

STUDENT POLICIES GOALS

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. 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.
3. 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 and soar to success.

LEGAL REF.: 603 CMR 26:00

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.

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

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 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.

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 licensed physician, nurse practitioner or physician assistant 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 licensed physician, nurse practitioner or physician assistant 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

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.

REQUIREMENTS FOR ENTRANCE POLICY

An original birth certificate or an appropriate document verifying age and an appropriate document verifying residency 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

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.

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

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

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. STUDENTS EXPERIENCING HOMELESSNESS:** 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 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 1st 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. If 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 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.

- 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.

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.

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

STUDENTS EXPERIENCING HOMELESSNESS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth¹ (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

¹ “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,² 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 Education³. During the pendency of any such appeal, the student should remain enrolled in

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

³ 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

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

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)

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 choose 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.

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

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](#)

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 ensure that every teacher in his/her building is available for the specific purpose of giving extra instruction help to all students.

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

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

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

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 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

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 schoolwork 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.

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>

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 act 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

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

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

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

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

BULLYING PREVENTION

The School Committee is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards and “soar and succeed” beyond graduation. 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

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/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 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/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

STUDENT USE OF ELECTRONIC DEVICES

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 cell phones, cameras, and laser pointers.

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.

HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Hanover 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

STUDENTS WHO ARE PREGNANT

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

Students who are pregnant 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 student who is pregnant 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 property and school property.

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

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

Interrogations by Police

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

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

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

EXTRA-CURRICULAR ACTIVITIES

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.

1. 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.
2. Each school system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports.
3. 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.
4. 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.
5. 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.

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

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

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.

LEGAL REFS: MGL 71:47
CROSS REFS: JJA, Student Organizations
DIE, Audits

STUDENT LATE NIGHT OR OVERNIGHT 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

STUDENT TRAVEL REGULATIONS

School Committee approval is needed for all out of State as well as International Travel. Advisors are required to submit the appropriate *Field Trip Request Form* and must meet all deadlines regarding School Committee approval.

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

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)

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.

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

Trip scheduling should consider 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.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA) www.fmcsa.dot.gov

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

Department of Defense’s approved list of motor carriers
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

ADDA Background Checks

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.

District 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)

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 activities⁴ including, but not limited to, interscholastic sports, 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

⁴ 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 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

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.

1. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo baseline neurocognitive testing such as 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 baseline neurocognitive 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 neurocognitive 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 a student athlete enters the Health Office (HO) with a questionable concussion during school hours. Repeat in 15 minutes.
- 4. Observe students with a possible concussion for a minimum of 30 minutes.
- 5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that the 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 a plan for students regarding pain management.
- 9. School nurses 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 the administrator and complete an 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 students.

5. Convene meeting and develop a 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 a student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If a 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 a 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 baseline neurocognitive test 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!**

STUDENT CONDUCT

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

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. 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; 71:37H ½; 71:37H ¾; 71:37L; 76:16; 76:17
603 CMR 53.00*

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.

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

PHYSICAL RESTRAINT OF STUDENTS

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

When an emergency 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.

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.

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

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)

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.

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.

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 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 medical conditions, the student might have, and any medication the student takes at home and at school.

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 parent/guardian(s) the student's health care provider, 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/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.

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

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

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined for screening in vision, hearing, BMI*, postural screening, substance use prevention screening and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse, with the exception of substance use prevention screening the parent/guardian will be notified of any abnormal hearing, vision or postural screening results, and will be referred to the appropriate medical provider for a complete examination. Referrals for abnormal BMI and substance use prevention screenings are addressed in policies JLCAB and JICH-R-2.

Every student will provide evidence of a physical examination by a duly licensed physician, nurse practitioner or physician assistant, as follows:

1. within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter. A student transferred from another school system shall be examined as an entering student. Health records transferred from the student's previous school may be used to determine compliance with this requirement. 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.
2. students under 16 and over 14 years of age requesting employment certificates
3. prior to a student's participation in competitive athletics, on an annual basis

If a student does not have to a licensed health care provider due to hardship, the school physician may carry out physical examinations. Every reasonable effort shall be made to link such students with a primary health care provider.

Whenever the school nurse finds that a student is experiencing symptoms of disease or illness, the parent/guardian will be notified and, when appropriate, referred for an evaluation by the student's primary care physician or specialist as needed. The parent/guardian communication and referral shall be documented in the student's medical record.

Any unusual disease trends or outbreaks shall be reported to the local board of health, school administrator and school superintendent.

** 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

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

SOURCE: Hanover

IMMUNIZATION OF STUDENTS

Students registering in the district, will be required to present a certificate of immunization documenting that the child has been successfully immunized in accordance with current Massachusetts Department of Public Health required immunization schedules. A certificate of immunization means either:

1. a form or letter signed and dated by a physician, nurse practitioner, physician assistant or designee which specifies the month and year of administration and the type/name of the vaccine(s) administered to the student; or
2. a dated report from the Massachusetts Immunization Information System which specifies the month and year of administration and the type/name of the vaccine(s) administered to the student.

