

**POLICY MANUAL**  
of the  
**SUDBURY PUBLIC SCHOOLS**

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Sudbury, Massachusetts

**Published by the  
Sudbury School Committee**

Revised 8/2009

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## PREFACE

### *General Laws - Chapter 71*

*Section 37. Duties of the School Committee. It shall have general charge of all the public schools, including the evening schools and evening high schools, and of vocational schools and departments when not otherwise provided for.*

*"The policy of the Commonwealth from early times has been to establish a board elected directly by the people separate from other governing boards of the several municipalities and to place the control of the public schools within the jurisdiction of that body unhampered as to details of administration and not subject to review by any other board or tribunal as to acts performed in good faith... The school committee is an independent body entrusted by law with broad powers, important duties, and large discretion."*

*1/Rugg, C. J. in Leonard vs. School Committee of Springfield –241 Mass 325 at 329 (1922)*

## FORWARD

The School Committee believes that an orderly definition of the duties and responsibilities of each employee and pupil will avoid misunderstandings and achieve a more efficient school system. Toward this end, this manual has been prepared. It will enable the Committee to study those policies and rules which have need of change. It will also serve as a guide to instruct new members. Finally, it is hoped that this manual, by interpreting the operation of the schools to the citizens of Sudbury, will bring about a better understanding between these two groups whose cooperation is so vital to the education of our children.

This manual contains the by-laws, policies, and regulations which control the operation of the Sudbury School Committee and the Sudbury Public Schools. They establish a guide for action within the scope of applicable laws. These include, but are not limited to, such state, Town, and federal laws as may be cited in this manual. A comprehensive volume entitled "*General Laws Relating to Education*", published periodically by the Department of Education of the Commonwealth of Massachusetts, sets forth the specific legal framework under which all the School Committees of the Commonwealth operate.

To understand the application of this manual, it is necessary to define certain terms and establish the responsibility for the formulation and implementation of this manual:

1. By-laws are the rules governing the organization and operation of the School Committee.
2. Policies are broad principles adopted by the Committee to guide the administration in a course of action.
3. Regulations are the detailed instructions to put policy into practice.

In the formulation of policy there should be full discussion by both the Committee and administration, but the decision to adopt a policy is the legal responsibility of the Committee. It then becomes the task of the administration to implement a set of regulations which makes the policy operable. It is within the purview of the Committee to review and approve such regulations to ascertain that they correctly interpret policy.

No manual such as this can foresee every situation in which action will be required. The natural growth and changing circumstances of any educational system require periodic review of policy in order to keep it up-to-date by additions and amendments.

# POLICY MANUAL

## of the

# SUDBURY PUBLIC SCHOOLS

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## 1. STATEMENT OF PURPOSE

The goal of the Sudbury Public Schools is to provide an education of the highest quality for the community it serves. To reach this goal, the curriculum and the educational practices employed must strive to develop self-respect, knowledge, reason, and a commitment to human dignity, and to prepare each child to become a participating citizen in our increasingly interdependent world.

The schools shall strive to enrich children's lives with the resources of our culture and heritage, to stimulate curiosity about the future, to provide experiences in creative inquiry and originality of thought and action, to develop critical thinking skills, and to nurture academic, social, psycho-motor, and artistic talents unique to each child.

A clearly stated core curriculum shall be maintained which provides a strong foundation in the arts and sciences, incorporating effective technological developments. The expertise of the professional staff gained from interests and experience is a valued addition to, and enrichment of, this core. The curriculum and staff must provide practice and real opportunities for the application of significant and currently valued information and skills such as those developed in group process and problem-solving activities. The objectives of the curriculum will be used to measure student progress and the effectiveness of curriculum implementation. Curriculum appropriate for special needs students and students with special gifts and talents shall be provided through programs developed to support their maximum growth.

The growth and progress of each student should be viewed as personal and significant. This should be evaluated and communicated clearly to both parents and students using formal and informal measurements. The evaluation process shall, therefore, measure the objectives and goals here stated in a useful, systematic, and valid manner.

The commitment of the Sudbury Public Schools is to provide an education of excellence where students are immersed in developing attitudes and skills which are a foundation for lifelong learning. To achieve this excellence requires not only high standards, but the full support and participation of parents, educators, administrators, and the community of Sudbury.

9/19/84

## 2. SCHOOL COMMITTEE OPERATIONS

### 2.1 Practices

The authority and powers of the Sudbury School Committee derive from the Legislature of the Commonwealth which states that the School Committee shall have policy-making authority, authority to develop and approve the budget, and the authority to hire a Superintendent of Schools. (Chapter 71, Section 37). In Sudbury the authority of the School Committee is limited to instructional levels-- Kindergarten through Grade eight (8). The following by-laws govern the organization and operation of the School Committee.

12/15/99

## **BY-LAWS**

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### **MEMBERSHIP AND ORGANIZATION**

1. The School Committee shall consist of five (5) members elected at annual town elections for terms of three (3) years. Two members shall be elected annually, except that one member shall be elected every third year (Chapter 41, Section 1).

2. Vacancies occurring on the School Committee shall be filled by a majority vote of the Selectmen and the remaining members of the Committee. The person so appointed shall serve until the next annual election. (Chapter 41, Section 11)

9/8/65, 8/13/6, 4/28/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91

3. The first scheduled School Committee meeting shall occur after the conclusion of the annual Town Meeting. The Committee shall organize by electing one member to serve as a Chairman and one member to serve as Vice Chairman, and by adopting the rules described hereunder as its rules of proceedings. The Superintendent of Schools shall act as Secretary to the Committee. In the absence of the Superintendent, a designee shall act as Secretary.

9/8/65, 8/13/68, 4/28/72, 3/1/73, 1/4/78, 10/24/84, 5/22/91

4. A majority of all members of the School Committee shall constitute a quorum for the transaction of business, but a lesser number may meet and adjourn at any time without authority to take action on the part of the Committee.

5. At the request of the School Committee, the Chairman may appoint special committees composed of less than the full membership. These committees shall be discharged on completion of their assignment. The Chairman shall be an ex officio member of any such committee. Committees thus formed have no authority to act on matters requiring the full Committee.

9/8/65, 8/13/68, 4/28/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91

6. The School Committee may appoint from time to time such special committees as it deems necessary to keep it fully informed on matters coming before it. A member of the School Committee shall function as an ex officio member of any such special committee. Members of such special committees shall be legal residents of the Town and will receive no compensation for services rendered. Special committees so formed will have no authority to act on behalf of the School Committee.

9/8/65, 8/13/68, 4/28/72, 3/1/73, 1/4/78, 10/24/84, 5/22/91

### **MEETINGS**

7. Regular meetings of the Committee shall be held on two weekday evenings of each month, unless otherwise determined by the Committee. The Committee shall provide a schedule of the regular meetings on an annual basis. The schedule of regular meetings and any changes to the schedule shall be posted as provided in Chapter 39, Section 23B.

05/25/05

8. Special meetings of the committee may be called by the Chairman or upon request submitted to the Secretary by any two members.

9/8/65, 8/13/68, 4/28/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91

9. The Secretary shall give to the Committee at least 48 hours' notice of each regular meeting. Notice shall also be filed with the Town Clerk at least 48 hours prior to the meeting as provided in Chapter 39, Section 23B. In addition, the agenda shall be posted on the District website and at the Town Hall and available at all schools and the Central Office. Notice to members shall include minutes of the

previous meeting(s) and a proposed agenda, whenever reasonable. Whenever pertinent and possible, the Superintendent shall include with the agenda detailed and factual information to aid the Committee in understanding the matters under consideration. Agendas for regular meetings shall be provided to each member at least two days before the meeting, whenever feasible.

9/8/65, 8/13/68, 4/28/72, 3/1/73, 1/4/78, 10/24/84, 5/22/91, 12/15/99, 05/25/05

10. All meetings of the Committee shall be held in the Senior Citizen Center at the Fairbank Community Center unless otherwise specified in the notice or voted by the Committee.
11. All meetings of the Committee shall be open to the public unless the Committee shall vote to go into Executive Session as provided in Chapter 39, Section 23A.
12. The records of each meeting shall become a public record upon being approved except that records of Executive Session may remain secret under conditions set forth by Chapter 39, Section 23A.
13. No person shall address a meeting of the Committee without leave of the presiding officer. (Chapter 39, Section 23B.)
14. At regular meetings will include the following topics:
  1. **SCHOOL COMMITTEE'S REPORT**
  2. **SUPERINTENDENT'S REPORT**
  3. **OPEN FORUM**
  4. **COMMUNICATIONS**
  5. **MINUTES**
  6. **PERSONNEL ACTION**
    - a. Resignation(s)
    - b. Appointment(s)
    - c. Leave(s) of Absence Request(s)
  7. **MEMBERS' FORUM**
  8. **EXECUTIVE SESSION** (If needed)
15. Action shall be by open vote only and shall be recorded according to the majority vote of those present. However, any member voting in the minority may request that said vote be recorded by name in the minutes. Votes may not be cast in absentia.

9/8/65, 6/1/66, 5/24/67, 1/3/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91, 12/15/99

### **DUTIES OF THE COMMITTEE**

16. The School Committee shall have policy making authority for the Sudbury Public Schools.
17. The School Committee shall appoint a Superintendent of Schools to direct the operations of the school system, and to interpret and administer those policies adopted by the School Committee.

9/8/65, 6/1/66, 5/24/67, 1/3/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91, 12/15/99
18. The School Committee shall conduct a public hearing to explain its budgetary decisions prior to approval of the budget.
19. The School Committee shall approve and establish salaries and/or ranges of salary in conformance with the annual appropriation, as well as any collective bargaining obligations.

9/8/65, 6/1/66, 5/24/67, 1/3/72, 3/1/73, 1/4/78, 10/24/84, 5/22/91, 12/15/99
20. The Committee shall have prepared and approved all formal reports on school operations required by state regulations.

21. The Committee shall approve by vote all official written communications addressed to other Town boards and committees.  
9/8/65, 6/1/66, 5/24/67, 1/3/72, 3/1/73, 12/21/77, 10/24/84, 5/22/91
22. The Committee shall approve, by signature of three of its members, all bill schedules.  
9/8/65, 6/1/66, 5/24/67, 1/3/73, 2/15/78, 10/24/84, 5/22/91
23. The Committee shall approve by vote all communications with federal and state agencies, professional organizations, news media, and individuals which state an official position of the Committee on school matters.
24. The Committee shall approve by vote all charges to sub-committees, Town committees and shall appoint persons to fill positions created by charges or votes of the Town Meeting.
25. The Committee shall prepare and approve by vote all proposed Town Meeting warrant articles it deems essential to effective school operations.
26. The School Committee shall provide for hearings of all petitions and grievances which bear on established or proposed policy, and which do not interfere with the responsibilities of the Superintendent and/or principal under Chapter 71. Requests for hearing should be submitted to the secretary in writing at least 24 hours before the meeting. School Committee members will not deal directly with school employees or matters related to pupil records, pupil discipline, individual performance, or administrative practices.  
9/8/65, 6/1/66, 5/24/67, 3/6/68, 1/3/72, 4/28/72, 12/21/77, 10/24/84, 5/22/91, 12/15/99

#### **DUTIES OF OFFICERS**

27. The Chairman shall preside at all meetings of the Committee and perform such other duties as are required by law. The Chairman shall execute all documents requiring signatures on behalf of the Committee. The Chairman shall designate members of the Committee to conduct liaison with other Town boards and committees, government agencies, and professional organizations except as provided by by-laws governing duties of Committee members. The Chairman shall have the prerogative to conduct such liaisons personally instead of, or in addition to, designated School Committee members. The Chairman may call special meetings of the Committee.  
9/8/65, 5/24/67, 1/4/78, 10/24/84, 5/22/91, 12/15/99
28. In the absence of the Chairman, the Vice Chairman shall perform any of the above listed duties. In the absence of the Chairman and Vice Chairman, the Committee member holding longest tenure in office shall perform the duties of the Chairman.
29. The Secretary shall have a record kept of the proceedings of the Committee and shall designate a recording secretary for this purpose. All reports, communications, papers, and documents relating to the business of the Committee shall be kept on file in the Secretary's office. S/he shall issue notices of Committee meetings; shall prepare and publish meeting agendas at the direction of the Chairman; shall notify contract personnel of their appointments, terminations, and acceptance of resignations.  
  
The Secretary may, upon the request of at least two members of the Committee, request the Chairman to schedule a special meeting. The Secretary shall make recommendations to the Chairman for the scheduling of hearings, receive requests for hearings, and assure that petitioners meet requirements for hearings specified in Paragraph 25 above. The Secretary shall, at the direction of the Chairman and on behalf of the Committee, execute all communications not specifically reserved as the responsibility of the Chairman. The Secretary has the responsibility for maintenance and publication of the policies of the Committee and will arrange for periodic review of policies at the direction of the Committee.  
9/8/55, 5/24/67, 12/21/77, 10/24/84, 5/22/91

#### **DUTIES OF SCHOOL COMMITTEE MEMBERS**

30. School Committee members shall at all times abide by the Code of Ethics and shall undertake only those duties which they are specifically assigned by vote of the duly constituted Committee.
31. Individual Committee members shall be assigned responsibility of liaison with other Town boards and committees. In this capacity they may represent the Committee but not act on its behalf. Formal requests for Committee consideration, and requests directed by the Committee to other boards and committees, will be communicated by the Chairman or Secretary as appropriate under the by-laws. Assignments will be reviewed annually at the organization meeting following annual Town elections.

31.1 FINANCE COMMITTEE

The School Committee shall assist the Town Manager and Finance Committee in discharging its function by providing information and by meeting with the Town Manager and Finance Committee from time to time either through joint meetings of full committees or the meeting of subcommittees.

10/6/65, 2/24/79, 5/22/85, 12/15/99

31.2 PLANNING BOARD

The School Committee maintains a continuous liaison with the Planning Board.

10/6/65, 4/28/72, 2/14/79, 5/22/85

31.3 FIRE, POLICE AND HIGHWAY DEPARTMENTS

The School Committee shall assist the Fire, Police and Highway departments in conforming to all laws and regulations of the Commonwealth as these laws and regulations pertain to schools and school buses. The School Committee provides for the employment of crossing guards. The Committee will not duplicate functions or equipment of the Fire, Police and Highway departments which these departments customarily provide, as long as they provide them.

10/6/65, 4/28/72, 2/14/79, 5/22/85

31.4 PERMANENT LANDSCAPE COMMITTEE

The School Committee shall seek the expertise and assistance of the Permanent Landscape Committee to keep school property attractive as much as budgetary constraints will permit.

