the team is based upon competitive skill provided that the requirements of 603 CMR 26.06(6) are satisfied. A student shall have the opportunity to participate on the team that is consistent with the student's gender identity.
6. Teams comprised primarily or solely of students of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of students of the opposite sex.

LEGAL REF.:       603 CMR 26.00  
                      M.G.L. c.76, § 5.

Revised Policy Approved October 8, 2014

SOURCE: Hanover

## **STUDENT ORGANIZATIONS**

### Student Organizations

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

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

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

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

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

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

### Student Organizations - High Schools

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

SOURCE: MASC – Reviewed 2021

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

## **STUDENT FUND-RAISING ACTIVITIES**

School related fund-raising activities pertaining to a particular school shall be conducted only with the prior review and written approval of the principal of the school or such principal's designee, with the approval of the Superintendent.

Fund raising activities involving more than one school shall be conducted only with the prior review and written approval of the Superintendent of Schools or the Superintendent's designee.

Fund-raising activities for the benefit of organizations not directly related to the Hanover Schools shall be approved only if requested by a student organization, a student representative of which has signed the application request for the proposed fund-raising activity.

The Superintendent or the principal involved, as the case may be, shall take into consideration the good name and reputation of the Hanover Schools, the specific purpose of the proposed fund-raising activity, the expected duration, and the fund-raising procedure (including proposed advertising, if any) to be employed in determining whether to grant or withhold approval of each such proposed fund-raising activity.

All school sales and money raising activities shall be under the supervision of teachers with the approval of the Principal and Superintendent, and shall be conducted in such a manner and at such times as not to encroach upon instructional time nor interfere with formal classes.

*School Committee Policy voted June 28, 2006*

*Note: More current version of this policy below*

SOURCE: Hanover

## **FUNDRAISING AND SOLICITATIONS IN SCHOOL**

### **PHILOSOPHY AND PURPOSE**

The Hanover School Committee is committed to providing all students with a high quality education in a nurturing environment. The annual appropriation of local funds that are needed to realize this vision will continue to be a Committee priority. The Hanover School Committee recognizes that fundraising/solicitations enable student organizations, community/booster organizations, and adoptive partners to fulfill important, worthwhile goals that support our students and school community. The School Committee also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, families, and the community in general.

All fundraising projects and activities by schools, or groups within the school, shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

Each school shall continuously evaluate its fundraising projects and extracurricular activities, the promotion of educational experiences, the time involved for students and teachers and the additional demands made on the school community. Instructional time shall not be used in planning, promoting or executing fundraising projects unless a project is a direct part of the planned course curriculum.

### **GUIDELINES**

The School Committee will place limits on commercial activities and fundraising activities in the schools for the following reasons:

1. The school district should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fundraising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fundraising activities.
3. Commercial and fundraising activities may disrupt the school routine and may cause loss of instructional time.
4. When the building Principal or Superintendent consider the fundraising proposal, they shall take into consideration the good name and reputation of the Hanover Schools.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fundraising activities related to the objectives of the schools in accordance with the following:

1. All fundraising activities involving Hanover students must be conducted by a sanctioned Hanover Public Schools (HPS) organization (e.g.: club, class, team, etc.) or a recognized HPS external support organization (e.g.: HPTA, HFEE, FHMT, Athletics Boosters, Permanent Scholarship Fund, etc.). Any fundraising efforts under the management of non-sanctioned organizations must be authorized in advance by the School Committee (e.g. Fun Run Organization).
2. All non-athletic fundraising requests will be submitted to the building Principal. All athletic fundraising requests will be submitted to the athletic director who will make recommendations to the building Principal for approval. All requests must be submitted on the pre-approved request form utilized by the HPS.
3. The School Committee must authorize, in advance, all fundraising activities expected to generate more than \$10,000 in net proceeds.
4. Participation in fundraising activities is always voluntary, and no student shall be compelled to participate in fundraising activities or be penalized in any capacity if he/she does not participate. Fundraising by a student will not be used as a prerequisite for participating in an activity or club. Fundraising programs that utilize individual incentives, academic rewards (e.g. homework passes for individual students), or quotas will not be permitted.
5. The School Committee recognizes that private organizations or individuals, parents, or businesses may want to provide financial support or other gifts to improve the school facilities or programs or otherwise enhance the quality of the educational experience for all Hanover students. These donations must be approved by the School Committee during a public meeting.
6. The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications that require the sale of advertising to sustain them and serve the student body and/or the community may involve students in such sales.
7. Charitable fundraising activities, especially those that are part of a community service event or program, are permitted provided such proposals are submitted through the approved process and authorized by the principal at the building level or Superintendent at the district level.
8. No door-to-door sales or solicitations “canning” involving students or teachers representing school-sponsored teams, clubs, or activities will take place. However, students may solicit family members and neighbors known to the parents. In general, the Hanover School Committee discourages the sale of goods produced by companies for profit, such as magazines, candy, cookies, and similar items. Exceptions may be authorized by the Superintendent related to longstanding events (e.g. Camp Squanto).
9. When planning to raise funds, the intended purpose of the activity and the financial goal will be clearly communicated to the intended audience.

10. Every September, each Principal shall maintain and submit to the Superintendent a record of all recognized organizations and all pre-arranged or expected fundraising activities planned for the school year. Organizations must seek approval from the building Principal for events planned during the school year. The Principal will forward all changes and additions to the Superintendent.
11. At the conclusion of an approved fundraising activity, the authorized group shall submit a financial report to the Principal and Assistant Superintendent for Business and Finance on a form prescribed by the district. A list showing all activities for which money is collected shall be on file in the business office.
12. The School Committee recognizes that the number of fundraising endeavors and requests for donations can be a strain on the time and resources for families – especially those with children in multiple schools. To help maintain a reasonable number of requests;
  - a. Principals shall collaborate with each other to limit the number of school-sanctioned fundraisers for charitable purposes each year amongst schools to prevent redundancy and limit the number of requests in the district. It is understood that the number of events is increased at the secondary level related to community service opportunities, individual clubs, and student projects.
  - b. Principals shall be expected to budget accordingly for activities and events related to the curriculum and work with authorized partners to support field trips and in-house enrichment programs without requesting additional funds from families whenever possible.

Approved June 18, 2019

SOURCE: Hanover

## **STUDENT FUND-RAISING ACTIVITIES**

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC - Updated 2021

CROSS REFS.: KHA, Public Solicitations in the Schools

## **STUDENT ACTIVITY FUNDS**

In accordance with MGL Chapter 71, Section 47 (as amended by Chapter 66 of the acts of 1996) school principals may receive monies in connection with the conduct of various student activities and must deposit said monies with the Town Treasurer. The Town Treasurer shall maintain an interest bearing account for each school referred to as the “Student Activity Agency Account” All monies collected through student activities must be deposited to this account.

Each Principal may maintain a checking account for the purpose of paying expenditures in conjunction and associated with School Committee authorized student activities. Deposits into each checking account shall be made from each school’s Student Activity Agency Account to the extent monies are available in said account. The process of obtaining funds for deposit into the Student Activity Checking Account shall be made through the warrant process.

Interest earned by such Student Activity Agency Account shall remain in the account and be recorded as a separate line item by the building Principal. The School Committee shall determine for what purpose such earnings may be used.

Any student activity organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions:

Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.

All assets of the student activity organization shall be determined and stated in writing.

Any disposition of assets of an inactive student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

Class accounts shall remain open for ninety (90) days after graduation, at which time the monies remaining shall be paid to the class.

Each Principal shall maintain a ledger of sub-accounts depicting the balance and activity for each separate student activity. This sub-ledger shall be reconciled to the municipal Student Activity Agency Account and the school’s Student Activity Checking Account on a monthly basis. In addition, each Principal shall ensure that his/her school’s Student Activity Checking Account is reconciled to the bank statement each month and a monthly financial report provided to the Superintendent or his/her designee. The Principals will return reconciled bank statements along with the canceled checks to the Town Treasurer.

An annual report of each Student Activity Checking Account shall be prepared by each Principal displaying how the interest was used, the activity in each sub-account and the balance remaining at the end of the fiscal year to be submitted to the Superintendent or his/her designee no later than July 31<sup>st</sup>.



Gifts and Donations

The School Committee authorizes the acceptance of all gifts, including donations of money, items and all other gifts or donations from any educational foundation, PTA, other organization or entity, or any individual or group of individuals. The School Committee will accept gifts and donations provided it deems that the gift can be used in a manner compatible with its educational objectives and policies. In accepting said gifts, the School Committee, through the Superintendent, will avoid creating significant differences or inequities among the classrooms, programs, or facilities of the various schools.

