

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT POLICIES GOAL**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JA**

**Revised:**

The student is the focal point of all operations of a school system. This top priority is shared with no one. Consequently, the school committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

**SOURCE: MASC Policy**

**LEGAL REF.: 603 CMR 26:00**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT-TO-STUDENT HARASSMENT**

**Category: Students**

**Adopted: 2/15/11**

**File No.: JBA**

**Revised:**

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

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

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

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

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

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter;
- Demeaning

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

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

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

LEGAL REF.: M.G.L. 151B:3A  
Title VII, Section 703, Civil Rights Acts of 1964, as amended  
Board of Education 603 CMR 26:0

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: ENTRANCE AGE**

**Category: Students**

**Adopted: 7/30/02**

**File No.: JEB**

**Revised: 10/4/05**

In an attempt to permit children to enter kindergarten or first grade or any other grade at the time most appropriate for them individually, the school committee establishes the following policy on entrance age:

1. Children who will be five years of age before September 1<sup>st</sup> of the school year during which they wish to enroll will be eligible to enter kindergarten in September.
2. Initial admission of children to the first grade (or any other grade) will involve a consideration of both chronological age and documentation to confirm that the child has achieved the standards associated with the grade level to be entered. Assessment will be comprised of the following:
  - a. Review of all educational records for child including any portfolio type work completed by child and performance on standardized and criterion referenced testing.
  - b. Statement provided by a licensed or certified professional in the district attesting to the competencies mastered by the child. Statement will include summary of cognitive and social/emotional development.
  - c. Verification that child has mastered benchmarks that the Southwick-Tolland-Granville Regional School District uses to ensure appropriate grade placement for students.
  - d. Conclusion that child is age appropriate for grade placement.
  - e. Meeting with parent to discuss student's strengths and weaknesses.
3. All documentation will be presented to the School Committee by the Superintendent so that it may be reviewed.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL ADMISSIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JF**

**Revised: 1/20/10**

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town 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 June. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal, proof of vaccination and immunizations as required by the state and the school committee. Proof of residency and legal guardianship will be required by the school administration.

Given the agreement with the Granville School Committee for central office services, the Southwick-Tolland-Granville Regional School Committee recognizes the expediency of placing Pre-K special education students from Granville in the special education programs of the regional district, on a space available basis.

The Superintendent or his/her designee, will annually provide both the Granville and STGRSD School Committees with cross district anticipated special education enrollment for the year, as well as information about anticipated tuition.

Special education placements for Granville students will not interfere with the Southwick-Tolland-Granville Regional School District's primary obligation to the families of the member towns.

Granville is financially responsible for all its special education students, K-12 and Southwick-Tolland is programmatically responsible for Granville special education students in grades 9-12.

## **TUITION CALCULATION:**

The Massachusetts Department of Elementary and Secondary Education has defined costs for the supplemental special education services as a part of the Circuit Breaker process. For pre-school students, the general education services number will be reduced to half to correspond to the half-day program. Then supplemental service costs defined by the Circuit Breaker spreadsheet will be added to the baseline number. Any costs in addition to supplemental services (1:1 aide, specialized equipment) will also be paid entirely by the sending district.

**SOURCE: MASC Policy**

**LEGAL REFS.: M.G.L. 15.1G; 76:1; 76:5; 76:15A  
603 CMR 26:01; 26:02; 26:03**

**CROSS REFS.:**

JLCA, Physical Examination of Students  
JLCB, Inoculations of Students  
JFBB, School Choice  
JF-E-3, Proof of Residency

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: FOREIGN EXCHANGE STUDENTS**

**Category: Instruction**

**File No.: JFABB**

**Adopted: 8/1/06**

**Revised:**

The Committee recognizes the high potential value of having students from other cultures enrolled in our school and living in our communities. The Committee also believes that the enrollment of such students must be subject to judgments and decisions by the Committee and/or our schools as well as for the foreign students.

The following procedures and practices will guide the decisions to be made in enrolling foreign exchange students:

1. Students who are officially sponsored by an established and reputable foreign student exchange program will be admitted to Southwick-Tolland Regional High School for a period not to exceed one school year, without tuition charge so long as they are residing in one or more of the member towns.
2. Any foreign student residing in a member town, but not sponsored by an established foreign exchange program must have enrollment in the school system approved by vote of the Committee. Tuition charges for such enrollment will be determined by the Committee.
3. Any foreign students wishing to continue enrollment for more than a single school year must have such an extension approved in advance by the Committee.
4. Students enrolled as foreign exchange students shall not be awarded a Southwick-Tolland-Granville diploma unless it has been established at time of enrollment that all Southwick-Tolland-Granville diploma requirements will have been met by the completion of the enrollment period. This does not preclude the awarding of an honorary certificate and participation in senior class graduation activities, if the exchange student is placed in the senior class.
5. Students enrolled as foreign exchange students are subject to all health requirements and regulations existing in the district, including but not limited to:
  - health appraisals
  - immunization requirements
  - health records

CROSS REF.: Physical Examination of Students

Inoculation of Students

School Admissions

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: HOMELESS EDUCATION POLICY**

**Category: Students**

**File No.: JFABC**

**Adopted: 10/4/05**

**Revised:**

## **McKinney Vento Homeless Assistance Act**

In compliance with the federal McKinney-Vento Homeless Education Assistance Act the STGRSD will immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. If a homeless child or youth arrives without immunizations or medical records, the parent/guardian will be referred to the STGRSD Homeless Education Liaison. The Homeless Education Liaison will have the responsibility to obtain relevant academic records, immunizations and/or medical records and to ensure that homeless students are attending school while the records are obtained.

It is the policy of the STGRSD that a child is homeless if living in one of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building or trailer
- Doubled-up with friends or relatives

If a child lives in any of the situations noted above, the STGRSD Homeless Education Liaison will:

- Help to immediately enroll the child in school
- Assist the child in staying in their old school or the school closest to where they are presently staying
- Put transportation in place to and from school
- Ensure that the child gets automatic free breakfast and lunch
- Ensure the child receives the same services as other students
- Ensure the child is aware of their right to attend classes even while the school and child seek to resolve a dispute over enrollment

Any questions can be directed to the STGRSD Homeless Liaison, Noell Somers 569-0111 or Peter Cirioni, State Coordinator (781) 339-6294

Or call one of these organizations:

Massachusetts Coalition for the Homeless, Robyn Frost

Toll-Free: (866) 205-1700, ext. 100

Greater Boston Legal Services, Steve Valero (617) 603-1654

New England Network for Child, Youth and Family Services, Melanie Wilson (978) 266-1998

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE:       ADMISSION OF TRANSFER STUDENTS**

**Category:   Students**

**Adopted:   4/5/2011**

**File No.:   JFABCD**

**Revised:**

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

**SOURCE:**       Massachusetts Department of Elementary and Secondary Education

## **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.

**SOURCE:**       MASC

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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

**Category: STUDENTS**

**Adopted: 10/4/05**

**File No.: JFABD**

**Revised:**

**3/3/2020**

As required by law, the Southwick Tolland Granville Regional School District (STGRSD) will work with homeless children and youth and unaccompanied youth (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:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Being abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
- 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 he or she 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 STGRSD. The STGRSD 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 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.