10/6/65, 4/28/72, 2/14/79, 5/22/85

31.5 PERMANENT BUILDING COMMITTEE

The School Committee, recognizing the importance of decisions made by the Permanent Building Committee and their influence on the costs of operating the schools, shall cooperate with the Permanent Building Committee and assist it in discharging its responsibilities to the Town.

10/6/65, 4/28/72, 2/14/79, 5/22/85

31.6 PARENTS' ORGANIZATIONS

The School Committee recognizes the benefits that the Sudbury Public Schools derive from the presence of parent organizations and encourages Principals and teachers to cooperate with such organizations.

10/6/65, 4/28/72, 2/14/79, 5/22/85

31.7 OTHER SCHOOL COMMITTEES

The Sudbury School Committee shall maintain liaisons with the Lincoln-Sudbury Regional High School.

4/28/72, 2/14/79, 5/22/85, 12/15/99

32. School Committee members shall serve as ex officio members of all duly constituted sub-committees. In this capacity they will coordinate all communications between the sub-committees and the Committee and recommend the sub-committee charge.

9/8/65, 6/1/66, 4/28/72, 12/21/77, 10/24/84, 5/22/91, 12/15/99

33. In the case of absence of a School Committee member from five or more consecutive regular meetings, or of absence from one-half or more of the meetings in one year, the Chairman shall investigate the circumstances of the absence and make a recommendation to the Committee. Upon a majority vote of the Committee, a letter requesting resignation will be sent by the Chairman.
34. School Committee members may be censured by a vote of the majority of the Committee for breach of conduct under these by-laws. Such action shall be taken only after such a member has been notified at least one meeting prior to the meeting at which a censure vote is taken. The Committee shall decide by majority vote to notify the member that a vote of censure is contemplated.

9/8/65, 6/1/66, 4/28/72 1/4/78, 10/24/84, 5/22/91

### **DUTIES OF THE SUPERINTENDENT**

35. The Superintendent is responsible for the administration of all policies established by the School Committee. Further, the Superintendent is responsible for the overall direction and management of the school system.
36. The Superintendent shall establish appropriate regulations to implement the policies and shall interpret these regulations to the staff, to the public at large, and to interested government and educational agencies.
37. The Superintendent shall initiate School Committee review of any regulations on which s/he has a question of policy interpretation. The School Committee reserves the right to review all established regulations to assure their compliance with established policy.
38. The Superintendent will refer all matters affecting changes to established policy to the Committee on a timely basis.

12/15/99

### **AMENDMENTS**

39. Amendments to these by-laws shall be adopted only when notice of a proposed change has been given at a previous meeting.
40. Policies contained in this document will be reviewed annually by the Committee no later than July 1. Amendments may be proposed at any time by Committee members or the Superintendent. Proposed changes must be submitted at least one meeting prior to adoption.

9/8/65, 6/1/66, 4/28/72, 1/4/7, 10/24/84, 5/22/91, 12/15/99

## **2.2 Code of Ethics**

*(AS ADOPTED BY THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES JANUARY, 1996)*

The acceptance of a Code of Ethics implies the understanding of the basic organization of School Committees under the laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those State Laws which apply to School Committees since School Committees are agencies of the State.

This Code of Ethics delineates three areas of responsibility of School Committee members in addition to that implied in the preamble: (1) community responsibility; (2) responsibility to school administration; and (3) relationship to fellow committee members.

1. A School Committee member in his/her relations with the Community should:

- a. Realize that his/her primary responsibility is to the children.
  - b. Recognize that his/her basic function is to be policy-making and not administrative.
  - c. Remember that he/she is one of a team and must abide by, and carry out, all Committee decisions once they are made.
  - d. Be well informed concerning the duties of a Committee member on both a local and state level.
  - e. Remember that he/she represents the entire community at all times.
  - f. Accept the office as a committee member as a means of unselfish service with no intent to "play politics" in any sense of the word, or to benefit personally from committee activities.
2. A School Committee member in relations with the administration should:
- a. Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
  - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - c. Give the chief administrator full responsibility for the discharging of his/her professional duties and hold him/her responsible for acceptable results.
  - d. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail.
3. A School Committee member in his/her relations to fellow Committee members should:
- a. Recognize that actions at official meetings are binding and that he/she cannot bind the committee outside of such meetings.
  - b. Realize that s/he should not make statements or promises of how he/she will vote on matters that will come before the Committee.
  - c. Uphold the intent of Executive Sessions and respect the privileged communication that exists in executive sessions.
  - d. Not withhold pertinent information on school matters or personnel problems, either from members of the committee or from members of other committees who may be seeking help and information on school problems.
  - e. Make decisions only after all facts on a question have been presented and discussed.

7/28/65, 1/4/78, 10/24/84, 5/22/91, 12/15/99

## 2.3 Fiscal Policy

The School Committee, entrusted with the stewardship of the largest portion of the Town's funds and with the education of the Town's most important asset, it's children, establishes the following financial policy. The policy is shaped by the recognition that the Committee is responsible for the efficient use of the public's money in educating the children.

### GENERAL POLICY

The Committee will use the funds provided by the Town to operate the Sudbury Schools in a way that will provide equal educational opportunity in keeping with the adopted philosophy of education. Fiscal planning will be shaped to ensure that maximum educational benefits will be realized from a minimum expenditure of funds.

The opportunities the Committee endeavors to provide the children include, but are not limited to:

1. Opportunity for individual instruction.
2. Methods for early diagnosis of learning problems.
3. Class sizes and distribution of pupils that will enhance learning.
4. Sufficient teaching materials to meet the needs of instruction.
5. At least 180 days of instruction.
6. Specialists to supplement regular classroom teaching.
7. Teachers of demonstrated competence and academic preparation.
8. The attraction and retention of superior teachers, specialists, and administrators.
9. Orientation of school personnel before the beginning of the school year, and orientation and organizational meetings for such personnel during the year.
10. Provisions for the teaching of children who are unable to take part in normal classroom work.
11. Libraries in each school building supplied with materials to enhance study and to provide reading for pleasure.
12. Rooms for mass instruction, classrooms suited for instruction in special fields, cafeterias, and health rooms.
13. Opportunities for visits to educational sites, and for contact with private educational agencies.
14. Guidance through pupil counseling, through cooperation between teachers and parents, and through recourse to professional services.

Every effort will be made to keep at a minimum the costs associated with providing these opportunities. Similarly, administrative expenses such as school building maintenance, food services, pupil transportation, and administrative staff will be held to a minimum. But cost reductions shall not impair the safety and health of pupils, or long term condition of physical assets.

### **IMPLEMENTATION**

The general provision outlined above will be carried out through prudent planning designed to ensure that the stated educational opportunities continue to be available to all children. Planning and execution will consist of the following steps:

1. The School Committee will use student population estimates furnished by the Superintendent as a basis for its projection of enrollment. Such estimates shall be made available in time to be used in the preparation of the annual budget.
2. The School Committee will review education objectives with the Superintendent who will be guided by the stated objectives in the preparation of the budget. Items to be introduced into the program and items to be removed from it will be presented by the Superintendent to the Committee for a vote during the budget preparation period and at other times if he/she deems such submission necessary.
3. The Superintendent will submit a preliminary budget to the Committee in a timely fashion.
4. No later than December 31, the Committee will submit an official budget to the Finance Committee, as required by the Town's by-laws.
5. The School Committee will publish a financial report once a year.

12/15/99

### **FEDERAL AID**

The Committee will not let federal funds accumulate. The Committee shall list its total money requirements in its annual budget, deduct from it anticipated state, federal, and other funds or funds already available, and request that the Town appropriate the balance.

9/30/64, 9/29/65, 3/15/66, 7/27/66, 1/3/72, 4/28/72, 3/7/79, 10/24/84

### **GIFTING, GRANTS AND CONTRIBUTIONS**

**2.3.1** Donations may not be used to hire personnel for regular day programs. Donations may be used to hire personnel for extra-curricular programs. Grant monies may be used to provide funds for personnel working in either regular day or extra-curricular programs. Grants written by Sudbury Public Schools staff and approved by the Superintendent or his/her designee are not donations for the purposes of this section.

12/15/99

**2.3.2** Applications for grants to provide personnel, services, equipment or supplies to the Sudbury Public Schools shall be submitted only with the written approval of the Superintendent or his/her designee.

## **2.4 Gifts and Donations**

### **2.4.1 Acceptance of Donations**

The Sudbury School Committee recognizes and appreciates the benefits to the schools of donations of time, talent, and money in support of the educational goals of the District. In particular, school support organizations, such as the Parent Teacher Organizations and the Sudbury Education Resource Fund, Inc., have provided highly valuable support to the Sudbury Public Schools. At the same time, the School Committee believes that public education is a common good that should be adequately supported by the federal, state, and local governments. Pursuant to the Constitution and laws of Massachusetts, students are entitled to an appropriate education financed by the public. In general, therefore, private donations should not be used to pay for core curriculum or other programs that fall within the obligations of the District.

The Sudbury School Committee may accept donations to assist the District in furtherance of its educational goals, in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind.

Donations may not be spent or used in the schools unless they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated in §2.4.2 below. Donations, including donations from school support organizations, that would: (1) involve a change to a school physical plant; (2) support the salary of any District personnel; or (3) involve significant or ongoing advertising or promotion of a commercial interest may be spent or used by the District only if approved by the School Committee.

All donations accepted by the School Committee will be expended at the discretion of the School Committee. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the Sudbury Public Schools to be used as the School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned

property. Monetary donations will be placed in a separate account as needed and in compliance with applicable laws.

The School Committee reserves the right to reject any donation when it finds that the donation would not serve the interests of the District. The School Committee will consider the overall interests of the District in reviewing each donation, but generally will not accept donations in the following circumstances:

1. The donation is incompatible with existing or planned curriculum, programs, or educational goals of the District.
2. The donation would result in an unreasonable inequity among schools, classes, or groups of students within the District
3. The donation may tend to result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g. unemployment.)
4. The donation may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation.
5. The donation would involve unreasonable advertising or promotion of a commercial interest.
6. The donation would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded in the budget approved for the Sudbury Public Schools by the voters of the Town of Sudbury at a Town Meeting or Town Election.

#### **2.4.2 Exceptions to Requirement of School Committee Approval**

Donations may not be spent or used in the schools unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent is authorized to accept grants from the federal or state government, private foundations, or non-profit organizations when a school or staff member has applied for the grant with the approval of the Superintendent.
2. The school principals, teachers, and other staff are authorized to accept on behalf of the school gifts from individuals or organizations in the form of supplies and materials for the school or for classrooms (or money for the purchase of such supplies and materials) not to exceed donations valued at \$500 per family in a single school year.
3. School principals and librarians are authorized to accept library books or materials or donations to purchase library books or materials that they deem educationally appropriate.
4. Donations of time and personal services by parents and Sudbury residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only, and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.
5. The Superintendent is authorized to accept on behalf of the School Committee donations from school support organizations, including Parent Teacher Organizations, as follows:
  - a. The Superintendent or his or her designee may accept donations of any value to support enrichment programs or guest speakers or programs in the schools.

- b. Any donation for a capital item, equipment, or technology may be spent or used in the schools only if approved by the Superintendent.
- c. Any donation for materials that are directly related to the District curriculum may be spent or used in the schools only if approved by the Superintendent
- d. The Superintendent or his or her designee may accept donations other than those identified in (b.) and (c.) above when the donation does not exceed \$3,000 in value in total to support a specific program area or initiative or to purchase any item or group of similar items. Donations that exceed \$3,000 in value must be submitted to the School Committee for consideration prior to being spent or used in the schools.

### **2.4.3 Fundraising**

Any group or organization that seeks to raise significant funds to support the District, especially to support a particular program or initiative, should communicate with the District to ensure its efforts are compatible with the District's educational goals. Generally, communication and coordination with the District is encouraged for any fundraising efforts. Donations from fundraising efforts are subject to the donation approval policy, §2.4.1. The School Committee may choose not to accept donations from fundraising efforts in the absence of approval prior to the fundraising effort.

Any fundraising that involves students must be approved by the Superintendent in accordance with the fundraising policy, §4.6.2.

Reference: Mass. Gen. Laws ch.71, §37A; Mass. Gen. Laws ch.44, §53A

5/22/85, 12/15/99

## **3. PERSONNEL POLICIES**

### **3.1 Organization of the Sudbury Public Schools**

The five-member School Committee, working through the Superintendent, develops the policies and channels the financial resources to educate Sudbury's children in Grades pre-school/special education and kindergarten through eight.

The Superintendent, with the assistance of the Central Office Administrative staff, the Building Principals, and the Teachers, develops the administrative practices and directs the school system in providing educational services.

The Superintendent, assisted by teachers and administrators, is responsible for developing and implementing a uniform curriculum and sequential skill development. Principals will be responsible at the building level for the implementation of said curriculum under the supervision of the Superintendent.

The Special Education Administrator, assisted by the Special Education Teachers, Guidance Personnel, School Psychologist, and contract pupil personnel services, is responsible for ensuring that the special and non-cognitive needs of pupils are met, and supervising the required student's records for the system.

The Building Principals, assisted by the teachers and staff, are responsible for creating and maintaining the best possible environment for teaching and learning.

7/28/65, 9/7/66, 1/3/72, 4/28/72, 5/29/74, 12/21/77, 12/19/84, 12/15/99

## **3.2. Policies for Instructional Personnel and Other Contractual Personnel**

Policies that govern working conditions for teachers and other employees shall be in accordance with the Agreement between the Sudbury School Committee and the Sudbury Education Association. The current copy of the contract is enclosed as an appendix to the policy manual.

7/28/65, 5/24/67, 4/28/72, 12/21/77, 12/19/84

### **3.2.1 In-Service Credit Policy**

The Superintendent may offer in-service credit for staff members who participate in professional growth activities which the Superintendent has approved for such credit. Other credit may only be granted by accredited colleges and universities.

12/15/99

### **3.2.2 Certification Requirements**

All instructional personnel must be certified in accordance with current regulations of the Department of Education, or the Superintendent must secure a waiver for their services.

7/28/65, 4/28/72, 3/1/73, 12/21/77, 12/19/84, 12/15/99, 11/05/03

### **3.2.3 HIV/AIDS Policy for Employees**

The School Committee recognizes that employees with life-threatening conditions, such as some forms of cancer, heart disease and HIV/AIDS, may wish to continue with their daily work routine. Accordingly, employees diagnosed with a life-threatening illness may continue to work as long as they are able to meet acceptable performance standards and do not endanger the health of themselves or others. Where possible, the School Committee will provide reasonable accommodations to enable such individuals to continue their employment.

3/23/94

### **3.2.4 Substitutes**

The salary schedule for substitute teachers shall be established by the Superintendent, and such rates of pay shall be confirmed by the School Committee.