The Superintendent shall report such gifts to the Committee for its formal approval at a regularly scheduled business meeting. All such gifts and donations shall be deposited into a specially designated account under School Committee control and shall be expended without further appropriation for the designated purpose of the donor as long as the purpose complies with all applicable federal and state laws, statutes, and regulations.

Any gifts or donations earmarked for the payment of stipends are to be issued pursuant to a warrant authorized and signed by the School Committee and drawn upon an account under the control of the School Committee. Monies may not be paid directly to employees or other individuals working in any activities involving Hanover School pupils nor should monies be given directly to any Hanover School employee.

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

## **Graduating Class Funds**

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

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

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

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

## **Inactive Student Activities**

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

## **Student Activity Deficits**

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC – Updated 2021

LEGAL REFS: MGL 71:47

CROSS REFS: JJA, Student Organizations  
DIE, Audits

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**

## **STUDENT TRAVEL**

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

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

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

CROSS REFS.: IJOA, Field Trips

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

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual does not include the highlighted legal reference*

SOURCE: Hanover

## STUDENT TRAVEL REGULATIONS

### 1. Transportation

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

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

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

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

### 2. Trip Scheduling

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

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

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

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

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

### 3. Fundraising

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

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

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

#### Additional Resources

Federal Motor Carrier Safety Administration (FMCSA) [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”) [www.uma.org/consumer/student-transportation/](http://www.uma.org/consumer/student-transportation/)

Department of Defense’s approved list of motor carriers  
[www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf](http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf)

CROSS REFS.: IJOA, Field Trips

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

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual removes the highlighted legal reference in the second paragraph and adds “and School Committee Policy” and updates the references as shown below:*

*CROSS REFS.: IJOA, Field Trips  
ADDA Background Checks*

*LEGAL REFS.: M.G.L. 69:1B; 71:37N; 71:38R  
603 CMR 27.00*

*All websites have been updated*

SOURCE: Hanover

## INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

**Participation** in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

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

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

LEGAL REFS.: M.G.L. 71:47; 71:54A  
603 CMR 26.06

CROSS REFS.: AC, Nondiscrimination (and subcodes)

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual replaces the highlighted "Participation" with "District participation"*

SOURCE: Hanover



## **POLICY TO ADDRESS SUSPECTED SPORTS RELATED HEAD INJURY/CONCUSSION**

The Hanover School Committee has adopted this policy to address the identification and proper handling of suspected head injury for Student(s) in grades 6-12 who are participating in school- sponsored extracurricular athletic activities in accordance with Mass. Gen. L. c. 111, Section 222 and accompanying regulations (105 CMR 201. et seq.) (“Regulations”). Affirmation of an Interim Policy was provided to the Department of Public Health on school letterhead in January 2012, with affirmation of the Final Policy to be provided by March 1, 2012. Review and affirmation of the Policy will again be provided no later than September 30, 2013, and bi-annually thereafter.

### **I. Definitions**

The definitions of terms used in this policy are those set forth in the Regulations at 105 CMR 201.005. The following are selected for reprinting here:

**Coach** means an employee or volunteer responsible for organizing and supervising student athletes to teach them the fundamental skills of Extracurricular Athletic Activities. The term coach includes both head coaches and assistant coaches (and per the definition of Extracurricular Athletic Activity below, marching band directors).

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

**Extracurricular Athletic Activity** means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band director. (Among the examples listed in the definition are cheer leading and marching band. Thus, any reference to Extracurricular Athletic Activities in this policy includes the Hanover High School Band. )

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

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

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

### **II. Roles and Responsibilities**

#### **Athletic Director**

The Athletic Director shall be responsible for the general implementation of this policy and any accompanying procedures. These responsibilities include the following:

1. Supporting and enforcing protocols, documentation, training and reporting requirements
2. Supervising, reviewing and properly distributing all documentation received
3. Reviewing the policy every two years and recommending changes and/or updates to the school committee for adoption
4. Reviewing and recommending updated training programs and student and parent(s)/guardian(s) handbooks at least once every two years
5. Reviewing all *Pre-Participation Forms* and forwarding to the school nurse and Athletic Trainer those forms that indicate a history of head injury
6. Coordinating outreach to parent(s)/guardian(s) who have not provided required pre-participation forms and documentation

### **School Nurse and Other School Based Staff**

As reflected throughout this policy, various members of the school staff play an important role in implementation of this policy. The School Nurse's role is particularly key, involving responsibilities for the following:

1. Reviewing the completed *Pre-Participation Forms* forwarded by the Athletic Director; in the event that the *Pre-Participation Form* indicates a concussion subsequent to the most recent physical, the school nurse will notify the parent(s)/guardian(s) of the requirements to seek clearance from their physician
2. Communicating with coaches regarding a student's history of head injury
3. Following up with parent(s)/guardian(s) and student as needed prior to the student's participation in Extracurricular Athletic Activities
4. Reviewing *Department Report of Head Injury During Sports Season Form* which a parent(s)/guardian(s) submits as a result of a head injury occurring outside of extracurricular activities, with follow-up reporting requirements outlined herein

### **Coaches**

As reflected in this policy, coaches also have a key role in its implementation. In addition to their other responsibilities listed herein, all coaches are required to instruct students in form, technique and skills that minimize athletic-related head injury and are required to discourage and prohibit students from engaging in any unreasonably dangerous athletic technique that endangers the health and safety of a student, including using a helmet or any other equipment as a weapon.

### **Students**

A student is expected to adhere to skills and instructions designed to minimize athletic related injuries. A student who engages in unreasonably dangerous behavior while participating in Extracurricular Athletic Activities may be excluded from the privilege of further participation and, further, may be subject to disciplinary consequences in accordance with the code of conduct.

### **III. Training**

The following personnel, both those employed and those serving in a volunteer capacity, shall be required to participate in an annual training approved by the Massachusetts Department of Public Health (MDHP) in the prevention and recognition of a sports-related head injury, including second impact syndrome: coaches (as noted above, this term includes marching band directors), certified athletic trainers, school physicians, school nurses, Athletic Director. In addition, students who wish to participate in an Extracurricular Athletic Activity and their parent(s)/guardian(s) shall be required to participate in such training annually

The trainings available for school for school staff, parent(s)/guardian(s) and student athletes are MDPH Approved Training On-line courses annually listed below. They are on line, available free of charge, and last only about 30 minutes.

- [Center for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program](http://www.cdc.gov/concussion/HeadsUp/online_training.html)  
[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)
- [National Federation of State High School Associations Concussion in Sports – What you Need to Know](http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000)  
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

The training materials are available at Hanover High School's athletic department website ([www.hanoverschools.org/highschool/athletics/index.html](http://www.hanoverschools.org/highschool/athletics/index.html)), and hard copies are available upon request in the main office.

A student seeking to participate in an Extracurricular Athletic Activity and his/her parent(s)/guardian(s) will be invited to an evening meeting in the Fall where training will be conducted in a large group setting. A student will be ineligible to participate unless the student and a parent(s)/guardian(s) attend the large group training or complete the training online and submit documentation verifying their completion of the training on an annual basis to the Athletic Director.

### **IV. Prerequisites for Student Participation in an Extracurricular Athletic Activity**

Prior to a student beginning (or continuing) participation in any Extracurricular Athletic Activity, whether involving tryouts, practices, contests, or performances, the following must occur:

1. Parent(s)/guardian(s) and the student must submit to the Athletic Director a certification that they have completed the training requirements described in Section III above. Once submitted, the certification is valid for one school year.
2. Parent(s)/guardian(s) and the student must submit to the Athletic Director documentation of an annual physical examination for the student providing medical clearance for the student to participate in the relevant Extracurricular Athletic Activity. Physical examinations must have occurred within the past 12 to 13 months. If the student's physical exam expires during the season of participation, the student must submit an updated exam in order to continue participating. The Athletic Director will forward all

exam reports to the School Nurse, who shall maintain them as part of the student health record. The Athletic Director shall notify a student in the event his/her physical exam expires during the season of participation.

3. Prior to a student's participation in an Extracurricular Athletic Activity as noted in the definition above, the parent(s)/guardian(s) and student must provide to the Athletic Director a completed form for *Pre- Participation Head Injury/ Concussion Reporting For Extracurricular Activities* ("Pre-Participation Form") which shall include the following:
  - a. A comprehensive history with up-to-date information relative to concussion history; any history regarding head, face or cervical spine injury and/or any history of co-existent concussion injuries; and
  - b. Signatures of both the parent(s)/guardian(s) and student;
4. During the season of participation if a student sustains a head injury outside of the extracurricular activity, his/her parent(s)/guardian(s) are required to complete and submit *Department Report of Head Injury During Sports Season Form* to the Athletic Director.
5. The Athletic Director will forward to the coach the *Pre-Participation Forms* and all *Reports of Head Injury During Sports Season* for each student member of that coach's team. In addition, the Athletic Director will forward the *Pre-Participation Forms* indicating a history of head injury and all *Reports of Head Injury During Sports Season* to the school nurse, who will consult with the school physician and athletic staff regarding whether the student will be allow to begin (or continue) to participate and if so, whether limitations may apply.
6. Prior to the start of the school year all students seeking to participate in an Extracurricular Athletic Activity shall be required to participate in Neurocognitive Baseline Testing.