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## **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 STGRSD, 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 STGRSD. Accordingly, the STGRSD will provide transportation services to school in a manner comparable to the transportation provided for all other students in the STGRSD.

## **Dispute Resolution**

If the STGRSD 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 STGRSD will explain to the parent, in writing and in a language the parent can understand, the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education. During the pendency of any such appeal, the student should remain enrolled in 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 STGRSD Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The STGRSD liaison for homeless students and their families is Noell Somers, Director of Special Education and can be contacted at 413-569-0111 or nsomers@stgrsd.org. The STGRSD liaison 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

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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 STGRSD 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 STGRSD staff receive professional development and other support on issues involving homeless students.

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

SOURCE: MASC October 2019

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

**Category: Students**

**Adopted: 3/3/2020**

**File No.: JFABE**

**Revised:**

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the Southwick Tolland Granville Regional School District (STGRSD) because of their parents or guardians being on active duty in the U.S. Armed Services, the STGRSD 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 STGRSD'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 STGRSD 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

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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 STGRSD will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.
- As appropriate, the STGRSD 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 he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The STGRSD 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 STGRSD (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. [15E](#);

SOURCE: MASC October 2019

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

**Category: Students**

**Adopted: 3/3/2020**

**File No.: JFABF**

**Revised:**

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 Southwick Tolland Granville Regional School District (STGRSD) 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 STGRSD has designated a point of contact for students in foster care. The STGRSD and the point of contact will collaborate with 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 his or her 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 STGRSD will ensure that a child remains in his or her 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**

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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 he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the STGRSD 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 STGRSD 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 STGRSD 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 STGRSD will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

SOURCE: MASC October 2019

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL ADMISSIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JF-E-1**

**Revised:**

## Purpose and construction of 6-3 CMR 26.00

1. 603 CMR 26.00 is promulgated to insure the right of access to the public schools of the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges and courses of study at such schools without regard to race, color, sex, religion or national origin. 603 CMR 26.00 shall be liberally construed for these purposes.
2. The obligation to comply with 603 CMR 26.00 is not obviated or alleviated by any local law or rule or regulation of any organization, club, athletic or other league or association which would limit the eligibility or participation of any student on the basis of race, color, sex, religion, disability, sexual orientation or national origin.

## School Admissions

1. All public schools in the Commonwealth shall admit students without regard to race, color, sex, religion, disability, sexual orientation or national origin. This includes, but is not limited to regional vocational-technical schools, elementary, secondary, trade, and selective academic high schools.
2. No school shall discourage in any express or implied manner, applicants for admission because of race, color, sex, religion, disability, sexual orientation or national origin. Written materials used by a school to recruit students shall not contain references suggesting the predominant sex of the students presently enrolled or the anticipated sex of the students to be recruited. Pictorial representation, in the agreed, in such material shall depict students of both sexes and of minority groups. Reference to only one sex in the name of schools, programs or activities shall not be retained.
3. The national citizenship of any applicant shall not be a criterion for admission to any public school nor shall national citizenship be a factor in the assignment or availability of courses of study or extracurricular activities.
4. Any standards used as part of the admissions process to any public school, including but not limited to testing, the use of recommendations, and interviewing (as referred to in 603 CMR 26.02 (1)) shall not discriminate on the basis of race, color, sex, religion, disability, sexual orientation or national origin. Limited English-speaking ability (as defined by M.G.L.c.71A) shall not be used as a deterrent to or limitation on admissions.
5. If admission to any school, including but not limited to selective academic high schools, regional vocational-technical schools and trade schools, is dependent upon the participation or completion of courses or programs which were previously limited to students of one sex or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any racial, ethnic or religious group of students to participate in such programs, then such criteria must be abolished.

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**JF-E-1**

6. Nothing in 603 CMR 26.00 shall be construed as to control the interpretation of or interfere with the implementation of St. 1965, c. 641, as amended by St, 1974, c. 636, providing for the elimination of racial imbalance in public schools, all rules and regulations promulgated in respect thereto and all court and administrative decisions construing or relating thereto.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5, 76:15: 76:15A  
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: IHAI-1, Vocational-Technical Education



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL ADMISSIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JF-E-2**

**Revised:**

## Admission Course of Study

1. Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, disability, sexual orientation or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
2. The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, disability, sexual orientation or religion of that student.
3. The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, disability, sexual orientation or national origin.
4. Each student, regardless of race, color, sex, national origin, religion, disability, sexual orientation or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
5. Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

**SOURCE: MASC Policy**

**LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A  
603 CMR 26:01; 26:02; 26:03**

# SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

**CODE: PROOF OF RESIDENCY**

**Category: Students**

**Adopted: 2/15/05**

**File No.: JF-E-3**

**Revised: 9/20/05**

In accordance with M.G.L. Chapter 76 § 5- School Attendance:

Section 5 - Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

All applicants must submit at least **three proofs of residency\***.

Documents must be pre-printed with the name and address of the student's parent or guardian\*, or person(s) with whom the child resides, and must be presented at the school at the time of registration.

These documents also will be required for any **change of address**.

All applicants must submit at least <b>one document</b> <b>from each of the following columns:</b>		
* Parents/Guardians having unusual circumstances which prevent them from meeting the "three proofs of residency" requirement must receive approval from the Superintendent's office prior to registration.		
Column A	Column B	Column C
<ul style="list-style-type: none"><li>▪ Copy of Deed <b>AND</b> record of most recent mortgage payment</li><li>▪ Copy of Lease (including HUD leases) <b>AND</b> record of most recent rent payment</li><li>▪ Legal affidavit from landlord affirming tenancy <b>AND</b> record of most recent rent payment</li><li>▪ Section 8 agreement (subsidized housing)</li></ul>	<p><i>A utility bill or work order dated within the past 60 days, including:</i></p> <ul style="list-style-type: none"><li>▪ Gas bill</li><li>▪ Oil bill</li><li>▪ Electric Bill</li><li>▪ Home telephone bill</li><li>▪ Cable bill</li><li>▪ Cell phone bill</li></ul>	<ul style="list-style-type: none"><li>▪ Valid driver's license</li><li>▪ Current vehicle registration</li><li>▪ Valid Massachusetts photo identification card</li><li>▪ Valid passport</li></ul> <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"><li>▪ W-2 form</li><li>▪ Excise (vehicle) tax bill</li><li>▪ Property tax bill</li></ul> <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"><li>▪ Letter from approved government agency</li><li>▪ Payroll stub</li><li>▪ Bank or credit card statement</li></ul>

*\*Legal guardianship requires additional documentation from a court or agency.*

This residency policy does not apply to homeless students.

In the event that the above criteria cannot be met due to extenuating circumstances, the Superintendent may make a determination on a case-by-case basis.

For information about the Southwick-Tolland –Granville Regional School Committee's residency policy:

<http://STGRSD.southwick.ma.us/>

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL CHOICE**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JFBB**

**Revised:**

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

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

**SOURCE: MASC Policy**

**LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT ABSENCES AND EXCUSES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JH**

**Revised: 10/21/14**

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

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

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

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

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

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

## **Student Absence Notification Program**

Each Principal 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 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.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **Dropout Prevention**

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal or designee has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent or designee 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

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JHD**

**Revised:**

## 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 subject to the specifications of SPED laws;

Failure to meet the requirements of age by a student at a time after the beginning of the school year, as fixed by the School Committee and 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.