7/28/65, 9/7/66, 4/28/72, 12/21/77, 12/19/84, 12/15/99, 11/05/03

### **3.2.5 Gifts**

Teachers and Administrators shall not encourage pupils to give them gifts. When gifts are made, they shall be opened and acknowledged in such a way that the entire class will not become involved.

Parents shall be notified at the beginning of each year that the School Committee discourages giving gifts to teachers.

7/28/65, 4/28/72, 12/21/77, 12/19/84, 12/15/99

## **3.3 Professional Staff Hiring and Recruiting**

### **3.3.1 Professional Staff Recruiting**

The Superintendent develops and maintains a recruitment program designed to attract and retain the best possible professional personnel in the district schools.

It is the responsibility of the Superintendent, with the assistance of other district administrators, to determine the personnel needs of the district and the individual schools, and to locate suitable candidates to recommend for employment.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diversified characteristics of the district and the need for a multi-racial staff and for teachers of various cultural backgrounds. Advertising will reflect initiative and variety of sources.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. An opening in the district schools will be made known to present employees in sufficient time before the position is filled to permit them to submit an application according to provisions of the contract between the School System and the professional staff.

12/19/84, 12/15/99

### **3.3.2 Professional Staff Hiring**

Through its employment policies, the Sudbury School Committee will endeavor to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program will be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending the public schools and contribute to the achievement of the Statement of Purpose in this Policy Manual.

It is the responsibility of the Superintendent (and of persons so delegated) to determine district personnel needs and to locate suitable candidates for employment by the school system. Through effective procedures, the Superintendent will attract for employment and retention those personnel who are motivated to do their best work and to be creative from their own inner resources.

It is the duty of the Superintendent to see that persons employed in the schools meet all State certification requirements and School Committee requirements for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

- a. There will be no discrimination in the hiring process due to age, sex, religion, creed, race, color, handicap, national origin, or place of residence.
- b. The quality of instruction is enhanced by a staff with a wide variation in background, method of educational preparation, and previous experience. Concerted efforts will be exerted to maintain a variation in the staff.
- c. Interviewing and selection procedures will assure that the administrator, to be directly responsible for the work of a staff member, is offered an opportunity to aid in the selection; however, the final selection must be made by the principal and/or Superintendent, as the case may be, with all selections by a principal subject to the approval of the Superintendent.
- d. No candidate will be hired without a personal interview, and whenever possible, the candidate will be observed in his own school prior to selection. References will be checked.
- e. No candidate is to be employed for, or assigned to, a position where their evaluation will be made partly or entirely by a person to whom they are related.
- f. All candidates will be considered on the basis of their merits, qualifications, and the district needs. In each instance, the Superintendent and others playing a role in the selection will seek to hire the best qualified person for the job.

In instances of vacancies in Central Office administrative positions, the Superintendent will offer the School Committee an opportunity to interview the nominee and/or the applicants for the position, before the Superintendent and/or the School Committee acts on the nomination.

Careful evaluation of certificates, credentials, recommendations, transcripts, and interview reports from other staff or administrators shall be a regular part of the hiring process.

- g. All applicants for employment will be subject to a check for all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) pursuant to 4.3.8. The District will periodically, but not less than every three years, obtain all available CORI from the CHSB for each employee during the term of employment.

12/19/84, 12/15/99, 11/15/06

## 4. POLICIES FOR PUPILS

### 4.1 Entrance

Eligibility for kindergarten will be limited to those children who will have reached five years of age, and for first grade, six years of age, on or before October 1 of the year of admission. Children who present a record of satisfactory kindergarten progress from a public or accredited private school for at least one year will be admitted to the first grade.

7/28/65, 9/7/66, 1/3/72, 4/28/72, 3/1/73, 5/29/74, 3/8/78, 5/22/85, 10/16/96

### 4.2 Attendance

#### 4.2.1 School Year

The School Committee shall annually publish a calendar, in advance, of the school year. The schools shall maintain school for at least 180 days for the instruction of all children.

7/28/65, 3/8/78, 5/22/85

#### 4.2.2 Length of the School Day

The school day shall be determined annually and shall not be less than the mandate set forth by the State Board of Education.

1/3/72, 4/28/72, 3/8/78, 5/22/85

#### 4.2.3 Absence

Any absence of a pupil shall be explained by the parent or guardian in writing.

Only absences defined as excusable by the procedures and policies of the Sudbury Public Schools should be deemed legally excused.

3/1/73, 3/8/78, 5/22/85, 12/15/99

#### 4.2.4 Non-Resident Student Enrollment

##### 4.2.4.1 Prospective Residents to Sudbury Awaiting Occupancy

In the event prospective residents are waiting to occupy their Sudbury home and desire to have their child(ren) attend the Sudbury Public Schools, the Sudbury School Committee authorizes the Superintendent of Schools to enroll their child(ren) in the Sudbury Public Schools for up to **four (4) school**

**months** prior to taking possession of the home. The parent shall assume all responsibility for transportation during this period.

The prospective resident must furnish the School Department with the following documents to qualify:

- A. A signed and accepted Purchase and Sale contract;
- B. A signed statement by a licensed Real Estate Broker or Bank Officer that a Financial Commitment has been approved.

In the event that the prospective resident does not take possession of the property within four (4) school months of enrollment in the school system, the children of such prospective residents shall be automatically excluded from the school system.

12/5/84, 5/22/85, 12/15/99

#### **4.2.4.2 Resident Students Who Move During the School Year**

In the event Sudbury residents move to a new residence outside of Sudbury after the 90th day of school and desire to have their child(ren) finish the school year by attending the Sudbury Public Schools, the Sudbury School Committee authorizes the Superintendent of Schools, at his/her discretion, to continue this enrollment for the balance of the school year. The parent shall assume all responsibility for transportation during this period.

11/05/03

#### **4.2.4.3 Enrollment of Children of Non-Resident Employees**

The Sudbury Public Schools provide a quality education to all of its students. It is a sign of confidence and support for our programs if employees wish to enroll their children in the Sudbury Schools. It is also an indication of appreciation of the staff for the Sudbury School Committee to approve the enrollment in our schools of the children of non-resident employees. This enrollment extends the benefits of our educational program to the children of those people whose efforts create the fine programs of the Sudbury Schools.

##### PROCEDURE FOR ENROLLMENT

- A. Any non-resident employee desiring to enroll a child(ren) within the Sudbury Schools or Lincoln/Sudbury Regional High School will write a letter requesting this admission to the Superintendent of the Sudbury Schools.
- B. Requests for admission must be made to the Superintendent of the Sudbury Schools by March 1 of the school year preceding the September in which enrollment is desired. All non-resident admissions will commence in September of the academic year. The Superintendent may waive this date under extenuating circumstances.
- C. Along with the request for admission, the employee will include copies of educational records and information, if available.
- D. The Superintendent will communicate his/her decision regarding enrollment no later than June 30 following the receipt of the request for admission.
- E. This enrollment will continue so long as the employee is employed by the Sudbury Schools or the Lincoln/Sudbury Regional High School. It will continue, even though the non-resident employee is on an approved leave of absence.

- F. Once enrollment is approved, the child(ren) of a non-resident employee will be considered a Sudbury school pupil until the completion of the eighth grade year, with access to all Sudbury school programs as outlined in this document.
- G. Once the enrollment is approved by the Superintendent, the employee will complete all formal registration procedures.
- H. The non-resident employee will be responsible for the transportation of his/her child(ren) to and from school.
- I. All school rules, regulations, and fee requirements will apply equally to the child(ren) of a non-resident staff member.
- J. A student whose parent leaves the employ of the Sudbury Schools or the Lincoln/Sudbury Regional High School may continue to attend the Sudbury Schools for the balance of the year.

#### CRITERIA FOR ENROLLMENT

- A. The School Committee reserves the right to deny admissions to pupils based on space constraints of the district.
- B. The Superintendent of the Sudbury Schools will determine the school in which the child(ren) will be enrolled. All efforts will be made to place the child(ren) in the same school building where his/her parent is employed, but space constraints and grade assignment may dictate a different assignment. Once a school assignment has been determined, it will change only due to progress through the grades or school re-organization.

6/6/90, 12/15/99

#### **4.2.4.4 METCO**

- 4.2.4.4.1** The Sudbury Public Schools, in cooperation with the State Department of Education and the **MET**ropolitan **C**ouncil For Educational **O**pportunity, Inc. (**METCO**), agree to provide instruction in the Sudbury Public Schools for Boston children wishing to pursue their education in Sudbury.
- 4.2.4.4.2** The Sudbury Public Schools support the purposes of METCO, as stated in the METCO Handbook, Page 1 under METCO PROGRAM STANDARDS:  

METCO is a state-funded program which provides:

  - 1. An opportunity for an integrated public school education for urban black and other minority children from racially imbalanced schools in Boston by placing them in suburban schools;
  - 2. A new learning experience for suburban children;
  - 3. A closer understanding and cooperation between urban and suburban parents and other citizens in the Metropolitan Boston Area.
- 4.2.4.4.3** In order to gain the fullest benefit from this program, preferably, students will enter at grade 1, 2, 3, levels on a space available basis. The goal is to evenly distribute students within each school and grade level while avoiding racial isolation.

4.2.4.4.4 The School Committee will annually review and approve the proposed METCO budget for the ensuing school year on or before June 30th.

4.2.4.4.5 The METCO Program will be in each school.

4.2.4.4.6 The continuance of the METCO Program in Sudbury is dependent upon State funding.

3/5/86, 12/15/99

## 4.2.5 School Districts

The Superintendent or his/her designee shall establish the geographic boundaries or other criteria in assigning pupils to the facilities it chooses to make available.

Parents who wish to send their children to a school which is out of their district must present their request with reasons to the Superintendent in writing. Authorization for such a change will be granted on the approval of the Superintendent, with notification to the School Committee.

In the case of such a transfer, parents will be responsible for the transportation of their children between the home and the school attended and return.

7/18/65, 8/23/67, 4/28/72, 7/7/76, 9/15/76, 3/8/78, 5/7/80, 5/22/85, 12/15/99

## 4.2.6 Home Tutoring

### 4.2.6.1 Home Schooling

Parents who wish to educate their children at home must receive annual approval for their written plans to do so. Specific elements of the written plan will conform to state law (General Law Chapter 76, Section 1) and to any requirement established by the Superintendent and/or principal. The Superintendent or his/her designee will review the plan to determine whether it meets the state law and the Superintendent/principal's requirements and notify the parents of that decision. Parents who disagree with the decision may appeal to the School Committee.

3/6/91, 12/15/99

## 4.2.7 Summer School

The School Committee may annually establish a tuition summer school as a service to Sudbury parents to provide additional instruction or enrichment in subject areas recommended by the Superintendent. Teachers shall recommend to parents that pupils be enrolled when, in their judgment, the instruction will be beneficial.

7/28/65, 8/25/65, 4/28/72, 3/8/78, 5/22/85

## 4.2.8 Assignment of Pupils

Pupils shall be assigned to classes in accordance with the best judgment of the Principal.

4/28/72, 7/7/76, 9/15/76, 3/8/78, 5/22/85

## 4.2.9 Provision for the Distribution of Textbooks and School Supplies

(Refer to Chapter 71, Section 48 of the Massachusetts General Laws.)

10/1/75, 3/8/78, 5/22/85

## 4.2.10 School Attendance Policy - AIDS/Acquired Immune Deficiency Syndrome

Epidemiological 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 are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

**I. School Attendance**

- A. Children diagnosed as having AIDS, or with clinical evidence of infection with the AIDS-associated virus, Human Immunodeficiency Virus (HIV), and who are receiving medical attention are able to participate in their school programs unless conditions described in IIA and/or IIB below exist.
- B. Siblings of children diagnosed as having AIDS, siblings of children with clinical evidence of infection with HIV, are able to attend school without further restrictions.
- C. Children diagnosed with AIDS, or with clinical evidence of infection with HIV, who are too ill to attend school should have an appropriate alternative educational program, consistent with relevant state regulations.

**II. Non-attendance**

- A. If a child diagnosed as having AIDS, or with clinical evidence of infection with HIV, has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.

An appropriate alternative educational program should be provided to such a child. In this situation, the adult tutor shall be instructed in all hygienic contact procedures.

- B. If a child diagnosed as having AIDS, or with clinical evidence of infection with HIV, exhibits inappropriate behavior which increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school.

An appropriate alternative educational program should be provided to such a child, with consideration given to individual needs and behaviors.

**III. Information**

- A. The child's personal physician is the primary manager of the child diagnosed as having AIDS, or with clinical evidence of infection with HIV. Management includes providing recommendations to the Superintendent about matters of school attendance and this policy.
  - 1. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school Superintendent will be notified by the child's attending personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.
  - 2. Since the child diagnosed as having AIDS, or with clinical evidence of infection with HIV, has a somewhat greater risk of encountering infections in the school, any outbreak of threatening communicable disease such as chicken pox or measles shall be reported to that child's personal physician who will advise the parents in the matter of school attendance.

3. The child's personal physician will provide assistance and advice to the Superintendent about appropriate programs for children in IIA and IIB. Specifically, the physician will provide advice about the safety factors involved in delivering an educational program.
- B. Only persons with an absolute need to know should have medical knowledge of a particular student. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should take place by direct person-to-person contact. In individual situations, the Superintendent might notify one or more of the following:
    - \* Director of Pupil Services and Special Education
    - \* Principal
    - \* School Nurse
    - \* Teacher
  - C. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Testing for HIV antibody 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 antibody tests are confidential and should not be reported to schools. If such reports are received by the schools, these shall be destroyed immediately. No copies shall be retained in school files.
  - D. Inservice education of appropriate school personnel should ensure that proper and current information about AIDS is available.

#### IV. School Concerns

- A. If school authorities believe that a child diagnosed as having AIDS, or with clinical evidence of infection with HIV, has evidence of conditions described under IC, IIA and IIB above, the school authorities can dismiss the child from class and request authorization from the child's personal physician so that class attendance is compliant with this policy.
- B. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.

5/18/88, 12/15/99

### 4.2.11 Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students enrolled in the district will have a full and equal opportunity to succeed in the district school.

#### A. Definition of Homeless Student

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

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;

3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

B. District Liaison

The Special Education Administrator will be the district's liaison for homeless students and their families, unless a different liaison is designated by the Superintendent.