In the event a parent(s)/guardian(s) and/or student has not provided the documentation set forth above to the Athletic Director in a timely manner, school staff will make two attempts to contact the parent using the district's typical communication methods (e.g., email, first class mail or telephone). The student will be ineligible to begin (or continue if applicable) participation in an Extracurricular Athletic Activity until all documentation has been received and reviewed by appropriate school personnel.

#### **V. Removal Due to Head Injury and Protocols for Reentry**

Any student who sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, during participation in an Extracurricular Athletic Activity shall be removed from the activity immediately and may not return to the activity that day even if the condition seems to resolve itself. If there is an athletic trainer on site, the coach must immediately report the suspected injury to the trainer or nurse for a medical assessment. If no athletic trainer or school nurse is on-site, the coach is responsible for notifying

the student's parent and contacting EMS for emergency service and transport to a local hospital if in his/her reasonable judgment such intervention is appropriate.

In all circumstances, the coach must complete a *Department Report of Head Injury During Sports Season Form* and follow all Reporting Requirements outlined below in Section VII.

Any student removed from an Extracurricular Athletic Activity due to a suspected head injury must provide a *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* completed by a licensed medical professional (physician, nurse practitioner in consultation with a physician, certified athletic trainer in consultation with a physician, or neuropsychologist in coordination with the physician managing the student's recovery) to the Athletic Director prior to the student's return to normal physical activities (including physical education class). The Athletic Director will consult with the school nurse and athletic trainer in reviewing such forms if appropriate. In the event a student exhibits symptoms of head injury following return to participation, the coach will immediately remove the student from the activity and will inform the athletic trainer, school nurse and/or the parent(s)/guardian(s) in order to initiate further consultation.

## **VI. Graduated Reentry Plan and Medical Clearance Following Diagnosis of Concussion**

In the event the student has been diagnosed with a concussion, the student may not resume full participation in Extracurricular Athletic Activities until he/she has participated in a graduated re-entry plan and provided a completed *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form* to the Athletic Director.

In addition, school personnel, including but not limited to teachers, school nurse, and certified athletic trainer, along with parent shall develop a written graduated entry plan for return to academics and other school based activities, including Extracurricular Athletic Activities. Accommodations, may include, as appropriate: provision for physical or cognitive rest; graduated return to classroom studies; estimated time intervals for resuming activities; assessments by the school nurse; periodic medical assessment by a physician until the student is authorized to full classroom and extracurricular activities. The school physician and/or student's physician may be consulted as appropriate in devising the graduated entry plan.

*In the event of a head injury, the School District will offer the results of the Neurocognitive Baseline Testing to the physician.*

## **VII. Additional Communication and Reporting**

**The Athletic Director** shall disseminate to each coach copies of the completed *Pre-Participation Form* for each member of that coach's team or student group. The Athletic Director shall ensure that the nurse receives a copy and reviews any forms that indicate a history of head injury, with review by the school physician and certified athletic trainer if appropriate. The Athletic Director shall also ensure proper dissemination and review of any *Department Report of Head Injury During Sports Season Form*.

**All coaches** are required to report any circumstances in which the student under their supervision was removed from participation for suspected head injury, suspected concussion, or loss of consciousness and the nature of the suspected injury to the student's parent(s)/guardian(s) in person or by telephone immediately after the competition or practice, with written confirmation to the parent by paper or electronic format no later than the end of the next business day. The coach must also notify the Athletic Director, school nurse, and athletic trainer of the removal from play and the nature of the suspected injury no later than the end of the next business day. The coach is responsible for ensuring that a *Department Report of Head Injury During Sports Season Form* has been completed and provided to the Athletic Director, parent(s)/guardian(s), certified athletic trainer and school nurse.

**The School Nurse** shall inform the principal and guidance counselor of the injury so that an appropriate graduated reentry plan can be initiated.

#### **VIII. Maintenance of Records and Confidentiality**

Copies of all documentation received by the school department under this policy will be maintained for a minimum of three years. Such documentation includes Verification of Training Completion, which will be kept by the Athletic Director. The School Nurse shall maintain copies of *Annual Physical Exams, Pre-Participation Forms, Reports of Head Injury During Sports Season, Department Report of Head Injury During Sports Season, Department Post Sports Related Head Injury and Medical Clearance and Authorization Forms*, and any *Graduated Reentry Plans* that may be necessary.

Medical information received by the district in implementing this policy is part of the student health record and may be disclosed only as authorized by the laws governing student records. Generally, authorized school personnel who work *directly with* the student(s) in an instructive (academic or athletic), administrative, or diagnostic capacity will have access to the information on a need to know basis. Authorized school personnel should be instructed not to disclose the information to others.

Notwithstanding these limitations, there may be times when school officials may or must disclose health or related information to others in order to protect a student's health or safety.

#### **IX. Notification of Policy Information to Parent(s) /Guardian(s) and Student**

The Athletic Director in consultation with the Principal shall disseminate to parent(s)/guardian(s) and student on an annual basis, information regarding this policy, including but not limited to the following:

1. Pre-requisites for students to participate in Extracurricular Athletic Activities, including opportunities for students and parent to fulfill their obligations to participate in training under this policy;
2. Requirements for parent(s)/guardian(s) to report to the Athletic Director a head injury occurring outside of school;

3. Procedures for notifying parent(s)/guardian(s) of a student's removal from play due to head injury;
4. Protocols for medical clearance prior to return to participation;
5. Contact information for key personnel.

In addition, information regarding this policy shall be incorporated into the Student Handbook. Copies of forms referenced in this policy may be obtained from the Hanover High School Athletic Website, [www.hanoverschools.org/highschool/athletics/index.html](http://www.hanoverschools.org/highschool/athletics/index.html).

School staff will work with parent(s)/guardian(s) of limited English proficiency to facilitate effective notice of this policy and effective communication regarding suspected head injury. In the event an interpreter is needed, parent(s)/guardian(s) and/or staff should contact the Principal's office.

## **X. Consequences**

The Hanover Public Schools takes the safety of student athletes seriously. All members of the school staff are expected to follow the policies and protocols set forth herein and in Massachusetts Law to support the health and safety of students who participate in Extracurricular Athletic Activities. The underlying philosophy of these policies is "when in doubt, sit them out." Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If a student or parent(s)/guardian(s) have concerns that the policies are being violated, they should contact the Superintendent or Principal.

Parent(s)/guardian(s) are also expected to do their part in supporting the health and safety of student by ensuring that all documentation required by this policy is submitted in a timely manner.

Each student must also adhere to the rules of safe play as instructed by their coaches. A student must also immediately inform a coach or other adult in the event the student believes he/she may have been injured during an activity. No student will be permitted to participate in an Extracurricular Athletic Activity unless the student and his/her parent(s)/guardian(s) have complied with their obligations under this policy.

LEGAL REFS.:      M.G.L. 111: 222  
                         105 CMR 201.000 et seq.  
                         603 CMR 23.07 (access to Student records)  
                         Student Handbook Policies

Forms:            *Pre-Participation Head Injury/ Concussion Reporting For Extracurricular Activities Form*  
                         *Department Post Sports-Related Head Injury Medical Clearance and Authorization Form*  
                         *Department Report of Head Injury During Sports Season Form*

*Forms/policy/head injury/12-01-30 Stoneman Chandler Miller LLP-RB*

Approved February 15, 2012

SOURCE: Hanover



## 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<sup>4</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents/guardians.

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 by September 30, 2013 and every two years thereafter upon review or revision of its policies.