SOURCE: MASC Policy

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

CROSS REF.: JEB, Entrance Age

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT RIGHTS AND RESPONSIBILITIES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JI**

**Revised:**

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 injures his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right of privacy, which includes privacy in 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.

**SOURCE: MASC Policy**

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT INVOLVEMENT IN DECISION- MAKING**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JIB**

**Revised:**

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

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

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

## **Student Advisory Committee**

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

**SOURCE: MASC Policy**

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

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



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT CONDUCT**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JIC**

**Revised: 10/21/14**

**04/24/2018**

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

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

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

## **Suspension**

In every case of student misconduct for which suspension may be imposed, a Principal or designee 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 or designee must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal or designee shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal or designee must be able to document reasonable efforts to include the parent.

## **Emergency Removal**

A Principal or designee 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 or designee's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal or designee 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 or designee shall: Make immediate and reasonable efforts to orally notify

***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal or designee that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal or designee, student, and parent; render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal or designee 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 or designee may use in-house suspension as an alternative to a short-term suspension. It is the principal's responsibility to inform the student of the disciplinary charge and to provide the student the opportunity to dispute the charges and explain the circumstances. If the principal determines that the student committed the offense, the principal must inform the student of the length of the suspension which may not exceed ten days cumulatively or consecutively, in a school year.

It is the principal's, or designee's, responsibility to orally inform the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction and the length of the in-school suspension.

The principal must also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. The principal needs to schedule the parent/guardian meeting for the day of the suspension or as soon as possible, and must document at least two attempts to reach the parent for the purpose of orally informing the parent. Additionally, the principal must send written notice to the student and the parent/guardian about the in-school suspension, inviting the parent to a meeting if such meeting has not occurred, which must be delivered on the day of the suspension.

### **Principal's or Designee's Hearing – Short Term Suspension of up to 10 Days**

The hearing with the Principal or designee 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 or designee 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 or designee should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

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

The Principal or designee 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.

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## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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

If the student is in a public preschool program or in grades K through 3, the Principal or designee 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 or Designee's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal or designee 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 or designee may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal or designee, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal or designee shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

The Principal or designee 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 or designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal or designee and the parent.

If the Principal or designee 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 or designee; 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 or designee's decision to the Superintendent or designee, but only if the Principal or designee 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, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice

### ***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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 or designee's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal or designee 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 or designee shall have the right to appeal the Principal's or designee's decision to the Superintendent.

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

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

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

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's or designee'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 or designee, but shall not impose a suspension greater than that imposed by the Principal's or designee'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 or designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

### ***School Committee Policy***

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Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

## **Academic Progress**

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

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

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

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

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

## **Reporting**

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

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

SOURCE: MASC

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H3/4; 76:17; 603 CMR 53.00

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT DRESS CODE**

**Category: Students**

**Adopted: 5/24/05**

**File No.: JICA**

**Revised: 5/17/2022**

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

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

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT CONDUCT ON SCHOOL BUSES**

**Category: Students**

**Adopted: 12/6/05**

**File No.: JICC**

**Revised:**

## **BUS REGULATIONS**

Transportation by school bus to and from school is a privilege for all pupils who qualify according to the Rules and Regulations of the School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a pupil to transportation to and from school is a qualified right dependent on good behavior. Some of the following regulations are supported by State Law, violations to parts of the following rules are punishable by fines:

1. On roads and highways where there are no sidewalks, students walk on the side facing traffic to and from a bus stop.
2. Students must be on time at pick-up point, the bus stop, five minutes before the regular pick-up time. Dogs should be restrained in homes until after bus leaves in the morning.
3. While waiting for the bus, students do not run, push, or play games. They must respect other people's property.
4. Students must be courteous! They will not push or shove on entering or leaving the bus. They will leave the bus promptly at their destination.
5. When crossing the highway after alighting from the bus, students cross only after the driver signals that it is safe to cross. They will pass ten feet in front of the bus and look for the traffic in both directions before crossing the highway.
6. Students will take their seats promptly on entering the bus and remain in it until they arrive at their destination.
7. Students will ride only on their assigned bus; seats may be assigned by the Bus Driver.
8. Students will not use profane, loud, or boisterous talk or make other noises that might distract the driver in whose hands are the lives of all children.
9. Students will be respectful to the bus driver. He/She has a very important task to perform and he/she needs help. His/Her eyes and ears need to be focused on the road in order to drive safely to and from school.
10. The school bus is a "classroom on wheels." Students will conduct themselves as they would in school. On the bus there will be no fighting or roughhousing, no insubordination, swearing or obscene gestures, no possession, consumption or sale of drugs or alcohol or any types of behavior where other school disciplinary conduct rules and regulations may apply.
11. Students will not enter into conversation with the driver while the bus is in motion, but will report any emergency to him/her at once!
12. No senior high school student at any time may ride home from school on an afternoon elementary or middle school bus without permission of his/her principal or assistant principal.
13. Students do not bring animals, pets, explosives, weapons of any sort, or large objects on the school bus.
14. Students keep their backpacks, books, musical instruments, and athletic equipment out of the aisles. They keep the bus neat and do not mark, cut, or break any part of the bus.
15. Students do not throw anything in the bus or out the windows. They do not put their hands, arms, or other parts of their body out the windows or rear exit door of the bus at any time.
16. Generally, there will be no eating or drinking on the bus. When eating and/or drinking on the bus is permitted it will be at the discretion of the bus driver.

The school administration may deprive pupils of the privilege of riding the school bus for a reasonable length of time if the pupils violate these rules. In all cases, a report must be made to the parents.

### Warning Cards/Bus Cards:

Depending upon the seriousness of the situation, the following actions may be taken:

- 1<sup>st</sup> Offense — 0 to 5 days suspension of transportation privileges. Parent notification
- 2<sup>nd</sup> Offense — 5 to 10 days suspension of transportation privileges. Parent notification
- 3<sup>rd</sup> Offense - 10 to 15 days suspension of transportation privileges. Parent notification
- 4<sup>th</sup> Offense - Minimum of 15-day suspension of transportation privileges and a meeting with parent, student, and administration

**ANY FURTHER VIOLATION WILL RESULT IN PERMANENT SUSPENSION OF BUS PRIVILEGES FOR THE YEAR**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT ATHLETIC/ACTIVITY CONDUCT & DISCIPLINE PROCESS**

**Category: Students**

**Adopted: 8/5/97**

**File No.: JICDD**

**Revised:**

**Reviewed: 12/20/05**

1. The School Committee retains final authority in the governance of interscholastic athletics and activities (M.G.L. c.71 §47) but does delegate to the high school principal direct oversight. In that capacity, the principal will annually review and approve all school-wide team and student organization rules relating to eligibility, conduct and training.
2. The School Committee recognizes the role of the Massachusetts Interscholastic Athletic Association (MIAA) and other organizations to establish minimum academic and conduct rules and regulations for teams and organizations with interscholastic affiliations.
3. All team and activity rules must be in written form and distributed to each team and organization members prior to that student's participation.
4. All school, team, and student organization rules shall include due process steps that permit review by the principal and, if appealed to him or her, the superintendent, any decision of a coach or advisor to suspend and/or terminate membership in a team or other student organization.
5. An appeal of a decision to suspend or terminate participation may be based on the findings of fact and/or the process followed in determining facts. An appeal may also be based on the relevance of the alleged conduct to the rule or regulation cited in the decision to suspend or terminate participation. Appeals of the severity of consequences will not be entertained provided the consequences are among those listed in the original team or activity rules distributed to student participants.
6. Students have the right to all steps of the appeal process prior to any action by an advisor, coach, or administrator to implement any sanction.
7. Game suspensions and other sanctions administered by MIAA and other officials are not subject to appeals under this policy.