The district's liaison shall seek to identify homeless students by working with school personnel or with other appropriate entities and agencies. The 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 comprehensive housing affordability strategies. The liaison will disseminate public notice of the educational rights of homeless students as appropriate in places they receive services. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

C. Enrollment

According to the best interests of the homeless student, the district will:

1. Continue the student's education in the student's school of origin (the school the student attended when permanently housed or in which the student was last enrolled) while the student remains homeless or until the end of the academic year in which the student obtains permanent housing; or
2. Enroll the student in the public school assigned to the attendance area in which the student is actually living.
3. In determining the best interest of the student, the district will, to the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the child's parent or guardian. All attendance rights granted by district policies will be available to homeless families on the same terms as families resident in the district.
4. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be provided with a written explanation of the district's decision, if the district sends the student to a school other than the school of origin, or a school requested by the parent or guardian. The district also will provide a written statement of the appeal rights of the parent, guardian, or student. The district's liaison will carry out dispute resolution as provided by state requirements.
5. In the case of an unaccompanied youth, the district will assist in any placement or enrollment decision, consider the views of the unaccompanied youth, and provide the youth notice of the right to appeal

the decision. The unaccompanied youth will be immediately enrolled in school pending resolution of the dispute.

6. Once the enrollment decision is made, the school shall immediately enroll the homeless student, pursuant to district policies, even if the student is unable to produce records normally required for enrollment. The district or enrolling school shall immediately contact the school last attended by the student to obtain relevant academic or other records. Emergency contact information is required at the time of enrollment consistent with district policies.
7. If the student needs to obtain immunizations, or immunization or medical records, the District liaison shall assist in obtaining necessary immunizations, or immunizations or medical records. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible.

D. Transportation

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

E. Services

Homeless students will be provided any district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, and school nutrition programs.

The district liaison will ensure that parents and guardians of homeless students are informed of the educational and related opportunities available to their children, including transportation to and from the school of origin, and that parents and guardians are provided with meaningful opportunities to participate in their children's education.

The district liaison will ensure that homeless students receive referrals to health care services, dental services, mental health services and other appropriate services.

The schools will maintain records for homeless students as are ordinarily kept for all students and such that the records are available in a timely fashion when the student enters a new school or district.

11/02/2005

#### **4.2.12 Pregnant Students**

The district does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of the student's pregnancy or related condition unless the student requests voluntarily to participate in a separate portion of the activity or program.

10/19/2005

### **4.3 Safety**

#### **4.3.1 Fire and Civil Defense**

The Superintendent shall establish and maintain effective procedures for disaster, fire, and bomb reporting, and safety drills in conjunction with current recommendations of Town and state departments with responsibility in these areas. Records of fire drills shall be maintained for inspection in the Central Office. All such procedures shall be subject to review by the School Committee.

8/25/65, 3/8/78, 5/22/85

#### **4.3.2 Playgrounds**

Use of school playgrounds by school children during school hours shall be supervised by at least one adult. Injuries shall be reported to the Principal's office and the school nurse. The Principal or his/her designee shall report the injury to the parent.

8/25/65, 1/3/72, 3/1/73, 3/8/78, 5/22/85, 12/15/99

#### **4.3.3 Bus Safety**

The Superintendent shall, through the Director of Business and Finance, take all reasonable steps to ensure the safety of children while being transported by private contractors or School Department vehicles. The regulations and responsibilities relative to school bus safety can be found in Appendix B, C, D, and E of this section.

8/25/65, 1/3/72, 4/28/72, 3/8/78, 5/22/85

#### **4.3.4 Early Dismissal**

In the event of an early dismissal, Middle School students will be dismissed first.

Only in a Civil Defense emergency will all students be bused. In all other early dismissal situations, only bus students will be bused.

8/25/65, 3/8/78, 5/22/85

#### **4.3.5 Classroom Safety**

The building administrators shall ensure adequate classroom safety and develop appropriate procedures.

8/25/65, 9/7/66, 3/8/78, 5/22/85

#### **4.3.6 Vehicular Accidents**

(Please refer to Appendix E.)

2/16/66, 1/3/72, 3/8/78, 5/22/85

#### **4.3.7 Sex Offender Registry Information**

In the event that the Sudbury Public Schools receives notice from the local police department of Sex Offender Registry Information (SORI) concerning any individual pursuant to Chapter 6, Sections 178C-178Q, the Superintendent will be responsible for receipt of the information and any dissemination of the information by the District.

When the District receives information concerning a Level II or Level III sex offender who resides or works in Sudbury, the District will notify staff members, bus and van drivers, and parents and guardians of Sudbury Public Schools students.

The content and form of any notification provided under this policy will be appropriate to the circumstances. The Superintendent will consider potential risks to students and staff members, and may consider factors that include the nature of the crime, the location where the offender resides or works, any relationship between the offender and the schools, and other public communications concerning the offender. The notification shall inform recipients that sexual offender registry information may not be

used to commit a crime or to engage in illegal discrimination or harassment of an offender.

At least two times each year, the Superintendent will request that the local police department provide information concerning any Level II or Level III sex offender who resides or works in Sudbury.

Ref.: M.G.L. c.6, ss 178C-178Q; St. 2003, c.77, ss 23; 803 CMR 1:00.

05/25/05

#### **4.3.8 Criminal Offender Record Information**

The Superintendent or his or her authorized designee shall obtain all available Criminal Offender Record Information (CORI) from the Criminal History Systems Board (CHSB) of any current or prospective employee, contracted individual or consultant, or volunteer of the school district, who may have direct and unmonitored contact with children, including any individual who regularly provides school-related transportation to children. The District shall periodically, but not less than every three years, obtain all available CORI from the CHSB on all such employees, contractors, and volunteers during their term of employment, engagement, or volunteer service.

In accordance with state law, all individuals subject to this policy shall sign a request form provided by the CHSB authorizing receipt by the District of all available CORI data from the CHSB. Failure to sign the CORI request form may result in an adverse employment decision or other appropriate action. Completed request forms must be kept in secure files. The applicant will be provided with a copy of the CORI policy upon request.

In the case of prospective employees, contractors, or volunteers, CORI material should be obtained only when the Superintendent or his or her designee has determined that the applicant is qualified and otherwise would be recommended for employment, contracted services, or volunteer duties. The Superintendent may determine within his or her discretion which volunteer duties may provide potential for direct and unmonitored contact with children.

The District, subject to applicable law, reserves the exclusive right concerning any decision concerning employment, contracted service, or volunteer service. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the CHSB, the Superintendent will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the District is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in a timely manner. The applicant shall be provided with a copy of the criminal record and the District's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.

Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the Superintendent will make a determination based on a comparison of the CORI record and documents provided by the applicant. The district may contact CHSB and request a detailed search consistent with CHSB policy.

If the District reasonably believes the record belongs to the applicant and is accurate, then the Superintendent will make the determination of suitability for the position. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the District. The District will notify the applicant of the decision and the basis of the decision in a timely manner.

Only the Superintendent or other persons designated by the Superintendent and authorized by the CHSB will have access to CORI. All personnel authorized to review CORI in the decision-making process will be familiar with the educational materials made available by the CHSB. CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files, and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the CHSB. CORI obtained under this policy shall not be disseminated for any purpose other than the protection of children.

The District administration shall develop and implement procedures to implement this policy in accordance with all applicable laws and regulations.

09/20/06

## **4.4 Health**

### **4.4.1 Physical Examination**

Every student who enters the Sudbury Public Schools must present evidence of a physical examination completed within six months before the entrance to school or during the first six months after entrance. A student who transfers from another school system must meet this entrance requirement unless school health records are transferred with the student showing the student has had an adequate health appraisal in the school year of transfer. Upon entrance, every student must present evidence of the student's most recent physical examination and record of immunizations. Students also must present evidence of a physical examination completed within the prior twelve months by October 15 of the fourth and seventh grades. Students may be required to submit evidence of a physical examination in other circumstances in accordance with state law and regulations.

Homeless students will be enrolled immediately, in accordance with policy 4.2.11, even if the student is unable to produce records normally required for enrollment. The District will assist the student in obtaining medical or immunization records, if necessary.

Consistent with Massachusetts Interscholastic Athletic Association regulations, any student who participates in Middle School sports must pass a physical examination

within thirteen months of the start of each season. Documentation of the physical examination must be submitted before participation in any sporting event, including tryouts, practices, or games. Students who meet this requirement at the start of the season will remain eligible for that season.

Physical examinations that meet these requirements must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.

Ref.: Mass. Gen. Laws c.71, §57; 105 CMR 200

1/3/72, 3/8/78, 5/22/85, 12/15/99, 4/2/08

#### **4.4.2 Immunizations**

According to General Laws of the Commonwealth of Massachusetts, Chapter 76, Section 15 as amended in 1967, no child shall be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, mumps, rubella, poliomyelitis, and other communicable diseases as may be specified from time to time by the Department of Public Health.

This provision shall be waived for a child if the family's religious beliefs prohibit such immunization or if a physician certifies that, for health reasons, such immunizations are not appropriate.

1/3/72, 3/8/78, 5/22/85, 3/1/89

#### **4.4.3 Responsibility for First Aid**

- a. First Aid is the immediate, temporary care given in case of accident or sudden illness.
- b. The health and welfare of all school children is the concern of all members of the school staff. The health personnel assigned to the school have primary responsibility for care of an illness or first aid to an injury.
- c. Care of the child, other than first aid, is entirely the responsibility of the parent or guardian. If a child is deemed to need more than first aid attention, the parent or guardian is to be called.
- d. No ill or injured child is to be dismissed early without the company of an adult. The health personnel or the Principal's office will contact the parent or guardian, or an individual specified on the emergency form, to come to school and bring the child home or to the home of the emergency care provider.
- e. A written report of any injury shall be made. Records of these reports will be kept in the School Health Office.
- f. No medication of any kind will be administered to any pupil unless such administration is done pursuant to the policy on the administration of medications in the Sudbury Public Schools (4.4.5).

1/3/72, 3/1/73, 3/8/78, 5/22/85, 3/1/89, 12/15/99

#### **4.4.4 Exclusion**

Pupils may be excluded from school for health reasons on the advice of the school nurse or the family physician. Return to school shall be with the consent of the school physician or a statement from a private physician indicating that the child is free from the condition for which s/he was originally excluded. The Superintendent or appointed designee may exclude children, upon the request of the contract nurses, for a diagnosis of a condition or to enforce regulations of the State Department of Health. All such exclusions shall be in the interest of the majority of pupils.

All pupils returning to school after an absence of three days shall be examined by the school nurse on the day of return. This examination may be waived when the school has been given reasonable assurance by the parent that there has been no change in the health of the child during the absence or, if the absence was for health reasons, that the child's return was approved by a physician.

The School Committee recognizes the special circumstances of school attendance in children with AIDS or the AIDS related virus in 4.2.10.

1/3/72, 3/8/78, 5/22/85, 3/1/89

#### **4.4.5 Procedures for Health Services**

The staff responsible for providing school nursing services shall develop a set of protocols governing the provision of first aid, the treatment of illness, and the dispensation of medications. These protocols shall be devised in accordance with guidance from the Department of Public Health Regulations 105CMR210.00. The protocols shall be reviewed at least annually by a consulting physician who will certify them as appropriate. The protocols shall be reviewed more often if information from the Department of Public Health indicate a need for reconsideration.

Current protocols will be submitted to the Superintendent for distribution to all Principals and other appropriate administrative staff. A current copy of these protocols will be kept in the Health Office of each school.

1/3/72, 3/8/78, 5/22/85, 3/1/89, 12/15/99

#### **4.4.6 Dental Care**

The Committee is aware that learning is aided by good health and that care of the teeth is important. It approves health education designed to improve dental care. Apparent cases of dental neglect should be brought to the attention of the school nurse who will contact the parents.

1/3/72, 3/8/78, 5/22/85

#### **4.4.7 Animals in Classroom**

In order to help ensure the health and well being of students and staff, animals cannot be kept as pets in classrooms. Furthermore, visiting animals known to be problematic in terms of allergies, asthma, and disease transmission are not permitted.

Animals that are integral to a district-approved curriculum unit are permitted only after careful review of the potential for an allergic reaction by any students in that class, and the animals will remain in the class only for the duration of the teaching unit. The adult staff, not students, must carefully maintain animals in the classroom for instructional purposes.

The Superintendent (or his/her designee), Principal, and School Nurse, can determine the appropriateness of low incidence situations (i.e. fish aquariums).

4/7/03

#### **4.4.8 Student Allergy Policy**

The Sudbury Public Schools recognize the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. The school district administration shall develop and implement a protocol to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community on management of student allergies, and to plan for the needs of students with allergies. Further, the protocol will aim to provide age-appropriate procedures and to assist children in assuming more individual responsibility for their health and safety

as they grow older. The schools will work with allergic students and their parents to address the students' emotional and social needs in addition to their health needs.

The protocol will include the following:

- A. Education and training: The District will provide education and training to all appropriate personnel on management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction, and the emergency response plan.
- B. Individualized planning and accommodations: An Individual HealthCare Plan and Allergy Action Plan that address management of anaphylaxis will be developed for each student with an allergy. A copy of the Allergy Action Plan will be provided to the classroom teacher and substitutes for all preschool to grade 5 students and to all core subject teachers for middle school students. The protocol will address how information about student allergies will be provided to other personnel, such as specialists, as needed. The implementation of the District protocol and of the individualized plan for each allergic student requires a team approach and cooperation among administrators, teachers and other staff members, parents, and the student as appropriate.
- C. Classroom management procedures: Appropriate accommodations will be made in the classroom, including designation of the classroom as "allergen-free," as necessary. Procedures will address education of parents and students and planning for special events involving food. The protocol will allow for age-appropriate classroom rules. For preschool to grade 5 students, the classroom teacher, in collaboration with the nurse and with input from the parents of the food-allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. All school administrators will facilitate and support the accommodations when required for individual classrooms, team classrooms, specialist classrooms, and common areas.
- D. Common use areas: The protocol will address foods used in common areas and cleaning of those areas, including use of those areas by groups other than students.
- E. Kitchen and cafeteria procedures: The food service staff must make reasonable efforts to ensure that all food items offered to a student with life-threatening allergies are free of suspected allergens. Kitchen and dining room practices will be aimed at minimizing the cross-contamination of foods. Dining room procedures must address proper oversight and cleaning of allergen-free tables.
- F. Transportation procedures: School buses and vans must have a working means of two-way communication and a plan to check the communication system periodically. Bus and van drivers must have an emergency response plan. Parents of students with life-threatening allergies will be encouraged to inform bus & van drivers about student allergies. The eating and sharing of food will be prohibited on routine transportation routes unless medically indicated for a student.
- G. Field trip procedures: Planning for field trips will include plans to implement a student's Allergy Action Plan, plans for carrying an Epi-pen as needed, and plans for emergency response such as identification of the nearest medical facility. The school nurse or a trained professional designated by the school nurse will attend field trips including a student with a life-threatening allergy in the event that a parent cannot attend.
- H. Emergency response procedures: All staff members supervising students with life-threatening allergies must have a means of communication to call for assistance. The school nurse or another school staff member trained to

administer epinephrine in accordance with 105 CMR 210 must be available in each school facility during the school day. The protocol must provide for the management of anaphylaxis in individuals with unknown allergies, including an authorization for administration of epinephrine by the school nurse signed by the school physician.