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

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

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

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents/guardians, and/or

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<sup>4</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

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

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

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

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

SOURCE: MASC - Reviewed 2021

## **ATHLETIC CONCUSSION REGULATIONS**

### **Section I. What is a Concussion?**

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

### **Section II. Mechanism of Injury:**

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

### **Section III. Signs and Symptoms:**

#### **Signs (what you see):**

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

**Symptoms (reported by athlete):**

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

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

**Section IV. Management and Referral Guidelines:**

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
  - A. Amnesia lasting longer than 15 minutes
  - B. Deterioration in neurological function
  - C. Decreasing level of consciousness
  - D. Decrease or irregularity of respiration
  - E. Decrease or irregularity in pulse
  - F. Increase in blood pressure

- G. Unequal, dilated, or unreactive pupils
  - H. Cranial nerve deficits
  - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
  - K. Seizure activity
  - L. Vomiting/ worsening headache
  - M. Motor deficits subsequent to initial on-field assessment
  - N. Sensory deficits subsequent to initial on-field assessment
  - O. Balance deficits subsequent to initial on-field assessment
  - P. Cranial nerve deficits subsequent to initial on-field assessment
  - Q. Post-Concussion symptoms worsen
  - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
4. Any athlete who is symptomatic but stable is allowed to go home with 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.

#### **V. Gradual Return to Play Protocol:**

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test **(or other approved test identified by the School District)**. The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents/guardians and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law

states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
  - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
  - B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
  - C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days.**
  - D. If, after the first post-injury ImPact test, the athlete is not back to their baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
  - E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
  - F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
  - G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
  - H. **Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.**

- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

**Exertional Post Concussion Tests:**

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

**Section VI. School Nurse Responsibilities:**

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

**Section VII. School Responsibilities:**

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

#### **Section VIII. Athletic Director Responsibilities:**

1. Provide parents/guardians, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

#### **Section IX. Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.



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

#### **Section X. Student and Student Athlete Responsibilities:**

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.

15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

#### **Section XI. Coach & Band Instructor Responsibilities:**

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

#### **Section XII. Post Concussion Syndrome:**

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress

- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

### **Section XIII. Second Impact Syndrome:**

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

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

### **Section XIV. Concussion Education:**

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

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

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

SOURCE: MASC - Reviewed 2021

## STUDENT DISCIPLINE

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

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

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

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

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

LEGAL REFS.: M.G.L. 71:37H and 37L; 76:16 and 17  
Chapter 380 of the Acts of 1993  
Chapter 766 Regulations, S. 338.0  
Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January 27, 1994

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual titles this policy "STUDENT CONDUCT" and updates the legal references as shown below:*

LEGAL REFS.: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17  
603 CMR 53.00

SOURCE: Hanover

## **CORPORAL PUNISHMENT**

State law provides that:

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.

Established by law

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## POLICY ON RESTRAINT OF STUDENTS

The Hanover Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

**Purpose.** The purpose of this policy is to ensure that every student attending the Hanover Public Schools is free from the unlawful use of physical restraint. Physical 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. School personnel shall use physical restraint with two goals in mind:

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

**Use of Restraint.** Physical restraint<sup>5</sup> shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint<sup>6</sup> is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05

Physical restraint shall not be used:

- a. as a means of discipline or punishment;
- b. when the student cannot be safely restrained because 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;

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<sup>5</sup> **Physical restraint** shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

<sup>6</sup> **Prone restraint** shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.

- c. as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;
- d. as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint<sup>7</sup>, medication restraint<sup>8</sup>, and seclusion<sup>9</sup> shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.<sup>10</sup>

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

**Proper Administration of Physical Restraint.** Only personnel of the Hanover Public Schools who have received training pursuant to the Regulations shall administer physical restraint on students.

Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Hanover Public School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

**Staff Training.** All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention

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<sup>7</sup> **Mechanical restraint** means the use of any device or equipment to restrict a student's freedom of movement.

<sup>8</sup> **Medication restraint** means the administration of medication for the purpose of temporarily controlling behavior.

<sup>9</sup> **Seclusion** means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

<sup>10</sup> **Time-out** means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.



plans applicable to an individual student.

Additionally, the school must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

**Reporting Requirements.** Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the students' progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

**Prevention of Dangerous Behavior.** As set forth in the Regulations, the Hanover Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

**Parent Engagement.** In accordance with the regulations, the Hanover Public Schools shall engage parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

**Complaints.** Complaints and investigations regarding restraint practices are covered by Hanover Public School Policy File: KE, Public Complaints

**Additional information.** including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-878-0786. A copy of the regulations may also be obtained at [www.doe.mass.edu/lawsregs/603cmr46.html](http://www.doe.mass.edu/lawsregs/603cmr46.html).

Revised Policy Approved December 9, 2015

SOURCE: Hanover

## **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.

SOURCE: MASC – Updated 2021

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

## **DETENTION**

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours provided, for elementary school students and middle school students, the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where parent transportation is required, 24 hours' notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student. If the parents cannot personally pick up the student they should be encouraged to arrange for transportation. Failure to serve a detention for any reason can be cause for more severe disciplinary action.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **SUSPENSION OF STUDENTS**

The Principal/Assistant Principal shall have the authority and it shall be his/her duty to suspend any student from school for violations of the code of conduct contained within the Student Handbooks.

As in the case of all disciplinary measures, actions by the student on school premises, both when school is in session and when it is not, at school sponsored or school related events whether on school property or not, are subject to these rules.

Before a student is suspended, oral or written notice must be given to the student of the charge(s) against him/her as well as an explanation of the basis of the accusation(s). The student shall have the opportunity to present his/her version of the situation.

Unless the student's continued presence at school endangers persons or property or threatens disruption of the academic process as judged by the principal or his/her designee, the hearing must precede rather than follow the suspension.

In the exceptional case where immediate suspension is justified, the necessary notice and hearing must follow as soon as practicable.

In all cases of suspension, a notice will be mailed by the Principal or his/her designee to the parents setting forth the reasons and duration of the suspension.

LEGAL REFS:        M.G.L. 71.37H; 17.37H ½

CROSS REF:        Student Handbook Codes of Conduct

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## EXPULSION

### Expulsion of Students

In most circumstances, the Principal may expel a student with the approval of the Superintendent. The parents or guardians and the student will be notified in writing of the situation and be given all the rights provided by the law M.G.L. c. 71, §. 37H and §37H ½.

The Hanover Schools adheres to Massachusetts General Law regarding providing educational services to expelled students.

A student with defined special needs may not be suspended for more than ten days in a given school year or expelled by following procedures stated in Chapter 766, Section 338. A school must convene an emergency team meeting who would make a determination followed by a suspension/expulsion hearing before the appropriate authorities (Department of Education Opinion December 14, 1993).

### Expulsion by the School Committee

Students should be aware that serious or repeated misconduct other than that outlined in M.G.L. c.71, §37H and §37H ½ may result in an expulsion hearing before the School Committee.

### Expulsion for Possession of Dangerous Weapon, Controlled Substances, or Assault on School Personnel

Any student in possession or who has used a dangerous weapon or an object to bring harm, including but not limited to, a gun or knife; or a controlled substance, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion. Any student who assaults a Principal, Assistant Principal, teacher, or other educational staff may be subject to expulsion. Student expelled for the aforementioned reasons shall be expelled from the Hanover Schools for a period of not less than one year except as determined by the Superintendent on a case-by-case basis.

As required by federal law, any student who is determined to have brought a firearm to school or to a school-related function shall be excluded from the Hanover Schools for a period of not less than one year except as determined by the Superintendent on a case-by-case basis. The definition of a “firearm” includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines, and similar devices.

LEGAL REFS:       M.G.L. 71:16; 71:37H and 37H ½  
                          Chapter 766, Section 338  
                          Gun Free Schools Act  
                          Definition of firearm found at U.S.C. Title 18, Chapter 44, 921, §(3) and (4)

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT WELFARE**

### Supervision of Students

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

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

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

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

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

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

### Student Safety

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

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

### Safety on the Playground and Playing Field

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

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

### Fire Drills

The District shall cooperate with the Hanover Fire Department in conducting fire drills.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover



## **STUDENT WELFARE**

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### Safety on the Playground and Playing Field

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

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

### Fire Drills and Reporting

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

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

CROSS REFS.: EB, Safety Program  
EBB, First Aid

SOURCE: MASC - Reviewed 2021

## **STUDENT INSURANCE PROGRAM**

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT HEALTH SERVICES AND REQUIREMENTS**

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

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

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

The Hanover Schools employ certified school nurses who are in attendance or on call at each school during school hours. Other health professionals such as the school physician and health educators provide services as needed. The school department works in cooperation with other recognized medical and public health groups towards a health program for all students.

### Procedures for Emergency at School

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

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

The District shall maintain 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 Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately.

- Prompt reporting by teachers to the Principal or designee any accident or serious illness. Such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

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

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

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

CROSS REF.: EBB, First Aid

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## 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 Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of 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 designee 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.