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT PUBLICATIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JICE**

**Revised:**

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, or his/her designee, 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 shall 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.

**SOURCE: MASC Policy**

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE:       HAZING**

**Category:   Students**

**Adopted:   10/4/05**

**File No.:   JICFA-E**

**Revised:**

## **CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY**

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 by 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 be contrary, consent shall not be available as a defense to any prosecution under this action.

## **CH. 269, S.18. DUTY TO REPORT HAZING**

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

## **CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED**

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, 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 a report.

**SOURCE: MASC Policy**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: BULLYING PREVENTION**

**Category: Students**

**Adopted: 12/7/10**

**File No.: JICFB**

**Revised: 01/07/14, 4/19/16**

**9/15/2020**

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

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

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

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

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

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

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.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At school 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 his or her school.

## **Reporting**

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

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.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## 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 as soon as reasonably possible, and the investigator will do his/her best to complete the investigation 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.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## 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

JBA, Student-to-Student Harassment

[JIC](#), Student Discipline

[JICFA](#), Prohibition of Hazing

SOURCE: MASC August 2013

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: TOBACCO USE**

**Category: Students**

**File No.: JICG**

**Adopted: 10/4/05**

**Revised: 5/21/2019;  
3/15/2022**

Student smoking and the use of tobacco related products including any electronic or vapor devices including but not limited to e-cigarettes are prohibited in the schools, on school grounds, and on the buses.

Penalties for the possession of tobacco, smoking apparatus, or vaping materials:

- a. First Offense: completion of the Educational Diversion Program. Students who do not complete the Educational Diversion Program will be externally suspended for three days. Additionally, civil money penalties may be issued by the Town of Southwick.
- b. Second Offense: completion of the Educational Diversion Program. Students who do not complete the Educational Diversion Program will be externally suspended for five days. Additionally, civil money penalties may be issued by the Town of Southwick.
- c. Subsequent Offenses: School Administration will seek alternatives to suspension including, but not limited to, participation in an educational program, community service, and cessation programs. Refusal or failure to complete these alternatives will result in progressively increasing days of suspension. Additionally, civil money penalties may be issued by the Town of Southwick.

**SOURCE: MASC Policy**

**LEGAL REF.: M.G.L. 71.37H  
Town of Southwick Bylaws**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

**Category: STUDENTS**

**Adopted: 11/1/2016**

**File No.: JICH**

**Revised:**

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

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

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

SOURCE: MASC March 2016

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

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



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: WEAPONS POLICY**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JICI**

**Revised:**

Violence, especially violence connected with weapons, will not be tolerated.

Weapons of any kind shall not be brought onto property under school jurisdiction. Weapons shall include, but not be limited to, hand guns, shot guns, rifles, knives, blackjacks, clubs, chemical sprays, explosives and ammunition. In this connection, student possession of a locker is nonexclusive against the school and its officials; that is, reasonable searches of lockers by school officials can be expected.

Principals shall comply with the Massachusetts Education Reform Act of 1993 Re: Chap. 71, Sec. 37H.

**POSSESSION OF A WEAPON:** Possibility of expulsion from school

**USE OF A WEAPON (Brandishing, Assault):** Immediate removal from school, notification of police, expulsion from school.

Principals shall notify parents, ensure due process and shall expedite action.

Principals shall insure that violators of the policy are provided appropriate intervention and counseling. Parent participation in the intervention process shall be encouraged.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: USE OF ELECTRONIC DEVICES IN SCHOOL**

**Category: Students**

**Adopted: 5/24/05**

**File No.: JICJ**

**Revised:**

The School committee recognizes that today's society is different from previous generations. Cell phones and portable communication devices (PCDs) play an important part in employee and student safety and communications. Cell phones and PCDs are defined as current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. The possession or use of cell phones and PCDs are prescribed for employees and students as follows:

## **Employees**

1. Employees of Southwick-Tolland-Granville Regional School District are granted permission to possess and use cell phones and PCDs in the official job capacity consistent with their job descriptions.
2. Employees who own a personal cell phone and /or PCD must ensure that the device does not ring or interrupt the academic classroom environment or the job performance of the employee. Employees must take pro-active steps to ensure that the cell phones do not ring during their instructional hours and meetings which are obligations of the job.

## **Students**

1. Students may possess and carry cell phones and PCDs; however, these units must be "off and away" during the academic school day to ensure that disruptions and interference of the instructional and academic climate of the school do not occur. Only high school students may use cell phones during lunch blocks and passing times.
2. Non high school students may not use or operate cell phones or PCDs during the school day. The "school day" is defined as once the first hour starts and throughout the day until the last period is over.
3. The school administration may, in its sole discretion, grant exceptions for cell phones and PCD use based upon critical need and appropriate documentation.
4. STGRSD School Administration will take possession of any cell phones or PCD's used during the school day and follow disciplinary action as outlined in the student handbook. Cell phones and PCD's will be returned only to a parent or guardian.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: PREGNANT STUDENTS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JIE**

**Revised: 2/15/11**

In accordance with Federal Law and Massachusetts Department of Education regulations and guidance, a pregnant student in the Southwick-Tolland-Granville Regional School District is permitted to remain in regular classes and participate in extra-curricular activities throughout the pregnancy, and after giving birth is permitted to return to the same academic and extra-curricular program in which she was enrolled before the leave. The District does not require that a pregnant student obtain the certification of a physician that the student is physically and emotionally able to continue in school unless such certification is required of all students with physical and emotional conditions requiring the attention of a physician. Every effort will be made to see that the educational program of the student is disrupted as little as possible, that the return to school after delivery is encouraged, and that every opportunity to complete high school is provided

LEGAL REF.: Title IX (20 U.S.C. 1681); 34 CFR 106.40 (b)

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: INTERROGATIONS AND SEARCHES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JIH**

**Revised:**

## Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted by the administrator and his/her designee in order to protect the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

## Searches by Police

Periodic K-9 searches may be conducted.

A search may be made by a police officer with a valid warrant or in connection with a valid arrest. However, if police are involved, parents should be notified. The Principal or his/her designated representative from the school should be present at the time of the search. A complete report of the incident together with the witnesses and other pertinent information should be immediately recorded.

## Interrogations by Police

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

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

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT COMPLAINTS AND GRIEVANCES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JII**

**Revised: 10/21/14**

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

The traditional "open door" policy in the public school system will be continued. Students--and their parents and/or guardians--who believe that a student has received unfair treatment may bring forward their grievance. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, 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 if a policy needs to be approved or changed.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

**SOURCE: MASC**

**CROSS REF: JIC Student Discipline**

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJ**

**Revised: 2/28/06; 6/17/08;  
2/1/2022**

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.