- I. Procedures for handling epinephrine: Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record keeping concerning epinephrine. The school nurse shall register with the Department of Public Health and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210. All staff members will be informed of the location of the Epi-pens.

07/13/05

#### **4.4.9 Wellness: Nutrition and Physical Activity**

The Sudbury Public School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Schools, along with parents and the community, play an important role in addressing obesity and diet-related health concerns for children. The District also seeks to prepare students for life-long wellness practices.

The School District administration will develop guidelines to implement the nutrition and physical activity goals outlined in this policy. The guidelines will address school-sponsored activities that occur during the school day. The guidelines will include the following:

- A. Nutrition and Physical Education Goals: The District will provide nutrition education and physical education as components of its comprehensive wellness program. The nutrition and physical education curriculum will be offered as part of a developmentally-appropriate and standards-based program.

The nutrition and physical education programs will aim to provide students with knowledge and skills for life-long health promotion. These programs will support the objective of reducing student obesity. The goals of the nutrition education program will include the teaching and support of healthy eating by students. The physical education program should include physical activities that provide health benefits to students & teach skills that support life-long physical fitness.

- B. Nutrition Guidelines: The District will provide nutrition guidelines for all food available during the school day with the objectives of promoting student health and reducing childhood obesity.

1. Food and Beverages Sold By the Schools:

The District will provide or designate nutrition guidelines for school meals that are consistent with the United States Department of Agriculture's (USDA) dietary guidelines & other appropriate nutrition guidelines.

The District will, when feasible, participate in available federal school meal programs and will encourage students to take advantage of these programs. All school meals will comply with the USDA requirements for the national school breakfast and lunch programs.

The District also will provide nutrition guidelines for all snacks and individual items sold a la carte in the school cafeteria and for all vending machines available to students. These guidelines will be consistent with USDA or other nutrition guidelines designated by the District administration. The District will aim to include healthy choices consistent with the message of the nutrition education program

2. **Other Food and Beverages Available to Students During the School Day:**  
School administrators and staff will promote a school environment supportive of healthy eating. The schools will aim to contribute toward eating patterns that are consistent with sound nutrition principles. When food or beverages are made available to students in connection with any school-sponsored event that occurs during the school day, staff members are encouraged to consider the food and beverage options in light of the District goals of promoting student health and reducing childhood obesity. In addition, each school may develop specific site-based guidelines to implement the District nutrition guidelines.
  3. **Other Physical Activity Goals:** The schools will consider opportunities that may allow physical activity for students during the school day in addition to physical education activities. The schools will provide for a daily recess period for elementary students that will include physical activity when feasible.
- C. **Review of the Policy:** The guidelines will establish a plan for measuring implementation of the nutrition and physical activity goals. The District Wellness Coordinator, or other person designated by the Superintendent, will be responsible for ensuring that the District meets the nutrition and physical activity policy.

7/12/06

## 4.5 Discipline

### 4.5.1 General Approach

Such disciplinary measures as are necessary for the guidance and the protection of the child, other pupils, and property shall be taken by the teacher or Principal. Staff members may use appropriate physical force against a pupil only when it is essential for self defense or the protection of other persons or school property. The School Committee accepts as its policy on discipline those policies contained in appendices A-E, developed by school personnel and subject to change by those personnel as the requirements of law, the needs of the building, or changing conditions warrant such changes.

8/25/65, 11/16/66, 3/1/73, 10/15/75, 3/8/78, 5/22/85, 12/15/99

### 4.5.2 Corporal Punishment Forbidden

The power of any School Committee or any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil (Chapter 71, Section 37G). However, this does not preclude the use of reasonable and necessary force to protect students, employees, and/or others.

8/25/65, 11/16/66, 3/1/73, 10/15/75, 3/8/78, 5/22/85, 12/15/99

### 4.5.3 Student Behavior

Curtis Middle School pupils may be detained after school for disciplinary purposes on any day that bus transportation is available after the detention period. On days when bus transportation is not available, pupils may be detained if arrangements for transportation home can be made.

Elementary pupils may be detained after regular closing hours only when the parent has been notified in advance and has made arrangements for the child's transportation home from school on the day of the infraction or reasonably soon thereafter. All

standards of student school behavior will be in compliance with Appendix A (School Behavior Code.)

8/25/65, 1/3/72, 5/5/76, 3/8/78, 5/22/85

#### **4.5.4 Suspension and Expulsion**

A pupil may be suspended from attendance by the Principal or Assistant Principal in accordance with procedures outlined in Appendix A (Student Behavior Code). All suspensions shall be conducted in accordance with current general laws (General Laws, Chapter 76). The procedure for "due process" can be found in Appendix C.

8/25/65, 1/3/72, 3/8/78, 5/22/85

#### **4.5.5 School Bus Conduct**

Every school bus and driver will be supplied with a copy of the Sudbury Public Schools' Bus Behavior--Pupil Regulations which can be found in Appendix B of this section.

5/22/85

#### **4.5.6 Anti Bullying Policy for Students**

Bullying, harassment, and intimidation have a negative impact on the school climate and can be major distractions from learning. Bullying can create unnecessary anxiety that affects the ability or desire of a student to attend school, learn in school, travel on the school bus, feel safe in school areas such as the playground or cafeteria, or participate in special or extracurricular activities. The failure to address bullying activities also gives other students the message that it is permissible to engage in negative behaviors.

Bullying is defined as acts that a reasonable person should know would have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of such harm; or acts that have the effect of harassing, intimidating, or demeaning a student in a manner that causes significant disruption to the student's school experience.

Bullying can take many forms and occur in many settings. Bullying conduct may occur on a single occasion or repeatedly over time. Bullying typically involves repeated acts by a student intended to exert unwarranted control over another student or students. These negative acts may be direct physical or verbal actions or may be indirect actions such as gossip and social alienation. Examples of bullying may include but are not limited to: physical or psychological intimidation; threats that may be stated or implied; assaults that may be verbal or physical; teasing or insults; and attacks on student property.

The Sudbury Public Schools will endeavor to maintain a learning environment free of bullying. Bullying behavior by a student is prohibited and will be considered unacceptable behavior within the meaning of the behavior codes: School Behavior for Pupil (Appendix A) and Bus Procedures and Regulations for Pupils (Appendix B). A student who commits bullying behavior may be disciplined in accordance

with these codes. Bullying that occurs at school during school hours, on school-sponsored transportation, and at school-sponsored activities, events, and trips may constitute a violation of the School Behavior code. Depending upon the circumstances, bullying behavior may or may not be considered a violation of the Harassment Policy (8).

The Superintendent will develop administrative guidelines and procedures for implementation of this policy. The guidelines and/or procedures will address prevention and education efforts, expectations of student conduct, school responses to bullying incidents, and procedures for reporting and addressing complaints of bullying.

## **4.6 Financial Involvement of Pupils**

### **4.6.1 General Statement**

In the spirit of free, public schools, the School Committee shall keep at a minimum all requests of pupils or parents for money.

9/29/65, 3/8/78, 5/22/85

### **4.6.2 Fundraising**

The School Committee will allow fundraising efforts or donation of goods only to support School programs or charitable purposes. All projects must be approved by the Superintendent, who will subsequently notify the School Committee.

9/29/65, 3/8/78, 5/22/85, 12/15/99

### **4.6.3 Accident Insurance**

The School Committee shall approve the carrier for student accident insurance. Participation in the program shall be voluntary, and the carrier shall make all the financial arrangements and claim settlements in such a way as not to involve the School Committee. The Business Office shall review periodically the terms offered by the carrier and decide whether to retain the carrier or to select a different one.

9/29/65, 3/8/78, 5/22/85

### **4.6.4 Instructional Supplements**

No teacher shall require pupils to contribute for supplementary material for instruction or specify that a pupil purchase a particular article for required class work. This does not limit recommendations or the operation of school stores to stock a proven material to assist pupils in their required work.

Project fee charges may be made for materials consumed in such courses as Industrial Arts and Home Economics. If a student elects, with parent approval, to complete additional projects within the course, further charges for materials will be incurred for those projects.

9/15/65, 4/28/72, 3/8/78, 5/22/85

### **4.6.5 Text Replacement**

Funds to replace lost or damaged texts cannot legally be paid to the School Committee. A charge based on the cost of replacement will be exacted before a replacement text is provided. Such fees will go to the Town of Sudbury through the Central Office.

9/29/65, 9/7/66, 3/8/78, 5/22/85

### **4.6.6 Library Books**

Parents will replace lost or badly damaged library books with the same or similar titles in library binding. Reimbursement funds will be managed in accordance with procedures outlined by the Superintendent.

9/15/65, 1/3/72, 4/28/72, 3/8/78, 5/22/85

## **4.7 Drug and Alcohol Use Education**

### **4.7.1 Education**

The Superintendent or his/her designee shall assist schools in developing and using the best available materials and personnel in the drug and-alcohol education of students.

At appropriate times, teachers and administrators shall be instructed in the dangers of drug and alcohol abuse, and in the identification and handling of drug and alcohol users.

5/22/85

#### **4.7.2 Suspected Abuse**

The School Committee has adopted as its policy on drug and alcohol use the following policy which was developed by teachers, principals, other personnel and the Superintendent for handling such cases in the Sudbury Public Schools. The content and specifics of the policy may be changed from time to time upon development of such changes by personnel in the school system subject to the approval of the Superintendent.

The Principal has the overall responsibility within the school for the disposition of drug and alcohol-related incidents. All referrals must be made to the Principal or his or her designated representative. The Principal makes all contacts within the School, between the School and outside agencies, and/or with parents. At the beginning of each school year, all school personnel shall be informed of this policy.

1. A student exhibiting unusual changes in behavior shall be referred to the Principal immediately.
2. The Principal, believing that drugs and/or alcohol are involved, shall notify the parents or guardian, and arrange for an immediate conference with the parents or guardian, student, and the person reporting the student.
3. If additional help is necessary after the conference, the Principal will refer the parents or guardian to the appropriate agency.
4. When a student is suspected to be in possession of illegal drugs and/or alcohol, a search may be instituted by the Principal or his/her designee, and should a sample be uncovered, it will be given to the local police for analysis.
5. If the Principal is unable to contact the parents or guardian, or if they do not cooperate, the Principal may place the student on an in-house suspension pending further action.
6. If a student appears to be in present danger to him or herself or to others, the Principal shall take immediate steps to contact the parents or guardian. If they are not available, the Principal shall call the family physician. If the physician is not available, the student shall be accompanied to the local hospital for help.

5/22/85, 12/15/99

#### **4.7.3 Violation**

Any student who uses, possesses, transports, stores, sells illegal drugs and/or alcohol on school property or at any school function, or is knowingly present with another student who does same, is in violation of our school rules. Such students will be disciplined according to the student behavior code listed in Appendix A.

5/22/85, 01/07/87

#### **4.7.4 Records**

1. The Principal shall keep a dated, confidential file on each student whose behavior is considered detrimental to the health, safety, and welfare of him or herself or

others. The record shall identify in detail all courses of action taken and names of persons involved.

2. The Superintendent should be kept informed of all relevant information.

5/22/85, 12/15/99

#### **4.7.5 Teachers**

1. The teacher shall report to the Principal any student who shows symptoms of drug and/or alcohol use.
2. The teacher shall be alert to the presence of strangers in the school building or on the grounds, and report them to the Principal.
3. Teachers whose duties include the teaching of health education shall present instruction in drug and alcohol abuse.

5/22/85

#### **4.7.6 Student Counseling**

1. Personnel approached by students for help on drug and/or alcohol problems should counsel the student on the need to remedy the problem, and encourage the student to discuss it with his or her parents or guardian.
2. Teachers should inform the student that the parents or guardian must be notified.
3. When possible, refer the student to the Guidance Counselor for available assistance.

5/22/85

### **4.8 Student Records**

The following regulations, in accord with State and Federal legislation, concern access to student records.

The regulations are:

1. The board of education shall adopt regulations relative to the maintenance, retention, duplication, storage and periodic destruction of student records by the public elementary and secondary schools of the Commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or are required to be kept. (Chapter 71, S.34D. of the General Laws of the Commonwealth of Massachusetts. Added by St. 1972, c.213; amended by St.1976, c.50, s.1; St. 1981, c.460, s.1.) Each school committee shall, at the request of a parent or guardian of a student, allow such parent or guardian to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her. (Chapter 71, S.34E. Added by St. 1973, c.785; amended by St. 1981, c.460, s.2.)

10/1/75, 3/8/78, 5/22/85, 12/15/99

### **4.9 Parental Notification Relative to Sex Education**

In accordance with General Laws Chapter 71, Section 32A, the Sudbury School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

9/3/97

## **5. INSTRUCTION**

### **5.1 The Character of the Program of Instruction**

#### **5.1.1 Organization of Elementary Grades**

The elementary grades shall be organized to meet the needs of all pupils. Grouping of children according to their academic ability shall be avoided, unless it is deemed that the children will benefit from such grouping.

9/29/65, 11/16/66, 1/3/72, 4/28/72, 2/14/79, 5/22/85

#### **5.1.2 Class Sizes**

Class sizes for the various grades shall be as nearly uniform throughout the Sudbury Public Schools as practicable. The Superintendent shall ascertain the anticipated class sizes in kindergarten through eighth grade annually and report his findings to the School Committee. From time to time, the Superintendent shall inform the Committee of the number of classes in each grade and of their sizes. Wherever possible, classes may be divided or combined or remain the same to ensure the best possible education.

1/3/72, 4/28/72, 2/14/79, 5/22/85

### **5.1.3 Coordination with the Regional High School**

The School Committee recognizes its obligation to coordinate its program of instruction and its school calendar with those of the Lincoln-Sudbury Regional High School. The School Committee and Administration, at their respective levels, will carry out this obligation through joint meetings, joint study agreements, and other means appropriate to it.

1/3/72, 2/14/79, 5/22/85

### **5.1.4 Curriculum**

The Superintendent is responsible for the development of curriculum in the school system, subject to input by the principals at each building. All texts used for instruction shall be available for the School Committee to review.

The Superintendent shall establish the course of study and shall approve all supplementary materials for the support of the curriculum.

The principal, subject to the approval of the Superintendent, shall select and purchase supporting materials and text for the curriculum. A list of approved texts shall be kept and revised, if necessary, annually.