SOURCE: MASC – Updated 2021

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

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

## **PHYSICAL EXAMINATIONS**

A physical examination is required for each student entering the public schools for the first time and periodic examinations may be required for certain students grades 1-12. The physical examinations should be done by the family's physician. All students participating in interscholastic athletics must have a physical examination prior to participation and within a year. A current medical history signed by the student's parent or guardian must be presented to the coach for review prior to participation in each sport. The nurse or physician may require an additional physical examination based upon the student's history of injury or illness.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 76:15

CROSS REF.: JFAA, School Attendance

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover



## 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 and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

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 in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the 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.*

SOURCE: MASC – Updated 2021

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57  
105 CMR 200  
CROSS REF.: JF, School Admissions

## **SCREENING PROGRAMS**

Visual, auditory and postural assessments are given to students by persons approved by the Mass. Department of Public Health and using approved equipment. Screening tests for other departmental problems may be carried out from time to time. If, as a result of screening tests, a student is identified with a suspected defect, the parents/guardians are notified and should take the responsibility for obtaining a definitive diagnosis and treatment for the student.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **BODY MASS INDEX POLICY**

As required by Massachusetts Department of Public Health (“MDPH”) regulation 105 CMR 200.500, the Hanover Schools will conduct Body Mass Index (BMI) screenings for each student in grades 1, 4, 7 and 10. The school will calculate the corresponding BMI percentile and will record the results in the student medical record.

The screening and reporting process shall be conducted as follows:

- A. Measurement of weight and height shall be done by trained school personnel employed by the Hanover Schools, and in accordance with guidelines of the MDPH.
- B. Prior notice of the screening and the benefits of the screening shall be provided by the parent or legal guardian by any reasonable means.
- C. Every effort shall be made to protect the privacy of the student during the screening process. To ensure confidentiality, trained school personnel shall not disclose the height, weight or BMI calculations of an individual student, either verbally or in written form, to anyone other than the parent or individual student without written permission of the parent.
- D. The student’s height, weight, BMI score and corresponding percentile shall be recorded and maintained in the student’s school health record. Upon request of the parent and/or legal guardian, the BMI score shall be provided to the parent and/or legal guardian.
- E. A letter recommending an evaluation of the student’s BMI results may be sent privately to the student’s parent or guardian at the school nurse’s discretion.
- F. The school or school district will provide the MDPH annually with aggregate student BMI data including totals by grade, gender and BMI category, as specified in guidelines of the department.
- G. Parents and legal guardians shall be provided with an opportunity to request, in writing, that their child’s measurements not be taken. Such requests shall be directed to the building principal and/or the school nurse.

LEGAL REFS.:       105 C.M.R. 200.500  
                          M.G.L. c. 71, sec. 57  
                          20 U.S.C. 123h (PPRA)

Revised Policy Approved June 17, 2015

*Note: Coded JLCCA-B in materials provided*

SOURCE: Hanover

## IMMUNIZATION POLICY

Admission to Hanover Schools requires complete documentation of immunization against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Varicella (chicken pox) Haemophilus Influenza type B (HIB) according to Massachusetts General Law, Chapter 76, Section 15. Families must also demonstrate their child is in the process of completing the Hepatitis B vaccine series.

No child will be admitted unless the following conditions are met:

1. A physician's certificate of immunization in accordance with current state requirements.
2. A physician's statement is acceptable evidence of protection for measles, mumps, polio, diphtheria, tetanus, pertussis and varicella, and will meet the Immunization Law requirements. It is not acceptable for rubella. Because history of rubella disease is not a reliable indicator of immunity, all children and adults should be immunized unless there are contra-indications. A physician's certificate that immunization is contra-indicated for medical reasons or proof of an acceptable titer is acceptable.

There are two (2) exceptions to this law: (1) medical reasons and (2) religious reasons. However, these will not be accepted as valid unless accompanied by:

1. A physician's written statement-outlining reasons for the medical exemption. This statement must be submitted annually.
2. A parent/guardian's statement that immunizations conflict with sincere religious beliefs. This statement must be submitted annually.

Non-immunized children will not be admitted to school. If a student is inadvertently admitted, he/she will be excluded unless parent/guardian is able to provide the required information within 15 calendar days.

In addition to the immunization requirements listed, proof of a lead-screening test must be submitted before entrance to kindergarten.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **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.

SOURCE: MASC - Updated 2021

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

CROSS REF.: JF, School Admissions

## **IMMUNIZATION EXCLUSION POLICY**

Any student who is not full compliance with the immunization requirements set forth by the Massachusetts Department of Public Health and Massachusetts General Law, Chapter 76, Section 15, shall be subject to the following action:

1. Written notification of non compliant immunizations will be sent to the parent/guardian requesting compliance within two (2) weeks. The building Principal and the Superintendent of schools will receive copies of the students' who are non-compliant.
2. If documentation of full compliance is not received, a second written notification is sent to the parent/guardian with an exclusion date of within two (2) weeks. This will originate from the nurse manager and the Superintendent of Schools.
3. The student may be allowed to remain in school only if there is documentation that an appointment has been made with the primary care physician. This appointment should be within two (2) weeks.
4. The student will be excluded from school 2 weeks from notification if no immunization documentation has been received and the school nurse has not received written documentation that an appointment has been made.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## COMMUNICABLE DISEASES

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

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

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

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

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

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

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

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

*School Committee Policy voted June 28, 2006*

**Note: The MASC Reference Manual does not include the highlighted "such as Acquired Immune Deficiency Syndrome (AIDS)" and replaces "handicapped" with "disabled"**

SOURCE: Hanover

## STUDENTS WITH AIDS

HIV Infection/AIDS remains a considerable concern throughout the United States. This disease spreads every day as the number of cases continues to increase. The impact that this disease is having in all phases of health care delivery is reaching levels that were predicted.

AIDS is a disease that affects the human immune system, rendering the body unable to fight off infection. A virus, known as Lily (Human Immunodeficiency Virus) has been identified as the cause of AIDS. This virus is not highly contagious and requires intimate contact for transmission. While a small number of HIV Infection/AIDS cases have been caused by transfusion of infected blood or use of certain blood products, this mode of transmission has been virtually eliminated through blood donor screening, and by manufacturing processes that inactivate the virus. The primary avenues of transmission of AIDS are sexual contact with an infected person and the sharing of blood-contaminated needles by illicit drug users.

To date, there is no record of transmission of HIV Infection/AIDS to family members through every-day casual contact (non-sexual). This fact is also observed with medical personnel who directly care for HIV Infection/AIDS cases. Since no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with HIV Infection/AIDS, the following guidelines will be implemented:

1. All children diagnosed as having HIV Infection/AIDS and receiving medical attention are able to attend regular classes.
2. Restrictions:

No child should attend classes in the event of:

- A. Weeping or bloody skin or mouth sores that cannot be successfully covered or controlled with medications.
- B. Biting of an unusual frequency or severity that would be accompanied by actual transfer of blood from the biter, as might happen only from a child with chronically bloody gums or mouth.
- C. Bloody diarrhea and/or bloody urine.
- D. Children diagnosed as having HIV Infection/AIDS who are too ill to attend school should have an appropriate alternative education plan.
- E. Siblings of children diagnosed as having HIV Infection/AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV III) are able to attend school without any further restrictions.
- F. Please see attached Medical Guidelines Appendix A.



3. The student's parents/or guardians are the keepers of information relating to the student's HIV Infection/AIDS status. They are not obligated to disclose this information to school personnel.

A. In consultation with the student's primary care physician, the student's parent or guardian may decide to inform the school nurse or school physician about the student's HIV Infection/AIDS status. If they so choose, the following guidelines will be implemented:

1. The student's parents or guardians may inform the school nurse/school physician directly.
2. The primary care physician may make the disclosure. In this case, specific informed written consent of the student's parents or guardians is required.
3. Further disclosure of a student's HIV Infection/AIDS status by the school personnel requires the specific, informed, written consent of the student's parents or guardians. If the school nurse/school physician and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician, who would determine the permissibility of school attendance.
4. Since the child diagnosed as having HIV Infection/AIDS has a much greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease, such as chicken pox or measles, until he/she is properly treated (possibly with hyperimmune gamma globulin) and/or the outbreak has no longer become a threat to the child.
5. Blood, or any other body fluids, including vomitus and fecal or urinary incontinence in any child, should be treated with extreme caution. It is recommended that gloves be worn when cleaning up any body fluids. (Gloves are available to all staff upon request).
  - a. These spills shall be disinfected with bleach (one part bleach to ten parts water), by pouring the solution around the perimeter of the spill, extending well beyond the spill.
  - b. All disposable materials, including gloves, shall be discarded into a plastic bag. The mop should also be disinfected with the bleach solution described in 5A.