**ATTENDANCE:** All students must be in attendance at school at the start of the school day in order to participate in band/chorus performances or any extra-curricular activity (i.e. dances, drama production, etc.)

**USE OF TOBACCO, ALCOHOL OR DRUGS:** A student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance while participating in any extra-curricular activity. Students may be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

When the Principal confirms following an opportunity for the student to be heard, that a violation has occurred, the student shall lose the privilege of participating in extra-curricular activities for the remainder of that semester.

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

1. The assistance of parents in planning activity programs will be encouraged.
2. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
3. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
4. All activities will be supervised; all clubs and groups will have a faculty advisor.
5. Every effort will be made to adjust or curtail activities, practice sessions and athletic contests sponsored by the high school, over which the high school has control, so as to not interfere with school-sponsored, senior-week activities and the junior/senior prom.

**SOURCE:** MASC Policy

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJ-E**

**Revised:**

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extracurricular activities conducted at such schools which restrict students' participation on the basis of race, color, sex, religion, disability, sexual orientation or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extracurricular activity because of the race, color, sex, religion, disability, sexual orientation or national origin of the student except as provided in 603 CMR 26.06(7).
3. Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
7. Teams comprised primarily or solely of persons 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 persons of the opposite sex.
8. Participation in extracurricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extracurricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex or any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extracurricular activities cannot be permitted.

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

9. 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.

SOURCE: MASC Policy

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



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT ORGANIZATIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJA**

**Revised:**

## **Student Organizations**

Student organizations in the District shall be encouraged when they met 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 board.

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 (see also Policy JICF).

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

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

## **Student Organizations - High Schools**

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

SOURCE: MASC Policy

LEGAL REF.: 603CMR 26.06

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT FUND-RAISING ACTIVITIES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJE**

**Revised: 12/16/08**

A tentative list of fundraising activities conducted in each school must be approved by the Principal, Superintendent and School Committee. These guidelines are to be followed:

1. A tentative annual plan and schedule of all fundraising ventures must be approved and on file with the School Committee by August/September. This plan is subject to change with approval of the Principal and Superintendent.
2. The submitted schedule should include full descriptions of the fundraising events (i.e. type of event, sponsoring group, item to be sold, materials to be used in promotion, collections procedure, and purpose of each fundraiser.) Each fundraiser should be appropriate for the particular building and level. Requests should address the issues involved.
3. All groups raising funds for the school should recognize that the raising of funds utilizing the students and/or their parents requires that they structure their fund raising event to maximize the positive impact of their event on both the students and their parents. These efforts should include:
  - a. The use of contests and competitions between students and classrooms should not be excessive and should be appropriate to objective
  - b. The avoidance of high-pressure sales tools and materials.
  - c. Door-to-door selling should be discouraged for all school children.
4. All fundraising accounts of organizations that use the school and/or students for fund raising will submit a financial report annually.

Other:

1. Commercial photographers may be permitted to take individual student's pictures at the discretion of the Superintendent and selected upon the recommendation of the Principal. Parents are to be informed of the percentage of the cost which is returned to the school.
2. Collections within classrooms for special events will be allowed only with express permission of the Principal.
3. Raffles will be allowed under the following conditions:
  - a. Prior written permission of building Principal and Superintendent
  - b. Fulfillment of legal regulations (i.e. permit obtained from Town Clerk; 5% of profits sent to the state; selection of three adults to oversee operation – one to serve as treasurer)
4. Games of Chance are not permitted and/or utilized as a means of raising funds by a school class, club or any other co-curricular organization.

**CODE: STUDENT ACTIVITY ACCOUNTS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJF**

**Revised: 1/2/2019**

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 managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept/receive in connection with the conduct of recognized student activity organizations, which currently exists, or as from time to time may be revised, and to deposit such money intact, with the School District Treasurer, into three separate interest-bearing accounts, to be named the "Student Activity Agency Account" to be used for the express purpose of conducting student activities for each separate school building.
2. Directs that interest earned by each Student Activity Agency Account, as well as accounts no longer in use, shall be retained by each fund and the school committee shall determine for what purpose said earnings, net of bank charges, may be used.
3. Authorizes the School District Treasurer to establish three separate Student Activity Checking Accounts to be operated and controlled by the respective school principals and from which funds may be expended exclusively for student activity purposes for the particular student activities authorized by the school committee. These accounts are for expenditure purposes only and funds received for student activities may not be deposited directly into these accounts.
4. Directs that a maximum balance may be on deposit in the Student Activity Checking Account(s), funds up to the maximum limits will be transferred from the agency account through the warrant process. The maximum limits for each school will be as follows:

Southwick Regional School .....	\$25,000
Powder Mill School.....	\$10,000
Woodland School .....	\$5,000
5. Directs that periodically, to the extent funds are available in the agency account, the School District Treasurer shall reimburse the student activity checking account(s), through the warrant process, to restore the limit set by the School Committee.
6. Directs that periodically, to the extent funds are available in the agency account, The School District Treasurer shall make certain accounts payable payments, through the warrant process for expenditures incurred as a conduct of the Student Activity Account.
7. Directs Principals to provide the School District Treasurer with a bond in an amount agreeable to the Treasurer.
8. Directs the respective Principal to adhere to such administrative procedures as the Superintendent of Schools may prescribe.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Education recommends that districts consider an audit conducted by an outside accounting firm every two to three years.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: CONTESTS FOR STUDENTS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JJG**

**Revised:**

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added work load on school staffs. Involvement in contests shall be approved by the appropriate administrator.

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT TRAVEL – FOREIGN/EXTENDED**

**Category: Instruction**

**File No.: JJH**

**Adopted: 6/29/04**

**Revised:**

All student trips which include late night or overnight travel to foreign countries or extended travel in the United States 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.

- Required guidelines:
  - (1) Trip must be related to the subject area of instruction
  - (2) Trip will not exceed five (5) school days which may be taken previous to or week following a school vacation
  - (3) A minimum of two advisors, one of whom is a school staff member, must accompany the tour.
  - (4) Provisions must be made for a tour bond, insurance, medical approval for each student, parents' written permission, and all necessary legal arrangements
  - (5) A detailed itinerary
  - (6) Provisions must be made for pre-teaching and a follow-up of the tour information. It must be an educational experience
  - (7) The advisor must guarantee to abide by school regulations on the tour
- The preliminary request must state the following:
  - (1) Proposed destination
  - (2) Tentative dates
  - (3) Trip advisors
  - (4) Tentative itinerary
  - (5) Method of transportation
  - (6) Group and number in the group
  - (7) Costs
  - (8) Name of travel agency and certification of its reliability

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 120 days prior to the scheduled trip dates.

- The final request must be submitted at least 120 days prior to departure and must state the following:
  - (1) Detailed itinerary
  - (2) Date of departure
  - (3) Date of return
  - (4) Means of transportation
  - (5) Names of advisors
  - (6) Exact cost to students for fare, meals, lodging, insurance and other required costs
  - (7) Sample of forms to be distributed to parents/student (i.e. Itinerary, costs, needs, parental permission and medical information)

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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.