10/6/65, 1/3/72, 4/28/72, 2/14/79, 5/22/85, 12/15/99

### **5.1.5 Library Services**

School libraries are an integral part of the program and are not considered a mere adjunct or supplement to it. The School Committee shall provide a full time librarian for the Middle School and permit the assistance of volunteers in central library rooms in all schools. Quantity and quality of materials in the Sudbury Public School libraries should be in accordance with the guidelines established by the American Association of School Librarians, the American Library Association, and the National Council of Teachers of English.

The School Committee, recognizing that the freedom to read is indissolubly bound to all other freedoms enjoyed by citizens of this Republic, shall place no restrictions on the selection of supplementary materials for the school libraries. The Committee, through the Library/Media Specialist, reserves the right to accept or reject donations of library materials and retains final authority over the purchasing of such materials.

10/6/65, 11/16/66, 1/3/72, 9/17/75, 2/14/79, 5/22/85, 12/15/99

### **5.1.6 Guidance Services**

The appropriate Central Office Administrator as well as the Principal shall supervise the guidance services and, under the direction and with the assistance of the Superintendent, shall establish all testing programs. The guidance services shall be designed to help pupils adjust to school and shall relate Department of Education programs to the needs of the Sudbury Public Schools.

The goal of this service shall be to meet or exceed the minimum standards of the Department of Education.

10/6/65, 11/6/66, 1/3/72, 5/29/74, 2/14/79, 5/22/85, 12/15/99

### **5.1.7 Reporting to Parents**

The School Committee expects that parents should be kept informed of pupil progress on a regular basis. The determination of the method for such reporting, as well as the appropriate schedule of such reporting, is within the scope of responsibility of the principal with the approval of the Superintendent.

10/6/66, 11/16/66, 1/4/67, 1/3/72, 4/28/73, 3/1/73, 2/14/79, 5/22/85, 12/15/99

### **5.1.8 Science Fairs, Exhibits**

Principals shall ensure that all hobby shows, art exhibits, science fairs, and similar demonstrations of talent and ability are so conducted that the rewards are intrinsic and that recognition shall be in prizes or honors apart from the normal academic grading. Projects in class, normally assigned homework, and ranking derived from quiz and test results shall be used to determine a pupil's academic standing. Where materials are provided for use in projects, they shall be available in equal measure to all Sudbury Public School children.

10/6/66, 1/3/72, 2/14/79, 5/22/85

### **5.1.9 Special Needs Program**

In accordance with Chapter 766 and Public Law 94-142, special needs programs and services shall be provided to all eligible children.

10/6/66, 11/16/66, 1/3/72, 9/17/75, 2/14/79, 5/22/85

### **5.1.10 Interscholastic Sports**

To permit pupils to take part in properly timed interscholastic competition, and to secure the services of competent officials, the Superintendent may authorize league participation for Middle School athletic teams. Schedules for such competitions shall be published and may be reviewed by the School Committee.

10/6/65, 1/3/72, 3/1/73, 2/14/79, 5/22/85

## **5.2 Special Observances**

### **5.2.1 Patriotic Observances**

Principals shall acknowledge Veteran's Day and Memorial Day on the school days that precede them, in accordance with Chapter 71, Section 32, of the General Laws.

4/28/72, 2/14/79, 5/22/85, 12/15/99

### **5.2.2 Religious Holiday Policy**

The Sudbury Public Schools (SPS) are committed to respecting cultural and religious diversity and demonstrating respect for all individual beliefs. The SPS recognize the cultural importance that religious holidays can hold for children. The SPS will encourage children-initiated sharing of stories, experiences, special objects (including food), and ideas about how children celebrate holidays or other special days and why these are important to them. We believe that sharing benefits everyone in the classroom. As children learn about various traditions and important events, so will their tolerance and respect for differences increase.

Teachers may provide appropriate opportunities in the classroom for children to express ideas and thoughts about the holidays or to use interest in holidays as part of a school activity. For example, students in an early-grade art class should have the option to make a wreath, a menorah, or other symbol of importance, if they want. However, it would be inappropriate for the teacher to direct all the students to make and hang up wreaths or menorahs or other symbols.

The SPS also recognize their responsibility to provide an open learning environment that does not sponsor, promote, impose, or denigrate the practice of any religious beliefs. Staff should exercise care to ensure that concerts and plays, as well as any decorations and symbols made or displayed, are consistent with this principle. There are, of course, times throughout the year when celebrations, that are not widely

perceived as religious events, take place. However, parties that would be perceived as celebrating a particular religious holiday will be avoided.

Despite everyone's best efforts, there may be times when a child or parent feels the need to be excused from a particular activity that is objectionable on the basis of religion, or personal belief, or practices. Provision for this excuse must be made without causing embarrassment or penalty to the student.

11/25/95

### **5.3 Opening Exercises**

Opening exercises shall be held at the beginning of the school day. The Pledge of Allegiance shall be recited at least once a week. The National Anthem shall be taught to every student.

10/6/65, 4/20/66, 11/16/66, 1/3/72, 4/28/72, 2/14/79, 4/2/80, 5/22/85

### **5.4 Food Services**

All Sudbury schools shall provide cafeteria services for pupils and teachers. The cost of the meals shall be established by the School Committee in accordance with the recommendations of the School Lunch Administrator and with the approval of the Department of Education. Use of cafeteria services shall be voluntary.

10/6/65, 2/14/79, 5/22/85

### **5.5 Transportation**

The School Committee may make bus transportation available on a fee-for-service basis to students who do not qualify for DOE Guidelines for Free Transportation. Fees must be approved by the School Committee.

The Superintendent shall contract for regular late-bus services, as deemed necessary, for Curtis Middle School to provide opportunities for the use of the School's Library, to permit participation in after-school activities, and to allow teachers to retain students after class.

10/6/65, 11/16/66, 1/3/72, 2/14/79, 5/22/85, 12/15/99

#### **5.5.1 Students Riding Buses Other Than the One Assigned**

It is the policy of the Sudbury Public Schools that a student who wishes to ride a bus other than the one assigned will be able to, under the following conditions:

- a. That there is room on the bus for all students to be seated;
- b. That the student have permission from the Building Principal to ride the bus;
- c. That the student have permission from his/her parent to ride the bus.

At the beginning of each school year, the transportation coordinator will make known to the Principals the number of vacant seats available on each bus. This information will be shared with parents. Buses will not be used to transport groups of children to functions such as birthday parties and after-school activities.

12/2/81, 5/22/85

### **5.6 Field Trips**

#### **A. Purpose of Field Trips**

All field trips will be curriculum-based or meet a program objective, and enhance the students' learning experience.

## **B. Costs**

1. Students will be asked to make a donation for participating in curriculum-related field trips not to exceed a figure which represents distributing the expense of the trip proportionately among the students who participate on the trip. Such donation shall be considered voluntary and not a requirement for participation on such trips. Donation amounts related to grade level field trips will be calculated proportionately with the end result of having each child at that grade level contribute an equal amount.
2. Chaperones will not be assessed a transportation fee for their participation in field trips but they may be asked to pay their own entrance fee if a fee is charged for the program or event.
3. Any fundraising for the field trip must comply with the district policies and rules for fundraising.

## **C. Trip Approval Process**

1. All field trips shall be approved, in advance, by the principal.
  - I. All out-of-state and overnight trips and trips requiring travel after midnight must also be approved in advance by the Superintendent and the School Committee.
  - II. The trip's sponsor must indicate how the trip meets curricular, programmatic or enhanced learning objectives.
  - III. The trip sponsor should inform the school nurse two weeks in advance of the trip. In any event, the school nurse must be informed with sufficient time to allow for planning for the health needs of all students attending the trip.
2. The approval process shall be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. Teachers and other school staff shall not solicit privately run trips through the school system. The trip approval process shall apply only to school-sanctioned trips; the School Committee shall not approve trips that are privately organized and run without school sanctioning.

## **D. Transportation**

1. The transportation for all field trips will be provided by bus, unless the administration determines that bus travel would have an adverse effect upon the trip or the resulting learning experience. In such cases, travel may be provided by vans, private automobiles, or other forms of transportation. Overnight trips should generally use commercial motor coaches subject to this exception.
2. In the event transportation for any field trip is provided by volunteer drivers, advanced notice shall be provided to parents sufficient to enable parents to make alternative transportation arrangements if they do not wish their children to ride with volunteer drivers.
3. All out-of-state and overnight trips and trips requiring travel after midnight shall include pre-trip checks of transportation companies, drivers, and vehicles. The Director of Business and Finance shall ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) or other appropriate public entity. The district shall not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory."
4. The contract with the carrier shall prohibit the use of a subcontractor unless sufficient notice is given to the district to allow verification of the subcontractor's qualifications.

## **E. Trip Scheduling**

1. Overnight accommodations shall be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
2. Overnight trips should be scheduled to minimize lost classroom time and disruption to the school.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
4. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.
5. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

**F. Student Supervision**

1. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c.71 s.38R.
2. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form which states the method of transportation. Such form shall include appropriate authorization for emergency medical care and administration of medication.
4. All school policies and procedures will apply to field trips.

**G. Regulations and Responsibilities Relative to School Bus Safety:**

Can be found in Appendix B, C, D and E of the Policy Manual of the Sudbury Public Schools.

06/16/2004

## **6. COMMUNITY RELATIONS**

### **6.1 Use of School Premises**

#### **6.1.1 Objectives**

The Sudbury School Committee encourages the use of school buildings, playgrounds, and equipment by groups organized in, and serving primarily the citizens of Sudbury. Such community use of school facilities shall not interfere with the normal conduct of educational, extracurricular, or other school-related use of the facilities.

The Committee exercises exclusive jurisdiction over school property, buildings, furnishings, and equipment installed on school property and may make such facilities available for community use consistent with all federal and state laws.

This policy applies to all school grounds and buildings under the jurisdiction of the Committee.

9/1/69, 2/14/79, 5/22/85, 6/07/06

#### **6.1.2 Facilities**

Use of school facilities, including buildings and grounds shall be subject to the approval of the School Principal and the Superintendent of Schools or his/her designee.

The School District administration will be responsible for implementation of this policy and will establish procedures and/or regulations for building use, a District-wide building use application and agreement form, and a fee schedule. The purposes of the procedures or regulations governing use of the facilities will include the protection and maintenance of school property. The procedures will provide notice of application timelines, cancellation policies, and the user's responsibilities. The fee schedule must be approved by the School Committee.

9/1/69, 2/14/79, 5/22/85, 6/07/06

### **6.1.3 Activities**

School grounds, buildings, and equipment shall be used only for educational, recreational, social, civic, philanthropic, or like purposes deemed by the Sudbury School Committee to be in the interest of the community.

Town committees or boards that need meeting places or facilities to conduct programs for the benefit of the community are encouraged to use school premises.

Commercial activities conducted by individuals or groups for private profit will not be permitted on school premises unless specific waiver is granted by the Superintendent. Such a waiver may be granted only when the commercial activity provides a direct benefit to children or to the citizens of Sudbury.

9/1/69, 2/14/79, 5/22/85, 6/07/06

The School Committee reserves the right to deny the use of a school facility or to cancel a reservation for use when the Committee deems the use inconsistent with this policy or the best interests of the District or the community.

### **6.1.4 General Rules**

An adult representative of any group using school facilities must be present for the entire period of the program or activity. A school custodian shall also be present, and the group's representative shall assist the custodian in enforcing the following rules:

- a. Any person or group granted permission to use school facilities shall assume responsibility for the safety and welfare of all persons on the premises during the period of such use and shall assure that premises and equipment are clean and in good condition at the end of the program or activity.
- b. Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

12/15/99, 6/07/06

- c. No alcoholic beverages may be taken onto school property.
- d. Any decorations shall be fire-resistant, inspected by the Fire Department, and shall be put up and removed by the persons granted the use of the building. Such installation and removal shall be supervised by school personnel.
- e. Food shall be prepared, served, and consumed only in the cafeteria or kitchen. Any use of a school kitchen must be supervised by the District kitchen staff.

6/07/06

- f. No gifts or gratuities shall be given to school personnel assigned to supervise activities in the schools.

- g. Violations of any or all of these rules may result in the denial of future use of school facilities.

9/1/69, 2/14/79, 5/22/85, 12/15/93, 6/07/06

### **6.1.5. Application and Fees**

Any individual or group seeking to use the school facilities must submit an application in accordance with the District procedures.

Any individual or group using school facilities shall assume full responsibility and financial liability for any damage to school property that occurs during the use of such facilities and shall indemnify the District for any loss or liability arising out of the use of the facility.

A Certificate of Insurance, naming the Sudbury Public Schools as an additional insured, will be required of all users, unless waived by the Director of Business and Finance on the basis of undue hardship, one-time use, or similar factors.

When police and fire protection is required, the user shall arrange for such coverage at the user's expense with the Police Chief or the Fire Chief.

The following priorities will generally govern District decisions concerning the approval and scheduling of individuals or groups using school facilities:

- (1) School programs;
- (2) School-sponsored or school-related programs, such as after-school care provided on school premises, student clubs and activities, and Parent-Teacher Organization events;
- (3) The needs of Town boards, committees, or departments, including the Park and Recreation Department;
- (4) Children-oriented, non-school programs not operated for profit, especially those sponsored by local groups;
- (5) Adult-oriented, non-school programs not operated for profit, especially those sponsored by local groups;
- (6) Traditionally recurring users for other purposes;
- (7) Any commercial user granted approval.

9/1/69, 2/14/79, 5/22/85, 6/07/06

### **6.1.6 Fee Policy**

The administration will establish a fee schedule to be approved by the School Committee. The determination of fees will be based primarily on the nature of the use and on the costs of the use to the District.

#### **6.1.6.1 Types of Fees**

The fee schedule may provide for two types of fees:

##### **(1) Labor fees**

To cover custodial, kitchen, or other staff costs associated with the use.

##### **(2) Facility use fees**

Other fees in addition to labor fees intended to cover other reasonable costs that may be incurred by the District, such as utilities, wear and tear of the facilities, and additional maintenance.

As the fees are intended to reflect the costs of the use to the District, the fee schedule may provide for different fees based on factors such as the need for additional staff, the time of day or day of the week of the use, the size of the user group, or other significant labor support for set-up or clean-up.

A cleaning surcharge or repair costs for damage to facilities or equipment may be charged as needed at the discretion of the building principal.

### **6.1.6.2 Administration of the Fee Schedule**

The need for assignment of staff (including custodial staff) in addition to regularly scheduled staff will be determined by the District. All facility use approval is subject to the availability of a District custodian.

Any fees may be waived at the discretion of the Superintendent or his/her designee.