B. Persons involved in the clean-up shall wash their hands afterward.

1. Hand washing Guidelines:

HAND WASHING IS THE FIRST LINE OF DEFENSE AGAINST THE SPREAD OF INFECTIONS. Strict hand washing must be practiced by children and staff including, but not limited to, the following items:

- Upon arrival at the program
- BEFORE eating or handling food,
- AFTER going to the bathroom or assisting in toileting or diapering.
- AFTER contact with body fluid (blood, mucus, feces, vomitus, etc.)
- AFTER cleaning areas contaminated with body fluids
- AFTER handling pets or their equipment

Hands should be washing with running water and liquid soap, using friction for 15-30 seconds. Hands should be dried with disposable towels or a labeled personal towel which is not used by anyone else. The faucet should be turned off with a disposable towel so that clean hands are not dirtied.

2. Sanitation Guidelines:

Commonly used surfaces should be sanitized with a standard bleach solution (solution: small amount = 1 tablespoon household bleach in a quart of water; large amounts = 1/4 cup of bleach in a gallon of water). Make the solution fresh daily, and keeping a spray bottle out of children's reach. Spray on used surfaces, including bathrooms, sinks, etc. Air dry.

3. Universal Precautions for school settings will be strategically placed in each building. See Appendix B (JLCCA-E).

LEGAL REF.: M.G.L. 71:57

CROSS REF.: JLC, Student Health Services and Requirements

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## MEDICAL GUIDELINES/UNIVERSAL PRECAUTIONS RELATED TO AIDS

### APPENDIX A

#### Medical Guidelines Regarding Students who Bleed in an Uncontrollable Fashion in a School Setting

A number of serious infectious diseases are spread by contact with human blood. Among these blood-borne infections are the Hepatitis B virus and HIV (the virus that causes AIDS). Consequently, students who bleed uncontrollably should not have routine contact with other individuals in school settings.

As a public health measure, students who exhibit the following conditions should be advised not to attend school until such time as these conditions are resolved:

1. If a student has weeping or bloody skin, or mouth sore that cannot be successfully covered or controlled with medications.
2. If the student exhibits biting of an unusual frequency or severity, that would be accompanied by actual transfer of blood from the biter, as might happen only from a student with chronically bloody gums or mouth.
3. If the student exhibits bloody diarrhea.

These conditions are grounds for the exclusion of any student from a school setting, regardless of whether she/he is known, or suspected, to harbor a blood borne infection.

*Adapted from Medical Update to Policy Guidelines: Infants, Toddlers, and Preschoolers with HIV Infection/AIDS in Early Child Settings Department of Public Health.*

### APPENDIX B

#### Universal Precautions for School Settings

Universal precautions refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus).

They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are precautions because they require foresight and planning, and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels, and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluid spills.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do the clean up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets, and other cleaning equipment with fresh bleach solution.
5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up). Soap and water will kill HIV.
6. Clean up other body fluids (urine, vomitus, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

Adopted from Universal Precautions for School Settings Massachusetts Department of Education and Medical Update to Massachusetts Policy Guidelines: Infants, Toddlers, and Preschoolers with HIV Infection/AIDS in Early Childhood Settings

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## ADMINISTERING MEDICINE TO STUDENTS

Whenever possible, medications should be given at home before and/or after school. If it is necessary for a student to receive medication at school, Hanover Public School will follow the guidelines outlined by the Massachusetts Department of Health Regulations (105 CMR 210).

### 1. Responsibility of the School Nurse

- a. The school nurse shall have responsibility for the development and management of the prescription medication administration program in each school.
- b. Medication Orders
  - i. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary including the beginning of each academic year. Only the school nurse shall receive a telephone order or an order for any change in prescription medication. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan specified in 105 CMR 210.005(E) shall be developed before the student enters or re-enters school.
  - ii. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
    1. The student's name;
    2. The name and signature of the licensed prescriber and business and emergency phone numbers;
    3. The name, route and dosage of medication;
    4. The frequency and time of medication administration;
    5. The date of the order;
    6. A diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential;
    7. Specific directions for administration.
  - iii. Every effort shall be made to obtain from the licensed prescriber the following additional information, as appropriate:
    1. Any special side effects, contraindications and adverse reactions to be observed;
    2. Any other medications being taken by the student;
    3. The date of return visit, if applicable.
- c. Special Medication Situations
  - i. For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.
  - ii. For "over-the-counter" medications, i.e., non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools.
  - iii. Investigational new drugs may be administered in the schools as specified in 105 CMR 210.005.
  - iv. Epinephrine shall be stored in a secure but unlocked place, as determined by the school nurse, accessible only to authorized persons

- v. As long as the conditions of the regulations concerning self-administration of medication are met (105 CMR 210.006), students with:
  - 1. Asthma or other respiratory diseases may be allowed to possess and administer prescription inhalers;
  - 2. Life threatening allergies may possess and administer epinephrine;
  - 3. Cystic Fibrosis may possess and administer prescription enzyme supplements;
  - 4. Diabetes may possess and administer a glucose monitoring test and insulin delivery system.
- d. Parental Permission
  - i. The school nurse shall ensure that there is a written authorization by the parent or guardian which contains:
    - 1. The parent or guardian's printed name and signature and a home and emergency phone number;
    - 2. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
    - 3. Approval to have the school nurse or school personnel designated by the school nurse administer the prescription medication;
    - 4. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber
  - e. Medication Administration Plan: The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a prescription medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to St. 1972, c. 766 the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
  - f. Procedures for Administration of Prescription Medications are outlined in the Hanover Public Schools Health Services Resource Manual.
- 2. Handling, Storage and Disposal of Prescription Medications
  - a. A parent, guardian or parent/guardian-designated responsible adult shall deliver all prescription medications to the school nurse or other responsible person designated by the school nurse.
  - b. The prescription medication must be in a pharmacy or manufacturer labeled container.
  - c. The school nurse receiving the prescription medication shall document the quantity of the prescription medication delivered.
  - d. All prescription medications shall lie stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective.
  - e. All prescription medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which are kept locked except when opened to obtain medications.
  - f. Prescription medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 380 F to 420 F.

- g. Access to stored prescription medications shall be limited to persons authorized to administer prescription medications and to self-medicating students, to the extent permitted by school policy developed pursuant to 105 CMR 210.006(B)(8). Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.
  - h. Parents or guardians may retrieve the prescription medications from the school at any time.
  - i. No more than a 30 school day supply of the prescription medication for a student shall be stored at the school.
  - j. Where possible, all unused, discontinued or outdated prescription medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such prescription medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs.
3. Documentation and Record-Keeping
- a. Each school shall maintain a medication administration record for each student who receives prescription medication during school hours.
  - b. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
  - c. The medication administration plan shall include the information as described in 105 CMR 210.005(E).
  - d. The daily log shall contain:
    - i. The dose or amount of prescription medication administered;
    - ii. The date and time of administration or omission of administration, including the reason for omission;
    - iii. The signature or electronic signature of the nurse administering the prescription medication.
  - e. The school nurse shall document in the medication administration record significant observations of the prescription medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
  - f. All documentation shall be recorded in the electronic medical record or ink and shall not be altered.
  - g. Medication errors, as defined in 105 CMR 210.005(F)(5), shall be documented by the school nurse on an accident/incident report form. These reports shall be retained in a location as determined by school policy and made available to the Department of Public Health upon request. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health.
  - h. The school district shall comply with the Department of Public Health's reporting requirements for prescription medication administration in the schools.
4. Self Administration of Prescription Medication
- a. Students may self administer prescription medication provided the conditions outlined in CMR 210.006 are met including:
    - i. Student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which prescription medication may be self administered

- ii. The school nurse, as appropriate, develops a medication administration plan which contains elements necessary to ensure safe self administration of prescription medication, including safe storage, documentation, monitoring and evaluation
- iii. The school nurse evaluates the student's health status and deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self administration of the prescription medication;
- iv. The school nurse is able to identify the appropriate prescription medication, know the frequency and time of day for which the prescription medication is ordered, and follows the school self administration protocols
- v. There is written authorization from the student's parent or guardian that the student may self-medicate, unless the student has consented to treatment under MGL c. 112 section 12 F or other authority permitting the student to consent to medical treatment without parental permission;
- vi. If requested by the school nurse, the licensed prescriber provides a written order for self administration
- vii. The student follow a procedure for documentation of prescription medication

5. Administration of Epinephrine

- a. The district will register with the Department of Public Health for the limited purpose of permitting properly trained school personnel to administer epinephrine by auto injector in a life- threatening situation during the school day when a school nurse is not immediately available, including field trips and before and after school programs.
- b. The district will have a written protocol, signed by the school physician, authorizing the school nurse to administer epinephrine to individuals who experience symptoms of anaphylaxis in the school setting. The school nurse should maintain stock supplies of epinephrine for this purpose.
- c. The nurse leader or responsible school nurse will develop policies governing administration of epinephrine by auto injector. This approval must be renewed every two years;
  - i. The school committee, in consultation with the nurse leader or responsible school nurse, provides a written assurance to the Department that the requirements of the regulations will be met;
  - ii. In consultation with the school physician, the designated school nurse leader or responsible school nurse manages and has final decision making authority about the program. This person, or school nurses designated by this person, shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of section 210.004(B)(2);
  - iii. The school personnel authorized to administer epinephrine by auto injector are trained and tested for competency by the designated school nurse leader or responsible school nurse, or school nurses designated by this person, in accordance with standards and a curriculum established by the Department of Public Health.
  - iv. The designated school nurse leader or responsible school nurse, or school nurses designated by this person, shall document the training and testing of competency.
  - v. The designated school nurse leader or responsible school nurse, or a designee, shall provide a training review and informational update at least twice a year.
  - vi. The school shall maintain and make available upon request by parents or staff a list of those school personnel authorized and trained to administer epinephrine by auto injector in an emergency, when the school nurse is not immediately available.