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

CROSS REF.: JJQA, Field Trips

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE:       ATHLETIC POLICIES**

**Category:   Students**

**Adopted:   8/17/99**

**File No.:   JJIBA**

**Revised:   2/28/06; 6/5/07;  
6/17/08**

**Interscholastic athletics are governed by rules and regulations administered by the Massachusetts Interscholastic Athletic Association (MIAA). Each participation school must adhere to these regulations and any additional locally established regulations and/or policies.**

**Academic Achievement:** Each participant must have passed at least thirty (30) credits the preceding school year in order to participate on the team during the months of September and October. During the current year of participation the player must continue to be passing fifteen (15) credits of work the immediate marking period preceding the sport season in which he/she wishes to participate.

**Insurance:** The athlete, to participate, must have certified, in writing, by the parent/guardian that sufficient insurance coverage is maintained through a family accident policy or that coverage is maintained by a school accident policy.

**Physical Examination:** Physical examinations are required annually before participation in competitive sports. A student in the Southwick-Tolland-Granville Regional School District must pass a physical examination within thirteen months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

**Attendance:** To participate in a game, meet, or practice, a student must be in school attendance at the start of the school day.

**Use of Tobacco, Alcohol or Drugs:** From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. Students may be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 50% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

When the Principal confirms, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 75% of all interscholastic contests in that sport.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only soccer: he/she violates the rule in winter and/or the spring of same academic year: he/she would serve the penalty(ies) during the fall season of the next academic year.)

When the Principal confirms, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility for the next twelve (12) consecutive calendar months.

**Theft:** Any team or squad member found guilty of theft will be suspended for the remainder of that sport season.

**Jewelry:** Student athletes may not wear jewelry of any type (including body piercing) while participating in games or practice.

**Training Policy:** All training policies established by the coach and approved by the Director of Athletics must be adhered to during the season of participation. Season refers to the first day of practice until the end of the season.

**Sportsmanship and School Behavior:** Failure to abide by the "rules of sportsmanship", training requirements and/or rules and regulations of the school, after due warning, could be just cause for temporary, seasonal or terminal non-participation on any one of all athletic teams.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**NOTE: A student may appeal to the principal the decision of a coach or advisor to suspend or terminate that student's membership in the team or activity. If the matter is not resolved, the student may appeal to the superintendent. Any appeal will be reviewed based on paragraph 5 of district Policy JICDD.**



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: CONCUSSION POLICY**

**Category: Students**

**Adopted: 12/20/11**

**File No.: JJIF**

**Revised: 12/7/2021**

Southwick-Tolland-Granville Regional School District is committed to ensuring the health and safety of all our students. The following concussion policy is in compliance with the MIAA policy and with the Commonwealth of Massachusetts General Law (105 CMR 201): Head Injuries and Concussions in Extracurricular Athletic Activities.

The Athletic Director of Southwick Regional School shall be the person responsible for the implementation of these policies and protocols for all high school athletics.

As specified in the law, the athletic department shall require annual training in the prevention and recognition of sports-related head injury and keep documentation of said training on file for the following persons:

- Athletic Director
- Certified Athletic Trainers
- Coaches
- Volunteers
- School Physicians
- School Nurses
- Marching band directors
- Intramural supervisors
- Parents of a student who participates in athletics
- Students who participate in athletics

(Parents and students will sign off that they have received the materials at the mandatory information meeting)

Coaches, trainers, and volunteers will be responsible for teaching proper form, technique, and skills that minimize the risk for sports related head injury.

Parents must provide information regarding any prior head injury, including concussions, on the athletics emergency medical form and must inform the school of any head injury or concussion that may occur outside of school. Parents and students must fill out all appropriate forms, including a sports physical examination, in order to be deemed eligible to participate in athletics.

The following procedures will be followed in the event an athlete is suspected to have suffered a concussion:

- The athlete will be removed from participation and will not be allowed to return that day
- When available, the athletic trainer will conduct an evaluation and assessment of the concussion. The athletic trainer will then notify the parents/guardians and recommend referral to a physician if they suspect a concussion. If the athletic trainer is not available (i.e. away games), the coach will notify the parents/guardians and recommend that the athlete see their Primary Care Physician or another health care professional.
- The athletic trainer or coach will notify the athletic director and school nurse and fill out the Concussion Reporting Form.
- The school nurse will contact the athlete's teachers and guidance counselor to make any academic accommodations necessary.

***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

- The athlete will only be allowed to return to play after being cleared by the medical provider that diagnosed the concussion, and after completion of the prescribed Return to Play Protocol (see “Return to Play Protocol” in the Athletic Handbook) conducted by the athletic trainer or, if no athletic trainer is available, the designee of the Athletic Director.

A copy of this policy will be made available in the Southwick Regional School handbook, the Southwick Regional School Athletics handbook, and on the school district webpage.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT CONDUCT**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JK**

**Revised: 10/21/14**

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.

**SOURCE: MASC**

**LEGAL REF.:** M.G.L. [71:37H](#); 71:37H1/2; 71:37H3/4; 71:[37L](#); [76:16](#); 76:[17](#); 603 CMR 53.00

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: CORPORAL PUNISHMENT**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JKA**

**Revised:**

State law provides that:

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

Established by law

**SOURCE: MASC Policy**

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

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: PHYSICAL RESTRAINT OF STUDENTS**

**Category: Students**

**Adopted: 12/4/01**

**File No.: JKAA**

**Revised: 11/02/2015;**

**5/5/2020**

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

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

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

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

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

The Superintendent, or designee, 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.

***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

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

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

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

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

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

SOURCE: MASC

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE:       EXPULSION**

**Category:   Students**

**Adopted:**

**File No.:   JKE**

**Revised:**

A pupil can be expelled from school only by the Superintendent of Schools with the consent of a majority of the School Committee, with the exception of expulsions by principals covered under the Massachusetts Education Reform Act of 1993 (Chap. 70, Section 37H). The Principal will notify student that they may have representation at a hearing to discuss possible suspension or expulsion. The Superintendent will notify the student and their parents that they have a right to counsel at a hearing with the Superintendent.

## **Expulsion Procedure**

1. The hearing will be presided over by the Chairman of the School Committee with a majority of the members present, and will consist of the following:
  - a. The student and his/her parents/guardians will be allowed to attend
  - b. Statements in support of the charges against the student will be presented
  - c. Statements by the student and others in defense of the charges made or in mitigation or explanations of the student's conduct.
  - d. The Committee will advise the student and his/her parents by letter (certified receipt requested) of their decision and the reasons thereafter.
2. Each side may be represented by counsel.

## **Expulsion by Principals**

Principals are allowed to expel students under Chap. 70, Sec. 37H, who are in possession of a controlled substance, a weapon, or who have assaulted a staff member.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT WELFARE**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JL**

**Revised:**

## 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 appropriate fire departments in the conduct of fire drills

SOURCE: MASC Policy



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT INSURANCE PROGRAM**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JLA**

**Revised:**

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.

SOURCE: MASC Policy

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

## **CODE: STUDENT HEALTH SERVICES AND REQUIREMENTS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JLC**

**Revised:**

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

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

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

The District shall maintain a Nurse's Protocol Book which shall guide school health services.

### Procedures for Emergency at School

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

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

The District shall maintain an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the principal or designee any accident or serious illness and such reports will be filed with the Business Office.