9/1/69, 2/14/79, 5/22/85, 12/15/99, 6/07/06

### **6.1.6.3 User Groups**

The fee schedule will provide for fees based on the following User Group categories, which will apply to all individuals or organizations seeking to use school facilities. The Superintendent has the authority to determine the appropriate user category for any particular use.

#### **School and Town Groups**

This category applies to all school and school-sponsored uses, including student activities directly sponsored by the school and extended school use such as concerts or plays, and to uses by any Town board, committee, or department.

These groups generally will be exempt from fees for use of the facilities. The District may impose a fee for such uses in the event of extraordinary labor costs or when a school or Town entity arranges for the use of a school facility by a non-Town individual or group.

#### **School Related Groups**

This category includes recognized school-related users, such as an after-school care program or Parent-Teacher Organizations. These groups will generally be charged labor fees as needed to cover District costs, although special consideration may be given to appropriate waiver requests.

#### **Community Non-Profit Groups**

This category represents Sudbury individuals and organizations whose main purpose is educational, recreational, social, civic, philanthropic, or is otherwise to the benefit of Sudbury residents and whose activity does not generate a profit for any individual or group. Examples include sports leagues, scouting programs, or community education groups. These organizations may charge tuition or program fees to cover the costs of activities. These groups will generally be charged labor fees as needed to cover District costs.

#### **Other Groups**

This category includes individuals and organizations whose use may be approved as consistent with this policy but who also may generate a profit for an individual or group. Examples include private tutors or music teachers or a

for-profit dance or theater company. This category also includes non-profit groups from communities other than Sudbury. These groups will generally be charged labor fees and facility use fees as needed to cover District costs.

06/07/06

## **6.2 Communications**

### **6.2.1 Publications**

The Committee shall authorize publication of topical booklets. Bus routes and school regulations will be published at least once a year so that the community will be informed. Copy for publications shall be approved by the School Committee before release.

10/6/65, 11/16/66, 2/14/79, 5/22/85

## **6.3 Community Activities Involving Students**

### **6.3.1 Release of Class Lists**

No lists of children by classes or by School will be released by the Superintendent unless done in conformance with 603 CMR 23.00, et seq.

10/6/65, 2/14/79, 5/22/85, 12/15/99

### **6.3.2 Distribution of Printed or Reproduced Materials**

Distribution of printed or reproduced materials requires the approval of the Superintendent prior to distribution to the students.

10/6/65, 2/14/79, 5/22/85, 12/15/99

## **7. BUSINESS PROCEDURES**

### **7.1 Expenditures**

#### **7.1.1 Purchasing**

The Superintendent shall authorize the purchase of all items provided for in the annual school budget.

10/6/65, 3/7/79, 5/22/85

#### **7.1.2 Bids**

The Superintendent shall ensure that the purchase of goods and services for the school system is done in conformance with the Uniform Procurement Act, G. L. c.30B, where applicable.

10/6/65, 11/16/66, 3/7/79, 5/22/85, 12/15/99

### **7.2 Cafeteria Fund**

The School Committee authorizes the maintenance of a revolving cafeteria fund which shall be in the custody of the Town Treasurer in accordance with Chapter 71, Section 71E of the General Laws.

10/6/65, 3/7/79, 5/22/85

## 7.3 Transportation

### 7.3.1 Funds and Contracts

The Superintendent shall request annually from the School Committee funds sufficient to ensure the safe and timely transportation of pupils to their assigned schools.

The Committee shall, through the terms of its contracts with transportation companies, establish the standards for vehicles, and for the conduct of drivers and pupils. The Committee shall, through the terms of such contracts, ensure obligations for service. Any driver deemed unsuitable by the Committee shall be barred from driving Sudbury School buses.

10/6/65, 11/16/66, 3/7/79, 5/22/85

### 7.3.2 Bus Routes

The Director of Business and Finance, under the supervision of the Superintendent, shall approve routes for buses and other vehicles, and shall approve pickup points.

10/6/65 4/28/72 3/7/79 5/22/85

## 7.4 Student Activity Fund

In accordance with M.G.L. c.71, ss47 (as amended by Chapter 66 of the Acts of 1996), a school principal may receive money in connection with the conduct of recognized student activities to be used for the express purpose of conducting student activities. The principal must deposit such money, via the school business office, into an interest-bearing account maintained by the town treasurer. The town treasurer shall maintain an account for each school entitled the "Student Activity Agency Account."

Interest earned in any Student Activity Agency Account shall be retained by the fund and may be used for the following purposes:

- A. To cover the cost of periodic outside audits of the accounts;
- B. To purchase forms and supplies related to maintaining the student activity agency account and principal's checking account;
- C. To cover the cost of a student attending a class, field trip, or school function when students are charged for such but unable to afford the expense, as determined by the principal;
- D. To purchase refreshments for parent/student activities and for volunteers who have helped to support student programs.

Interest may be used for other purposes upon approval by the School Committee.

Each school principal may maintain a checking account, entitled the "Student Activity Checking Account," from which funds may be used exclusively for purposes of student activities recognized by the school. The maximum balance that may be on deposit in each Student Activity Checking Account is as follows:

Elementary Schools:	\$ 5,000
Middle School:	\$40,000

Funds available in the school's Student Activity Agency Account may be transferred as needed to the school's Student Activity Checking Account up to the maximum balance limit.

The Student Activity Checking Account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

No funds may be expended from these accounts for purpose of travel to other states unless approved by the School Committee.

There shall be an annual audit of the student activity accounts conducted in accordance with procedures agreed upon between the School Committee and the auditor based on guidelines issued by the Department of Education.

The school district administration shall develop and implement procedures to implement the Student Activity Fund Policy.

Ref. M.G.L. c.71, ss47 (as amended by Chapter 66 of the Acts of 1977).

09/21/05, 09/06/06

## **8. HARASSMENT POLICY**

The Sudbury Public Schools are committed to providing equal education and employment opportunity for all students, employees and applicants, parents and members of the school community, including those people who are contracted to perform work for the Sudbury Schools, without unlawful regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. The members of the school community include the School Committee, administration, faculty, staff, students, and volunteers working in the schools, while they work and study subject to school administrators and their designees.

The Sudbury Public Schools are also committed to maintaining a school and work environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The Sudbury Public Schools expects all students, employees and other members of the school community to conduct themselves in an appropriate and professional manner, with respect and concern for their colleagues and students. Harassment on the basis of color, national origin, religion, age, gender, sexual orientation or disability in any form will not be tolerated.

Harassment is a violation of an individual's right to personal dignity. It may exist whenever inappropriate conduct relating to or involved with one or more of an individual's characteristics or qualities exists. Harassment may include, but is not limited to:

- a. Assault, intentionally impeding movement, continuing comments, gestures, or written communications of a derogatory nature involving or because of an individual's characteristics.
- b. Verbal comments or insults based on stereotypes.

Sexual harassment is a special type of harassment. It consists of unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when such conduct unreasonably interferes with school or work performance or creates an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is a violation of an individual's right to privacy and personal dignity. It may exist whenever inappropriate conduct relating to or involved with sex offends or shocks someone and the offense taken is reasonable under all the circumstances. Sexual harassment may include, but is not limited to:

- a. Continuing to express sexual interest after being informed that the interest is unwelcome.
- b. Assault, inappropriate touching, intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive or derogatory nature involving or because of sex.
- c. Leering or voyeurism.
- d. Displaying lewd or sexually explicit photographs or other materials.

Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts G.L.C. 119 Section 51A. Sudbury Public Schools shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Any attempt by an employee or a student to retaliate against a person who makes or provides information regarding a claim of harassment is also strictly prohibited.

Specific procedure for the reporting and investigation of incidents of any form of harassment shall be followed at the individual school level. Any violation of this policy should be documented in writing and brought to the attention of a building administrator and the Superintendent of Schools. An investigation will be conducted in a timely fashion, followed by whatever disciplinary action is deemed appropriate in accord with established procedures in the Faculty and Parent Handbooks and the Behavior Code.

Any employee, student or member of the school community found to be guilty of harassment shall be subject to sanctions including, but not limited to warning, suspension, expulsion, or termination of employment, subject to applicable procedural requirements.

7/20/94

## **9. PHYSICAL RESTRAINT POLICY**

Each school district is required to have a physical restraint policy according to 603 CMR 46.00, pursuant to Massachusetts General Laws.

### **Purpose**

The purpose of the physical restraint policy is to ensure that every student in the Sudbury Public Schools system is free from the use of unreasonable physical restraint. Physical restraint shall be used with extreme caution and only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

The two goals are:

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

Nothing in 603 CMR 46.00 or this school's policy precludes any teacher or employee of the school system from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm. In addition, nothing in these regulations should interfere with or prohibit law enforcement, judicial authorities or mandated reporter responsibilities.

### **Program**

The physical restraint program may only be used when:

- A. Non-physical interventions would not be effective.
- B. The student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Physical restraint shall not be used as a means of punishment or as a response to property destruction, disruption of school order, refusal to comply, or verbal threats. A person administering physical restraint shall use the safest method available and shall discontinue the restraint as soon as possible. The student's physical status shall be monitored continuously and the restraint will be terminated immediately if the student demonstrates physical distress. Persons who administer physical restraint shall review and consider any known medical or psychological limitations or behavior intervention plans for individual students.

Following the release of a student from a physical restraint, the school staff shall implement follow-up procedures, including notification to parents/guardians and completion of the Physical Restraint Reporting Form (copy attached). In addition, this shall include reviewing the incident with the student and with the staff who administered the restraint, and may include follow-up with students who witnessed the incident.

### **Training Requirements**

Within the first month of each school year, the superintendent/principal or his/her designee will provide all staff with policy and procedural information regarding physical restraint. Employees hired after the start of the school year will receive this information within a month of their employment. This presentation will address:

1. The school's physical restraint policy
2. Interventions that may preclude the need for physical restraint, including de-escalation strategies
3. Types of restraints and related safety considerations
4. Administering physical restraint in accordance with known medical or psychological limitations or behavior plans of individual students
5. Identification of staff who have received in-depth training in the use of physical restraint

The superintendent/principal shall identify program staff who are authorized to serve as school-wide resources to assist in ensuring proper physical restraint. Initially, these staff members will participate in in-depth physical restraint training of sixteen (16) hours in length. They will then have review sessions to reinforce practices and procedures annually. Whenever possible, these trained staff members will be called upon to administer necessary physical restraint.

### **Reporting And Follow-Up Procedures**

All instances of physical restraint will be reported. The staff member who administered the physical restraint shall verbally inform the superintendent/principal or his/her designee as soon as possible, and shall submit a written report no later than the next school working day. (A copy of the written report form is attached to this policy as Appendix G). The superintendent/principal shall maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

The superintendent/principal or his/her designee shall verbally inform the student's parents or guardians of the restraint as soon as possible. A written report, in the native language of the parents or guardians shall be mailed to them, postmarked no later than three school working days following the incident.

When a physical restraint has resulted in a serious injury to a student or staff member, or when an extended restraint (more than 20 minutes) has been administered, the school shall provide a copy of the written report to the Department of Education within five days of the incident. A copy of the record of physical restraints maintained by the superintendent/principal for the thirty day period prior to the reported restraint shall also be submitted.

### **Complaint Procedures**

Parents or guardians who have a complaint regarding physical restraint procedures may request a meeting with the superintendent/principal to discuss their concerns. If the parents'/guardians' issues are not resolved at this level, they may request an Executive Session hearing with the Sudbury Public Schools School Committee.

1/23/2002



## **APPENDIX A**

### **SCHOOL BEHAVIOR FOR PUPILS**

We believe that all children have the right to a safe, comfortable school environment. Although Sudbury's children are well-behaved and have a high regard for the safety and consideration of each other, state regulations require that we formally address behavior which can cause disruption to the school environment as well as the consequences of that behavior. The following code of behavior is set down to assist students, teachers, parents and administrators in developing patterns of behavior which enhance an orderly learning community within our schools.

This code classifies unacceptable behavior into three levels, based on the amount and severity of disruption caused to students and the learning environment. Because it is neither easy nor helpful to try to list all unacceptable behaviors and the appropriate reaction to each, examples of behavior in each level are provided. These are not exhaustive, but illustrative.

In cases where suspension from school is determined to be the response to the misbehavior, all rights to due process hearings will be provided. A detailed description of these due process rights can be obtained from the principal. Administrators will work to preserve the safety and well-being of all students.

Appropriate bus behavior, and responses to such behavior, are addressed under Bus Behavior.

#### **Level 1**

Level 1 misbehaviors are those which interfere with the orderly learning environment of the school, classroom, and common areas. Students learn through their mistakes. To this extent, responses to the daily misbehaviors which occur in school should be instructive and positive, teaching children what is expected and how they should behave. The examples listed below illustrate the types of misbehavior that are included in Level 1. The list is not exhaustive.

- a. Repeated tardiness without a note
- b. Failure to prepare for class
- c. Running in the hallways.
- d. Disturbing the work or play of others

#### **Disciplinary Actions:**

The disciplining of students for misbehavior at Level 1 is dependent upon the severity and frequency of the specific misbehavior. The disciplinary actions at Level 1 usually are administered by teachers, with the occasional informal involvement of the principal or assistant principal. Some examples are:

- a. Discussion of misbehavior with the child
- b. Verbal reprimand
- c. Reinforcement of alternative positive behavior
- d. Denial of privileges
- e. Parent contact

## Level 2

Level 2 misbehaviors are those which seriously interfere with the orderly environment of the school, and are potentially dangerous to the safety and well being of the students and staff.

The examples listed below illustrate the kinds of misbehavior that are included in Level 2. The list is not exhaustive.

- a. Repeated instances of Level 1 misbehavior which have not responded to intervention
- b. Misbehavior which is dangerous to self or others (such as shoving, pushing, scuffling)
- c. Intentionally damaging school or personal property
- d. Stealing
- e. Selling unauthorized merchandise
- f. Cheating
- g. Failure to attend class
- h. Use of profanity
- i. Derogatory reference to another person's race, gender, religion, physical condition, handicap or ethnic origin
- j. Disrespectful language or behavior toward an adult

### Disciplinary Actions:

The disciplining of students for misbehavior at Level 2 is dependent upon the severity and frequency of the specific misbehavior. The disciplinary actions at Level 2 usually are administered by the principal or assistant principal, and include the formal notification of parents. Some examples are:

- a. After school detention
- b. In school suspension, if available in the school
- c. Parent conference
- d. Referral to Child Study Team
- e. Implementation of extensive Behavior Management Plan
- f. Suspension from one to five days, depending on the severity of the behavior

### Level 3

Level 3 misbehaviors are considered the most serious violations to the school behavior code. These misbehaviors endanger the immediate health, safety and personal well-being of the students and adults who attend the Sudbury Public Schools. They represent a direct threat to the orderly operation of the school environment. Situations which include illegal activity may result in contact with the Sudbury Police after parental involvement. Examples listed below illustrate the types of misbehavior that are included in Level 3. The list is not exhaustive.