These requirements will not apply where:

1. the parent/guardian provides certification by a physician that the student's health would be endangered by such vaccination or by any such immunization. Such certification must be submitted at the beginning of each school year to the school nurse and determinations may be made in accordance with Massachusetts General Law and Massachusetts Department of Public Health Regulations; or
2. in the absence of an emergency or epidemic of disease declared by the Department of Public Health, the parent/guardian states in writing that vaccination or immunization conflicts with their sincere religious beliefs; or
3. the parent/guardian provides adequate documentation, including a copy of a school immunization record, indicating receipt of the required immunizations; or
4. the parent/guardian provides written documentation that the student is immune, as defined in the Massachusetts Department of Public Health Guidelines

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, and life-threatening diseases.

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

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

In the event a student with a life-threatening communicable disease qualifies for services as a disabled 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

SOURCE: Hanover

INFECTION CONTROL AND STANDARD PRECAUTIONS

Standard Precautions are based on the principle that all blood, body fluids, secretions, excretions except sweat, non-intact skin, airborne droplets and mucous membranes may contain transmissible infectious agents. They are the usual and ordinary steps all school staff need to take to reduce the risk of infection. Standard precautions should be followed in schools to promote a safe and healthy environment, to reduce the spread of communicable illness and to help reduce days of learning lost due to illness:

Blood/Bodily Fluids Precautions

- Hand hygiene: wash hands for at least 20 seconds using soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer, containing at least 60% alcohol. Hand hygiene should be performed regularly throughout the day and especially:
 - After toileting
 - Before eating or handling food
 - After contact with blood or body fluids, non-intact skin, or nasal and respiratory secretions
- Wear gloves if in any contact with bodily fluids or secretions, non-intact skin, or contaminated items. Practice hand hygiene after gloves are removed
- Use gloves, gown, mask, eye protection, or face shield if in the presence of of uncontained blood or secretions or if splashes or sprays of blood or secretions is likely.
- Dispose of needles, syringes, and all other sharps in a puncture-proof container.
- Disinfect surfaces and equipment contaminated with blood or body fluids using a 1:10 solution of bleach for 30 seconds, or any EPA-approved disinfectant used according to manufacturers' recommendations. Bleach solutions should be mixed on a routine basis and stored in an opaque bottle with contents labeled and dated.
- Dispose of infectious waste (anything contaminated with blood or body fluids) in a leak-proof sealable bag.

Respiratory Hygiene/Cough

Respiratory hygiene is a term to describe measures that can be taken to decrease the risk of spreading respiratory illnesses by droplet and airborne transmission. Students and staff should practice the following:

- Cover the mouth and nose, preferably with a tissue, when coughing or sneezing
- Dispose of used tissues in a wastebasket
- Practice hand hygiene often
- Wear a mask for possible communicable respiratory illness.

Attendance at School

Section 504 prohibits discrimination against persons with a disability. However, students may be required to stay home as a public health measure if they have:

- a communicable illness such as influenza, strep throat, conjunctivitis, Noro-like viruses (stomach bug), chicken pox or COVID-19
- a fever of 100.0 F or above within the past 24 hours, without the use of fever-reducing medications
- red/pink eyes or drainage from the eyes
- vomiting or diarrhea within the past 24 hours
- unable to manage their own secretions.
- active, untreated head lice infestation
- bleeding or bodily secretions that cannot be adequately controlled or covered, or exhibits behaviors that put others at risk.
- Or as deemed necessary by the local Board of Health, the Massachusetts Department of Public Health or the School Physician

School nurses and/or administrators should report any cases or suspected cases of communicable diseases listed in CMR 105 300.100 to the local board of health in accordance with the guidelines set forth in CMR 105 300.000.

Persons exposed to potentially infectious blood or other bodily fluids should follow school exposure protocols and seek treatment from their healthcare provider if necessary.

Ref.:

105 CMR 300.000 Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements

*2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings
updated: May 2022*

Massachusetts Department of Public Health School Health Manual 2017

105 CMR 300.000 Reportable Diseases, Surveillance, and Isolation and Quarantine Requirements

Section 504 of the Rehabilitation Act of 1973

Cross Reference: Communicable Diseases JLCC

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/guardian 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/guardian permission;
- vi. If requested by the school nurse, the licensed prescriber provides a written order for self-administration
- vii. The student follows 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.

7. Only licensed healthcare professionals may administer prescription medications in Massachusetts primary and secondary schools unless the school/school district has an approved application for the delegation of medication and/or the training of unlicensed personnel to administer epinephrine by auto injector by the MDPH school health unit. The application must be completed by the Medication Manager, who must be a Registered Nurse in the Commonwealth of Massachusetts.