### Student Illness or Injury

### ***School Committee Policy***

## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

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

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

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

SOURCE: MASC Policy

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

CROSS REF.: EBB, First Aid

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: HEALTH REQUIREMENTS**

**Category: Students**

**Adopted:**

**File No.: JLCA**

**Revised: 5/24/05; 5/1/07;  
3/3/2020**

## **PHYSICAL EXAMS**

Regular physical exams are important for all children and adolescents, especially those who do not have primary care providers. The objective is to identify and follow up on any health conditions that may interfere with learning. M.G.L. c. 71, s. 57 and related amendments and regulations (105 CMR 200.000-200.920) require physical exams of school children within six months before entry into school or during the first year after entrance, and at intervals of either three or four years after. The Southwick-Tolland-Granville Regional School District requires physical exams for grades kindergarten, four, seven and ten.

In addition, physical examinations are required annually before participation in competitive sports. A student in the Southwick-Tolland-Granville Regional School District must pass a physical examination within thirteen months of the start of each season. Students who meet this criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

## **ACTIVITY LIMITATIONS**

If a student is required to have limited physical activity in school, a written statement from the licensed health care provider describing the limitations must be provided to the school so appropriate arrangements can be made if necessary.

## **VISION, HEARING, WEIGHT AND HEIGHT**

Screenings will be performed annually on each student according to DPH guidelines with recommendations for further evaluation made to parents/guardians as indicated.

## **POSTURAL SCREENING**

Postural screening will be done annually on all students in grades 5-9.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: INNOCULATION OF STUDENTS**

**Category: Students**

**Adopted:**

**File No.: JLCB**

**Revised:**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interest of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent, or that the child meets the statutory requirement governing homelessness.

Pursuant to the intent of M.G.L. Chapter 76, Section 15 any student found to be in non-compliance with the immunization requirements is subject to immediate exclusion from school and shall not be readmitted until the parent or guardian satisfies the requirement of the statute or, in the alternative, provides evidence to substantiate an exemption as described above.

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JE](#), School Admissions

Amended: September 14, 2004

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: AIDS (Acquired Immune Deficiency Syndrome)**

**Category: Students**

**Adopted: 2/3/09**

**File No.: JLCCA**

**Revised:**

The guidelines and procedures outlined herein apply to all students and staff of the Southwick-Tolland-Granville Regional School District. These guidelines and procedures will remain in effect until such time as it is necessary to amend them to reflect new medical information as well as state policies as such become available.

Epidemiologic studies show that aids is transmitted via sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines shall be implemented in the Southwick-Tolland-Granville Regional School District:

## **I. Student Guidelines and Procedures**

- A. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) and receiving medical attention are able to attend regular classes. However,
  - 1. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
  - 2. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school.
- B. Children diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
- C. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) are able to attend school without any restrictions.
- D. The personal physician of a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) is the primary manager. Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
  - 1. The student's personal physician, after consultation with the family, is responsible for reporting the case to the Massachusetts Department of Public Health's Division of Communicable Diseases. The Superintendent will be notified and will provide assistance in identifying those educational or health care agents with an absolute need to be informed about the case.
  - 2. Only persons with an absolute need to know should have medical knowledge of a particular student's case. In individual situations, the Superintendent may notify one or more of the following:

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- a. Supervisor/Principal
  - b. School Nurse
  - c. Student's Teacher
3. Notification should be made through a process that would maximally ensure patient confidentiality. Ideally, this process should be direct person-to person contact.
- E. If school authorities are aware that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) has evidence of conditions described in A.1-2 above, the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is in compliance with the school policy.
- F. If school authorities and the child's personal physician are in conflict, the case should be referred to the Department of Public Health for review by an approved physician who would determine the permissibility of attendance.
- G. Since the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) has a somewhat greater risk of acquiring infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles, until he/she is properly treated (possible with hyperimmune gamma globulin) and/or the outbreak is no longer a threat to the child.
- H. HIV Screening is a blood test for detecting the presence of antibodies to the HIV virus. Antibodies are substances produced by the white blood cells which help fight infections caused by viruses or bacteria. Testing for HIV antibodies is not recommended for any purposes other than to assist the child's personal physician in a highly selected set of clinical decisions. Results of HIV screening tests are confidential and should not be reported to schools.
- I. Blood or any other body fluids including vomitus and fecal or urinary products of any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
  1. These spills should be cleaned-up with bleach (one part bleach to ten parts water) or another disinfectant, by pouring the solution around the perimeter of the spill.
  2. All disposable materials, including gloves, should be discarded in a plastic bag. The mop should also be disinfected with the bleach solution described above.
  3. Persons involved in the clean-up should wash their hands afterwards.
- J. In-service programs for school nurses and other appropriate staff will be conducted as required and as new information becomes available.

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## **II. Employee guidelines and procedures**

### **A. Statement of Purpose and Scope**

This section of this circular establishes the policy of the Southwick-Tolland-Granville Regional School District for dealing with employees who have AIDS. Its purpose is the protection of the right of School Department employees who have AIDS to continue employment. The School Department also recognizes its obligation to provide an environment where employees, students and the public at large do not fear for their health and safety.

The policy and procedures are applicable to all bargaining unit employees of the Southwick-Tolland-Granville Regional School District as well as all managerial staff.

### **B. Employee Policy**

The Southwick-Tolland-Granville School Department recognizes that employees with AIDS may wish to continue work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or others, employees shall be assured of continued employment. Federal and State laws also mandate that disabled individuals are not to be discriminated against on the basis of their handicap and that if it becomes necessary, some reasonable accommodations will be made to enable qualified individuals to continue to work.



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SCHOOL NURSE MANAGEMENT OF POTENTIAL LIFE THREATENING  
OPIOID OVERDOSE PROGRAM POLICY**

**Category: Students**

**Adopted: 05/02/2017**

**File No.: JLCE**

**Revised:**

## **POLICY**

The Southwick-Tolland-Granville Regional Schools will maintain a district-wide plan for addressing potential life threatening opioid overdose reaction. This plan shall include:

- Building-based general medical emergency response plan
- The School Nursing Leader will have the responsibility for the development and management of the naloxone administration program in the school setting in accordance with MDPH protocols.
- The school physician will provide oversight to monitor the program and ensure quality improvement and quality control.
- Training per MDPH protocols will be provided for all school nurse responders.
- Integration with the local emergency medical services (EMS) system will be included in the implementation of this program.

The Department of Public Health is operating a naloxone distribution program as a pilot program in accordance with M.G.L. c. 94C and DPH/Drug Control Program regulations at 105 CMR 700.000. The distribution of naloxone by approved trainers is authorized by the Department of Public Health and the standing orders issued by the Medical Director of the naloxone pilot.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE:** AUTOMATED EXTERNAL DEFIBRILLATOR POLICY

**Category:** Students

**Adopted:** 5/21/2020

**File No.:** JLCEC

**Revised:**

## **PURPOSE**

It is the purpose of this policy to establish and formalize the standard operating guidelines that are required to have, maintain and utilize Automated External Defibrillators (AED) in the Southwick-Tolland-Granville Regional School District in accordance with the Massachusetts General Laws, Massachusetts Department of Public Health and the American Heart Association. An Automated External Defibrillator makes early defibrillation accessible to students, faculty and staff and other persons who experience sudden cardiac arrest. The goal is to improve the likelihood of survival for people suffering cardiac arrest. The AED Program Coordinator (Nurse Leader) will notify the Southwick, Tolland or Granville EMS system, Fire and Police Department of the location of the AED(s) in the Southwick-Tolland-Granville Regional Schools. Outside contractors/renters and community activities are not guaranteed access to an AED or a trained AED operator as part of the standard school facility rental contracts.