6. Administration of Nasal Naloxone

- a. The Hanover Public School district may have a written protocol, signed by the school physician, authorizing the school nurse to administer nasal naloxone to individuals who experience a life threatening opiate overdose in the school setting. Stock supplies of nasal naloxone may be maintained by the school nurse for this purpose.
- b. Per MGL c. 94C, 19(d), nasal naloxone may be prescribed and dispensed to a person in a position to assist a person at risk of experiencing an opiate-related overdose. All nurses in all practice settings, including schools, as part of their professional responsibility may teach individuals to administer nasal naloxone in the school setting.
- c. In the Hanover Public Schools, the designated Nurse Leader and designated School Nurses may train approved personnel in the administration of nasal naloxone in the school setting to individuals with life-threatening opiate overdose events.
- d. The school nurse leader in consultation the school physician will manage the training program, with full decision-making authority.
- e. School nurses are responsible and accountable for their nursing judgments, actions and competence related to teaching of nasal naloxone administration, but not for the performance of the activity or the outcome.
- f. Nasal naloxone should be administered in accordance with DPH competencies and trainings.
- g. Nasal naloxone may be stored in any school building in an area that is secure but not locked during those times when nasal naloxone is most likely to be administered, as determined by the school nurse.

LEGAL REFS.:       Department of Public Health Regulations: 105 CMR 210  
                          M.G.L. 71:54B  
                          M.G.L. C. 94C, 19(d)  
                          Medical Directive: Department of Public Health, *Administration of Nasal Naloxone to Individuals Experiencing Life-Threatening Opiate Overdoses*

Revised Policy Approved on October 12, 2016

SOURCE: Hanover

## ADMINISTERING MEDICINES TO STUDENTS

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

### Exceptions:

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

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

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

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

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

SOURCE: MASC - Reviewed 2021

LEGAL REF.: M.G.L. [71:54B](#)

Dept. of Public Health Regulations:  
105 CMR 210.00; 244 CMR 3.00

## **FIRST AID AND EMERGENCY CARE**

In the event of sudden illness or injury parents will be notified. The school nurse shall be promptly notified of all, injuries or sudden illness occurring to students and school employees. Emergency cards containing the information necessary for contacting the student's parent or guardian are required of all students upon entry to school each September. Emergency cards shall be available to school faculty as required. Emergency cards are maintained in school offices and updated annually. Emergency care shall consist of first aid or cardiopulmonary resuscitation. All other treatment is the responsibility of the parent and family physician or hospital.

### Automatic External Defibrillator

An AED will be available to faculty, staff and students throughout school day and after hours in school sponsored activities. The Hanover Schools, which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation. The Hanover School Committee will ensure that a Memorandum of Agreement is in place establishing training, credentialing, and quality assurance of AEDs. Only trained AED certified staff would be able to use an AED. It will be the goal of the Hanover Schools to have at least six AED certified staff at each school. All AED certified staff must maintain certification and participate in practice drills every six months.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **LIFE-THREATENING ALLERGIES**

### **Background:**

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

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

The Hanover Public School guidelines developed within this document are applicable to students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. Anaphylaxis can occur immediately or up to two hours following allergen exposure. Therefore, it is important to identify students at risk, to implement appropriate preventative policies and to be prepared to handle these emergencies when they arise.

### **Goals:**

As part of its Life-Threatening Allergies policy, Hanover Public Schools has developed the following four chief goals:

- Maintain a system-wide protocol for responding to students' needs
- Minimize the risk of exposure to allergens that pose a threat to students with life-threatening allergies
- Prepare for possible allergic reactions, and to respond appropriately to any allergy emergencies

Hanover Public Schools cannot guarantee to provide an allergen-free environment for students with life threatening allergies. However, an overall purpose of the Life-Threatening Allergies policy is to develop a system-wide effort to educate all stakeholders - educators, parents, students and community about LTAs. To this end the sections below highlight the major responsibilities of those various stakeholders. However, the Individual Health Care Plan (IHCP) developed for each child with an LTA will be individualized and not all responsibilities are or can be detailed in these guidelines.

### **Responsibility of the Hanover School Department:**

The Superintendent and staff are responsible for the following:

- Create a system-wide emergency plan for addressing life threatening allergic reactions

- Provide in-service training and education on reducing allergy risks, recognizing allergy symptoms, and emergency procedures for staff. Training shall include, but not be limited to the following:
  - A description/definition of severe allergies and a discussion of the most common allergens
  - A description/discussion of the signs and symptoms of anaphylaxis
  - Training to designated staff on the correct use of an EpiPen
  - Discussion of specific steps to follow in the event of an emergency
  - Encourage a “NO FOOD TRADING” and “NO UTENSIL SHARING” practice in all schools with particular focus at the elementary school level.
  - Provide for school nurses, in conjunction with the student's parent(s)/guardian(s), the primary care provider/allergist, and the school physician (if appropriate) to prepare an Individual Health Care Plan for any student with a life-threatening allergy. The Plans will be reviewed by the school nurse and the student's parent(s).
  - Ensure that LTA precautions are in place in school cafeteria as outlined by the Individual Health Care Plan (i.e., Tables will be cleaned and sanitized and designated by a universal symbol.)
  - Make the Individual Health Care Plan available in the nurse's office and a student's homeroom. Recommend that parent(s)/guardian(s) attach a photograph of their student with a Life-Threatening Allergy to their Allergy Action Plan (AAP).
  - Submit to School Bus Company an LTA list of students who have life threatening allergies.
  - Require all food service employees to use latex free gloves.
  - Make EpiPens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the AAP/IHCP. At the middle and high school levels, students are allowed to carry their EpiPens on their person as allowed by the medication policy.
  - Familiarize teachers with the IHCP of their students and any other staff member who has contact with student on a need-to-know basis.
  - Post the “Guidelines for Students with Life-Threatening Allergies” on the school district's website.
  - Provide in-service to food service employees regarding safe food handling practices to avoid cross-contamination with potential food allergens

### **Responsibilities of the School Principal:**

The principal of each school is responsible for the following:

- Familiarize teachers with the Individual Health Care Plan (IHCP) of their students and any other staff member who has contact with student on a need-to know basis.
- In conjunction with nurses, provide education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the EpiPen.
- Discuss the protocol for Life Threatening Allergies at kindergarten orientation.
- Post the school's emergency protocol on LTAs in appropriate locations, including school website.