8. All primary and secondary schools/districts delegating medication, or training unlicensed personnel to administer epinephrine by autoinjector, or that have stock medications, must obtain a Massachusetts Controlled Substance Registration annually from the MDPH.

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*

FIRST AID AND EMERGENCY CARE

In the event of sudden illness or injury parents/guardians 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 (AED)

At least one AED will be maintained on site at each school facility where instruction is provided. Each school must also have on staff a person with current certification in a training course on Cardiopulmonary resuscitation (CPR) to serve as an AED provider and to use the AED in accordance with the standards established by the American Heart Association or the American National Red Cross.

An AED and AED provider should be readily available at any school sponsored athletic event, which may be provided by another school/district against whom the team competes.

School staff will be provided with access to training in cardiopulmonary resuscitation, first aid, and the use of the AED. Schools develop medical emergency response plans and will practice the medical emergency response sequence at the beginning of the school year and periodically throughout the year.

Legal Reference:

M.G.L. Ch. 71 s. 54C *Automated external defibrillators required at school facilities*
M.G.L. Ch. 69 s. 8A *Medical emergency response plans*

Cross reference: EBC *Emergency Plans*

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 the 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 the 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
 - All primary and secondary schools training unlicensed personnel to administer epinephrine via auto-injector, must obtain a Massachusetts Controlled Substance Registration (MCSR) annually from the Massachusetts Department of Public Health, School Health Unit in accordance with MDPH regulations and procedures. Applications must be submitted by the Medication Manager, who must be a Registered Nurse in the Commonwealth of Massachusetts

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 the 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.

Responsibilities of the School Nurse:

The school nurse is the primary coordinator of each student's Individual Health Care 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 the 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 parent/guardian appropriate locations for storing EpiPens.
- Inform the principal and parent/guardian of the student if any student experiences an allergic reaction
- 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/guardian 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 parent/guardian 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 Parent/Guardian:

Each parent/guardian 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 handwashing 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/guardian
 - 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, the parent/guardian 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:

- Nurses, and parent/guardian, as appropriate, will work with staff to evaluate potential risks during the field trip, and create a safety plan.5 of 6
- 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.
- There should be a provision and a means for cleaning hands before and after eating on the field trip.

GUIDANCE PROGRAM

The American School Counselor Association (ASCA) standards serve as the foundation for the School Counseling and Guidance Program of the Hanover Schools, incorporating the themes of leadership, advocacy, collaboration, and systematic change. The School Counseling and Guidance Programs are an integral part of the educational program and are available to all students and parents/guardians. It is 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 social-emotional development. The primary function of the school counseling program in all school's is to provide research driven developmental counseling programs to meet the needs of all students through both a college and career readiness curriculum and a social emotional developmental curriculum. The school counseling program promotes an understanding and respect of self and others; problem solving and responsible decision making; social awareness; relationship skills; and the influence of academic habits on college and career success. At the high school level, guidance counselors assist students in assessing their abilities, interests, and needs so all students can make the best decision possible informing their future.

Guidance and Adjustment Counselors (in collaboration with, but not limited to; the student, parents/guardians, faculty, medical providers and outside agencies) participate in identifying developmental concerns as well as internal and external factors that may affect academic success and social-emotional development. Guidance and Adjustment Counselors serve as educational advocates for all students. While some of the challenges a student may face can relate to behavior and may entail guidance on what is driving behavior, student discipline is not a function of the school Adjustment Counselor or The Guidance personnel.

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

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.

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

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 parent/guardian and/or the student in accordance with law, and yet be guarded as confidential information.

Student health records are part of a student's temporary record and as such are protected from disclosure to third parties without the written consent of the eligible student or parent/guardian. These records are accessible to the eligible student, the student's parent/guardian authorized school personnel.

Under G. L. c.111, s.70F, a health care provider cannot disclose information about an individual's AIDS/HIV status without specific, informed, written consent of the individual. Therefore, it is recommended that school nurses keep this information in a separate confidential part of the health record, as personal nursing notes. Under 603 CMR 23.04, information that is maintained in the personal files of a school employee is not part of the student record if it is not accessible to or revealed (written or orally) to authorized school personnel or third parties. The information may be shared with the student and with a substitute or replacement nurse without becoming a part of the student's temporary record.

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

 M.G. L. c.111, s.70F
 603 CMR 23.04

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 ensure parent/guardian 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/guardian.
2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent/guardian, 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/guardian 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/guardian, 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/guardian 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.

Hanover Public Schools

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/guardian, 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/guardian 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 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

STUDENT PHOTOGRAPHS

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

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

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

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents/guardians and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

LEGAL REF.: M.G.L. 30B:1(b)(31)