## **LOCATION**

The location of defibrillators will be established within each building in consultation with the building principal and the AED Program Coordinator. The Defibrillators should not be locked in a room. Anyone who removes an AED from a building is responsible for returning it to its proper placement in the building when the event is over and for making sure the device's location is made known to other groups who are having activities at the same time. The school administration shall ensure that an AED and AED provider is readily available at any school-sponsored athletic event.

## **EQUIPMENT MAINTENANCE AND TESTING**

It will be the responsibility of the AED Program Coordinator or his/her designee to ensure that the AED units are maintained according to company and state requirements. School Nurses will test the units at least once per month, which shall be documented on a standardized form that will be kept in the Nurse's Office. The School Nurse in each building will be responsible for daily visual checks and documentation during the actual contracted year (summer locations and checks will be determined by the summer program use of the buildings), for prompt notification to the AED Program Coordinator for any equipment or supply needs. If an AED exhibits an operational problem or malfunction, it shall be immediately removed from service. Operational problems or malfunctions shall be reported to the AED Program Coordinator as soon as possible after detection.

## **TRAINING**

The school nurse must have a designated back up trained AED operator, in the building, at all times when the school is open. In most instances this will be a member of the administrative team, the athletic department or a PE teacher. The sequence of responsible persons will be established within each building in consultation with the building principal and the AED Program Coordinator. Each school nurse will maintain a current list and documentation of training for all targeted responders in the building.

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The AED Program Coordinator, building nurses and building principals will coordinate training in the use of and maintenance of the Automated External Defibrillators. All school nurses are required to be up to date on their CPR/AED certification. Basic CPR and AED training will be offered annually to School Nurses.

All persons designated as a trained AED operator shall have current certification in a training course in cardiopulmonary resuscitation and in the use of an AED in accordance with the standards established by the American Heart Association or the American National Red Cross.

### **NOTIFICATION OF AED USE**

Any time an AED is used, the user (or if the user is an EMS, the school employee present for the use) will immediately notify the building principal and the Superintendent's office of the use or attempted use of the AED on school property or at an athletic event. The user will also notify the AED Program Coordinator, who will notify the School Physician/Medical Consultant after the event. The use of the AED when a school nurse is not present, and during community activities, must be reported immediately to the custodial staff on duty, in addition to the reporting requirements previously stated.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: GUIDANCE REQUIREMENTS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JLD**

**Revised:**

Guidance is identified as helping individuals understand themselves in the light of their abilities, aptitudes, interests attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him in arriving at his own satisfactory solutions.

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

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

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin and religion shall not be considered as limiting factors in career determination.

"Career Day" programs and other occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials including pictorial representations to be used to recruit students for employment, including training, that contain a preference of individuals of particular race, color, sex, religion, or national origin. Any pictorial representation in such materials, in the aggregate, shall depict members of both sexes and of minority groups.

No material or tests shall be employed for guidance purposes which discriminate and/or limit choices on the basis of race, color, sex, religion or national origin.

**SOURCE: MASC Policy**

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

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# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: SOLICITATIONS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JP**

**Revised:**

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

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

SOURCE: MASC Policy

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

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT AWARDS AND SCHOLARSHIPS**

**Category: Students**

**Adopted: 2/5/2019**

**File No.: JM**

**Revised:**

The Southwick-Tolland-Granville School Committee may accept gifts of money from private individuals or from organizations for the purpose of awarding scholarships. In addition, the Southwick-Tolland-Granville School Committee may sponsor and/or allow organizations or private individuals to award scholarships to students at its award ceremonies, provided the scholarship has been approved by the Committee in advance. In such case, the Committee will inform the donor of the procedures for presenting the award.

Any individual or entity that wants to make a gift and/or create a scholarship must submit the eligibility criteria, application, and any other information requested by the Committee, to the Committee, for its review. All scholarship monies must be deposited with the District, and the District will issue a check to the recipients of the awards.

In sponsoring or administering any scholarship or award, the School Committee reserves the right to reject any gifts to the District and/or students. In making their decision whether to accept or reject gifts, the School Committee shall consider the best interest of the District and students including, but not limited to, the following criteria:

1. The proposal is free from motivations of personal or corporate gain or publicity.
2. The explicit or implied purposes of the proposal are consistent with the goals and standards of the district.
3. The application and selection procedures must be clearly stated and fair to all members of the eligible group of students.
4. The proposed criteria for application or selection procedures will not put unreasonable demands on the school staff and the criteria for selection will be clear and objective.
5. The awarding of the scholarship will not imply an endorsement of any business product or service by the school or by the recipient.
6. The School Committee will not accept and/or sponsor any scholarship that would conflict with and/or create a violation of any other School Committee policy and/or state or federal law including but not limited to: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Therefore, scholarships cannot discriminate on the basis of any protected category including, but not limited to, race, gender, color, religion, sexual orientation, age, disability, ethnicity,

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national origin, gender identity, pregnancy, and/or pregnancy related condition.

The Guidance Department shall make available to students a list of available scholarships that have been accepted by the Committee. In addition, the Guidance Department can inform students of other available scholarships that have not been approved by the Committee, but are generally available to students directly from the outside organizations. Such scholarships are not sponsored by the Committee and may or may not meet the eligibility criteria set by the Committee.

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT FEES, FINES, AND CHARGES**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JQ**

**Revised:**

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. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon Board 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 withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

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

**SOURCE: MASC Policy**



# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT RECORDS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JRA**

**Revised:**

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

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

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

**SOURCE: MASC Policy**

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

**CROSS REF.:** KDB, Publics Right to Know

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT RECORDS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JRA-R**

**Revised: 5/22/07**

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 are to be construed harmoniously with such statutes.

## Application of Rights

603 CMR 23.00 is promulgated to insure parents and students rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

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

## Definition of Terms

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

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

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee

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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 evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9<sup>th</sup> grade, unless the school committee acting pursuant to 603 CMR 23.01(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 9<sup>th</sup> 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 students 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 persons 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 students name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

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

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

Log of Access: A log shall be kept as part of each students 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:

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

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

- (a) A school may release the following directory information: a students 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.

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

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - 2. The parent has been denied visitation, or
  - 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

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## **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

- (f) (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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 71:34A, B, D, E, H  
                              Board of Education Student Record Regulations adopted 2/1077, June 1995 as  
                              amended June 2002.  
                              603 CMR : Dept. Of Education 23.00 through 23:12 also  
                              Mass Dept. Of Education publication Student Records; Questions, Answers and  
                              Guidelines, Sept. 1995

CROSS REF: KDB, Publics Right to Know

# **SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT**

**CODE: STUDENT PHOTOGRAPHS**

**Category: Students**

**Adopted: 10/4/05**

**File No.: JRD**

**Revised:**

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

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

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

The purpose of this policy is to:

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

SOURCE: MASC Policy