- Notify staff of the locations of EpiPens in the school.
- Provide for a contingency plan for staff and students in the event the nurse is not immediately available.
- Provide a list of students with LTAs to the Business Manager

### **Responsibilities of the School Nurse:**

The school nurse is the primary coordinator of each student's plan. Each school nurse has the following responsibilities:

- Meet and/or collaborate with each parent/guardian of a student with an LTA and develop the students' Individual Health Care Plan (IHCP).
- Maintain updated IHCPs in nurse's office and in student's homerooms at each school.
- Assist the principal in providing information about students with LTAs to staff
- Work with the principal to provide in-service training for staff regarding LTAs- their symptoms, risk reduction procedures and emergency procedures
- Familiarize teachers with the IHCPs of their students and any other staff member who comes in contact with the student
- Follow the Department of Public Health regulations regarding administrations of medications, especially administering EpiPens
- Discuss with parents appropriate locations for storing EpiPens.
- Inform the principal and parents/guardians of the student if any student experiences an allergic reaction for the first time
- Work with the principal to establish emergency protocol in the event the nurse is out of the building
- Participate in the planning of a student's re-entry to school after an anaphylactic reaction

### **Responsibilities of Teachers:**

Each teacher has the following responsibilities:

- Receive and review the IHCP in collaboration with the nurse and the parent of any student in the teacher's classroom with a Life-Threatening Allergies
- Leave information in an organized, prominent and accessible format for a substitute teacher
- Participate in in-service training for students with life threatening allergies
- Collaborate with the nurse and parents of an allergic student and set protocols in the classroom for management of food in the class
- Participate in the planning of a student's re-entry to school after an anaphylactic reaction
- Notify the school nurse of upcoming field trips as soon as possible to ensure proper emergency medications are available

### **Responsibilities of Parents:**

Each parent of a student with an LTA has the following responsibilities:

- Inform the school nurse of your child's allergies prior to the opening of school or as soon as possible after diagnosis

- Arrange to meet and/or collaborate with the school nurse to develop an Individual Health Care Plan/ Allergy Action Plan / (IHCP/AAP) for the student
- Provide medical information from the child's treating physician as needed to write the plans, IHCP
- Provide the school with a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
- Provide the school nurse with enough up-to-date emergency medications including EpiPens
- Provide a Medic ALERT ID for your child
- Notify school nurse of upcoming field trip as soon as possible and provide EpiPen to be taken on field trips as needed
- Instruct your child on the following, as appropriate for the child's age and developmental level:
  - Recognizing the first symptoms of an allergic/anaphylactic reaction
  - Knowing where the epinephrine auto-injector is kept and who has access to the epinephrine
  - Communicating clearly as soon as he/she feels a reaction starting
  - Carrying his/her own EpiPen auto-injector when appropriate
  - Not sharing snacks, lunches, or drinks
  - Washing hands before and after handling food
  - Understanding the importance of hand-washing before and after eating
  - Reporting teasing, bullying and threats to adult authority
  - Taking as much responsibility as possible for his/her own safety
- As children get older, when developmentally appropriate, instruct them on the following:
  - Participate in the development of the IHCP, along with the school nurse and the student's parent(s)/guardian(s)
  - Communicating symptoms as soon as they appear to an adult
  - Reading labels
  - Administering own epinephrine auto-injector and be able to train others in its use
- Inform the school of any changes in the child's LTA status.
- Provide the school with the licensed provider's statement if the student no longer has allergies
- If accommodations cannot be made in the cafeteria for the child's allergy, parents will provide appropriate lunches

### **Responsibilities of Students:**

In accordance with the student's age and level of development, each student with a Life-Threatening Allergy is responsible for the following:

- Taking responsibility for avoiding allergens
- Not trading or sharing foods
- Washing hands before and after eating
- Learning to recognize symptoms of an allergic reaction
- Promptly informing an adult as soon as accidental exposure occurs or symptoms appear
- Developing a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school

### **Responsibilities of Food Service Personnel:**

Food Service personnel have the following responsibilities:

- Minimize, to the extent practicable, the use of peanut/tree nut products in the cafeteria.
- Supply cleaning materials for washing and sanitizing tables.
- Participate in in-service regarding safe food handling practices to avoid cross- contamination with potential food allergens.
- Wear latex free gloves
- Ensure that kitchens are locked at the end of each school day.

### **Responsibilities of Bus Company:**

- Inform each driver if she/he is transporting a child with a known LTA.
- Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
- Provide emergency allergy response training to all drivers and/or bus monitors.
- Maintain a policy for no eating on the bus.
- Ensure surfaces and seats are kept as clean and allergy free as possible.

### **Responsibilities of Van Drivers:**

The van drivers have the following responsibilities:

- Pull over and call 911 if a student with a LTAs is at risk
- Participate in awareness training to learn to recognize the symptoms of an allergic reaction

### **Responsibilities of Persons in Charge of Conducting After School Activities:**

Persons in charge of extracurricular programs will have the following responsibilities:

- Coaches and other staff who supervise students' school sponsored activities after school will participate in training and implementation of the Allergy Action Plan/Individual Health Care Plan as appropriate

### **Responsibilities During Recess & Physical Education Classes:**

During recess and physical education classes, the school's staff will ensure the following:

- Children will be under the supervision of at least one adult
- An EpiPen will be taken outside if specified in the child's IHCP / AAP.

### **Responsibilities for Field Trips:**

The schools will assume the following the responsibilities relative to participation of LTA students on field trips:

- Parents will work with staff to evaluate potential risks when determining whether it is appropriate for their child to attend a particular field trip.



- Lunches should be held in a safe place so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.

Revised Policy - Approved on June 17, 2015)

SOURCE: Hanover

## **GUIDANCE PROGRAM**

The ASCA National Standards serve as the foundation for the Guidance Program of the Hanover Schools, incorporating the themes of leadership, advocacy, collaboration and systemic change. The guidance and counseling programs are an integral part of the educational program and are available to all students and parents/guardians. It shall be the goal of the Committee to provide adequate guidance and counseling programs in all of the schools.

An effective guidance program facilitates student development in three broad domains: academic, career, and personal/social, to promote and enhance the learning process. Student competencies define the knowledge, attitudes or skills students should obtain or demonstrate as a result of participating in the school counseling program.

The program shall provide direct services in educational and occupational planning as well as personal development and adjustment. The primary function of guidance services at the high school level is to assist students in reassessing their abilities, interests, and needs so that can make intelligent decisions concerning their education and future.

Guidance Counselors link together the many people involved in a student's education. Guidance services shall include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal development. These services will be available to all students.

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **CHILD ABUSE POLICY**

Any public school teacher, educational administrator, guidance or family counselor, nurse, or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen years of age is suffering serious physical or emotional injury resulting from such abuse or neglect, must immediately report such cases to the Department of Public Welfare.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT GIFTS AND SOLICITATIONS**

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

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

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

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

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

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

Students are responsible for textbooks and school materials and must ensure they receive proper care. Any item lost or defaced will result in the student paying for said item at its replacement value. Also, any defacement or vandalism to school property and grounds will lead to the costs of repair being paid by the individual(s) responsible. Payment will be made to the school office.

Students may be assessed fees for use of instructional materials when the product is to be kept by the student, such as in industrial arts, under procedures established by the principal and approved by the superintendent.

Textbooks are issued to each student who shall maintain them in reasonable condition. Textbooks must be covered. On occasion the student may be issued special equipment as part of the curricular or extracurricular program such as library books or uniforms. Should the book or item be lost or severely damaged in the opinion of the teacher in charge, the student is required to pay a reasonable cost to replace the item. Said costs will equal the cost of replacement of materials.

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

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

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

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

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

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

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

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

SOURCE: MASC - Updated 2021

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

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

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

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

CROSS REF:       KDB, Public's Right to Know

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

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

LEGAL REFS:       Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10; 71:34A, B, D, E, H  
                      603 CMR 23.00

SOURCE:           MASC - Reviewed 2021

CROSS REF:        KDB, Public's Right to Know



## **STUDENT RECORDS**

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

### **Application of Rights**

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

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

### **Definition of Terms**

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

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

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
3. The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9d~ grade, unless the School Committee acting pursuant to 603 CMR 23.0 1(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9d~ grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

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

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

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

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

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

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

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

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

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

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

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

- a. A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after

such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

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

- a. A non-custodial parent is eligible to obtain access to the student record unless:
  1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  2. The parent has been denied visitation or has been ordered to supervised visitation, or
  3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- b. In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school principal annually. The initial request must include the following:
  1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
  2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.
- c. The non-custodial parent must submit a written request for a access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- d. Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English• and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23 .07(5)(a).
- e. The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

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

LEGAL REFS:       Family Educational Rights and Privacy Act of 1974,  
                      P.L. 93-380, Amended  
                      P.L. 103-382, 1994  
                      M.G.L. 66:10 71:34 A, B, D, E, H  
                      Board of Education Student Record Regulations adopted 2/10/75, as amended June  
                      2002  
                      603 CMR: Dept. Of Education 23.00 through 23:12  
                      Mass Dept. Of Education publication Student Records: Questions. Answers and  
                      Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

*School Committee Policy voted June 28, 2006*

SOURCE: Hanover

## **ATTENDANCE RECORDS**

Daily attendance is reported by each teacher to the school office where an official record is maintained as prescribed by state law. Student attendance is recorded in an electronic student information management system. Principals will investigate cases of chronic absences aided by the attendance officer and school nurse or adjustment counselor when appropriate.

*School Committee Policy voted June 28, 2006*

*Note: Also coded as JHBB in materials provided*

SOURCE: Hanover

## STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

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

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

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

*School Committee Policy voted June 28, 2006*

*Note: The MASC Reference Manual does not include the highlighted last sentence of the first paragraph and replaces "parents" with "parents/guardians". It also adds the following legal reference:*

**LEGAL REF.: M.G.L. 30B:1(b)(31)**

SOURCE: Hanover