- a. Repeated or serious instances of Level 2 misbehavior, which have not been responsive to intervention
- b. Use, possession, or sale of tobacco, alcohol, or illegal substances in school, on school property or at a school function
- c. Gambling in school, on school property, or at a school function
- d. Setting fires
- e. Possession or use of weapons
- f. Fighting or intentionally causing physical harm to others
- g. Discriminatory or prejudicial activities or action toward another person or group involving race, gender, religion, physical condition, handicap or ethnic origin
- h. Hazing

#### Disciplinary Actions:

Misbehavior at Level 3 will involve suspension from school. The length of the suspension will depend upon the severity and frequency of the specific misbehavior. Specific information about due process procedures in suspension can be obtained from the principal.

- a. Suspension from school for one to five days  
This response will accompany the first incidence of Level 3 misbehavior. The principal or assistant principal, following formal due process procedure, can issue a suspension.
- b. Suspension from school for five to ten days  
This response will accompany the repeated incidence of Level 3 misbehavior or a severe expression of this misbehavior. A suspension of this magnitude will be issued with the involvement of the Superintendent.
- c. Expulsion  
Repeated incidents of Level 3 misbehavior can result in a child being expelled from the Sudbury Schools. If this occurs, the child and his/her family will be entitled to all the hearings and appeals through the School Committee. It is anticipated that this course of action will rarely, if ever, occur.

All disciplinary actions shall be consistent with the Massachusetts Education Reform Act of 1993.

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## APPENDIX B

### BUS PROCEDURES AND REGULATIONS FOR PUPILS

4/26/92

#### **A. Bus Procedures**

1. Riders must be on time. The bus will not wait.
2. Riders will enter or leave the bus at regular stops only.

#### **B. Bus Behavior**

Misbehavior on a bus is very serious because of its ability to distract the driver from concentrating on driving. Because of this, misbehaviors are considered more seriously here than they might be in a school situation.

As in the previous discussion of Levels, examples below are not considered exhaustive. Also as listed above, all disciplinary actions are dependent upon the severity and frequency of the misbehavior. Students will be expected to demonstrate appropriate behavior during daily transportation as well as field trip transportation.

Bus drivers are informed annually of behavior expectations. Difficulties will be recorded by the drivers and given to each principal, who will address the concern with the student and, when necessary, his/her parents.

#### **Level 1**

There are no behaviors which are classified Level 1.

#### **Level 2**

Misbehaviors which interfere with the orderly transportation of students. Some examples are:

- a. Annoying other passengers
- b. Littering the bus
- c. Spitting
- d. Tampering with the possessions of other passengers
- e. Use of profanity
- f. Damage to the bus

#### **Disciplinary Actions:**

Misbehaviors on the bus are reported by the bus driver. Disciplinary action is administered by the principal or assistant principal. This action may include the following:

- a. Conference with principal
- b. Contact with parents
- c. Loss of bus privileges for up to five days
- d. Suspension from school for one to five days

#### **Level 3**

Misbehavior which can endanger the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples are:

- a. Repeated occurrences of Level 2 behaviors

- b. Distracting the driver
- c. Refusal to obey driver
- d. Fighting, including pushing and/or wrestling
- e. Lighting matches
- f. Possession of knives or other dangerous objects
- g. Possession or use of tobacco, alcohol, drugs, or controlled substance
- h. Refusal to remain in seats
- i. Throwing objects

Disciplinary Actions:

Level 3 misbehavior is reported by the bus driver. Disciplinary actions involve the principal. Parents will be contacted. At more severe levels, the Superintendent will be involved.

- a. Loss of bus privileges from six to ten days
- b. Suspension from school from six to ten days
- c. Repeated incidents of Level 3 behavior may result in a child being expelled from bus privileges.

**C. Procedures for Reporting Passenger Misconduct**

1. The bus driver shall report any misconduct occurring on the school bus. A School Bus Conduct Report shall be completed and submitted directly to the principal or his/her designee who shall then send it home for signature. Copies of the signed report will be retained by the principal or his/her designee, the driver and the bus company.
2. The principal or his/her designee shall adhere to the guidelines of the Student Behavior Code and to the due process procedures.

**D. Behavior Difficulties on a Moving Bus**

1. If students are involved in behavior difficulties while the bus is moving, the bus driver will do the following:
  - a. Stop the bus
  - b. Remain on the bus
  - c. Radio the dispatcher, who will contact the Safety Officer or his/her designee
2. Upon arrival at the bus, the Safety Officer or designee will take responsibility for the students who are said to have been responsible for the behavior problem.
3. The bus driver will continue the route.
4. The Safety Officer, or designee, will return to the Police Station with the student(s) and do the following:
  - a. Attempt to notify the School principal or his/her designee
  - b. Notify the parents/guardians
5. The parent/guardian will be responsible for transporting the child home.
6. The difficulties will be addressed the next school day as described above.

All disciplinary actions shall be consistent with the Massachusetts Education Reform Act of 1993.

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## APPENDIX C

4/26/92

### **DUE PROCESS PROCEDURES IN CASE OF SUSPENSION OR EXPULSION**

*(To be included in the Parent Handbook, and to be distributed to any interested parent or student and to parents of children who are considered for suspension.)*

Prior to suspension from school, every student is entitled to the due process described below except in the event of an emergency in which the child's continued presence at school would be harmful to himself or the school environment.

Because a suspension reflects a short separation from school, not from learning, the student is expected to complete work assigned during the suspension. The principal and the student's teacher will determine together the assignments to be completed. Unless other arrangements are made, it is expected that this work will be due to the teacher within one week of the student's return to school.

#### **A. Procedures When Suspension May be a Consequence of Behavior**

In any situation in which a student's misbehavior may result in the consequence of suspension, the following procedure will occur:

1. The student is notified orally of the behavior which may warrant the suspension.
2. The principal or his/her designee will investigate and verify the reported behavior before any action is taken. Unless there are extraordinary circumstances, this investigation will be completed within 2 school days of the receipt of the report.
3. The parent/guardian is notified orally and in writing of the behavior for which suspension is being considered.
4. A meeting may take place between the parent, the child, and the school administrator before the suspension. At this meeting, the following activities take place:
  - a. The principal or his /her designee explains the behavior which led to the suspension.
  - b. The student may explain the behavior or discuss anything about that behavior the principal or his/her designee should know.
  - c. The parent may speak on the child's behalf.
5. The principal or his/her designee will notify the parent and child of his/her decision about the suspension.
6. The parent may appeal this decision to the Superintendent. The Superintendent will review information about the behavior and may meet with the administrator, child and parent. The Superintendent will work with the administrator to communicate his/her decision following the meeting.
7. In the case of a one-day suspension, the parent and administrator may agree, in a telephone conversation, to institute the suspension. A letter confirming the conversation will be sent by the administrator to the parent. In this situation, the parent meeting with the administrator and the child will take place at the conclusion of the suspension.

#### **B. Suspension of Students with Special Needs**

For each student with special needs, the Child Study Team will determine whether the school behavior code is appropriate. If so, all the standards and procedures in the Behavior Code apply. If the team determines that a modification of the code is appropriate, this is written into the Individualized Educational Plan.

For each child with special needs, the Child Study Team must convene to reconsider the IEP whenever it appears that suspensions may accumulate to more than ten (10) days within the school year. The Special Education Administrator will work as a member of the team in this situation. All actions in the procedure will conform to Federal and State rules and regulations.

**C. Procedures When Expulsion May be a Consequence of Behavior**

In any situation in which a student's misbehavior may result in the consequence of expulsion, the following procedure will occur.

1. The student is notified orally of the behavior which may warrant the expulsion.
2. The parent/guardian is notified orally and in writing of the behavior for which expulsion is being considered.
3. The principal or his/her designee will investigate and verify the reported behavior before any action is taken. Unless there are extraordinary circumstances, this investigation will be completed within 2 school days of the receipt of the report.
4. The principal or his/her designee will inform the Superintendent of the situation being investigated and keep the Superintendent informed about the findings of the investigation.
5. The principal or his/her designee and the Superintendent will hold a meeting with the parent and the child. At this meeting, the following activities take place:
  - a. The principal or his/her designee explains the behavior which led to consideration of the expulsion;
  - b. The student may explain the behavior or discuss anything about that behavior that the administrators should know;
  - c. The parent may speak on the child's behalf.
6. The principal or his/her designee and the Superintendent will agree on a decision about the expulsion.
7. The Superintendent will notify the parent and child of the decision.
8. The parent may appeal this decision to the School Committee. The School Committee will review information about the behavior and may meet with the parent, child, and administrators. In such a meeting, the administrators will explain the behavior which led to the expulsion. The student may explain the behavior or discuss anything about the behavior that the School Committee should know. The parent may speak on the child's behalf.
9. The School Committee will notify the parent and the child of the decision within ten (10) days of this meeting.

All disciplinary actions shall be consistent with the Massachusetts Education Reform Act of 1993.

12/15/99

## APPENDIX D

### SCHOOL BUS SAFETY AWARENESS AND BUS CONDUCT POLICY FOR PUPILS

In order to ensure safety awareness, all levels of the school administration and population must remain aware of their responsibilities. These responsibilities include, but are not limited to, the following:

#### **I. The School Administration**

- A. Implement the state pupil transportation policy. Determine eligibility for pupil transportation.
- B. Issue a clear, precise pupil transportation policy and rules of conduct.
- C. Hire a transportation company.
- D. Take necessary steps to ensure the safety of riders to include:
  1. Age and condition of buses;
  2. Screening of drivers;
  3. Employ Police Safety Officer;
  4. Require classes on safety to be held.
- E. Establish routes and numbers of buses.
- F. Review all safety and related transportation problems and seek improvements.
- G. Encourage public understanding of transportation program.
- H. Assist and advise at all levels of transportation program.
- I. Determine routes for walkers and work stations for crossing guards.
- J. Optimize the use of vehicles.
- K. Have seat belts and radios installed in all buses.

#### **II. The Principal's Office**

- A. Schedule safety assemblies and meetings.
- B. Supervise unloading and loading of buses -- designate loading/unloading areas.
- C. Enforce the Bus Behavior -- Pupil Regulations Policy.
- D. Encourage the students and parents to become involved in and knowledgeable of safety, and improve understanding of safety and traffic issues.
- E. Distribute information concerning bus routes, safety, and conduct to students.
- F. Responsible to see that all students receive manual training in the use and operation of school bus seatbelts.

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#### **III. The Bus Company**

- A. Adhere to contract.
- B. Careful driver screening, selection, and training.
- C. Provide:
  1. First Aid Course;
  2. Driver Training Course;
  3. Briefing by Safety Officer;

4. Cooperate with School Department in safety classes and evacuation procedures;
5. Observe drivers;
6. Inspect equipment.
7. Cooperate with Registry of Motor Vehicles.

#### **IV. The Drivers**

- A. Attend all safety briefings, and be knowledgeable of emergency procedures.
- B. Know the following principles and limits of authority:
  1. No speeding; no sudden stops and starts; drive the designated route.
  2. No student shall be put off the bus while on the road, nor shall transportation be denied without the direction of the Superintendent or the Principal.
  3. Never leave the controls of the bus when there are children aboard.
  4. Always stop at the designated stops unless otherwise instructed.
  5. Check for permission slips from children who do not ordinarily ride bus.
  6. Inspect vehicle on a daily basis.
  7. Do not argue with or manhandle students.
  8. Report all behavior regulation infractions to the Principal.
  9. In the event of an uncontrollable student, stop the bus and radio for assistance
  10. No smoking while driving.
  11. Encourage good behavior.
  12. Do not tolerate horseplay or misbehavior.
  13. Maintain your schedule without speeding.
  14. Cooperate with school authorities.
  15. Be attentive to safety regulations.
  16. Report all injuries to the Principal and the Dispatcher.
  17. Bus Conduct Report slips will be carried on the buses at all times.

#### **V. The Safety Officer**

- A. Assist in all aspects of safety and safety instruction.
- B. Instruct drivers, students and crossing guards concerning loading, unloading, street safety, and emergency procedures.
- C. Maintain radio contact with the Bus Dispatcher's office during peak times of the day.
- D. Ensure street signal and equipment are operating.
- E. Immediately confront and report any speeding or reckless driving.
- F. Report any questions concerning the safety of walkers or riders to the Schools' Central Office and to the Dispatcher.
- G. Devise safe locations for the parents to drop off children.
- H. Coordinate safety assemblies with the Principals.
- I. Encourage community involvement.
- J. Meet, when necessary, with Administration and bus company representatives.

- K. In addition to the Registry of Motor Vehicles, inspect vehicles for violations.
- L. Periodically check the interior of the buses including the compartments, seats, frames, emergency exits and windows. Inspect the instruments and controls:
  - 1. Directional signals;
  - 2. Stop lights and signals;
  - 3. Special warning lights;
  - 4. Emergency flashers;
  - 5. Headlights;
  - 6. Interior lights;
  - 7. "Stop" arm control;
  - 8. Wipers and defroster;
  - 9. Horn;
  - 10. Doors;
  - 11. Mirrors;
  - 12. Fire Extinguisher;
  - 13. First Aid Kit;
  - 14. CB Radio;
  - 15. Seat belts.

**VI. Students**

- A. Adhere to Behavior Policy.
- B. Try to be "good citizens" at all times.
- C. Attend safety meeting and pay attention.

**VII. Parents**

- A. Recognize that in transporting two thousand students daily, the School Department must develop a transportation system that cannot be geared to non-essential requirements.
- B. Try to cooperate and be supportive of the Schools' policies.
- C. Stress that safety, in addition to learning, is an ongoing process and that a lack of concentration can have serious effects.
- D. Emphasize punctuality and safety.
- E. Instruct children to avoid horseplay and to remain seated on the bus.

It is important to stress that each level must follow through with respect to their responsibilities. The driver's daily inspection is more than just kicking the tires; the bus company's hiring policy is more than merely providing a licensed driver; the administration's responsibility does not end with the establishment of bus routes; and the safety officer should try to train drivers and students alike. The transportation program is a highly visible segment of the daily school management function; therefore, we will continue to attempt to maximize the quality of the service.

5/22/85



## **APPENDIX E**

### **EMERGENCY PROCEDURES**

In the event of an emergency involving a sickness (student or bus driver), an accident, a breakdown, severe traffic problem, or any other situation resulting in the need for assistance or notification, the procedure below will be followed:

1. The driver stays with the bus unless evacuation is necessary and immediately radios for assistance.
2. The driver displays "Send Help" sign which includes Police Department telephone number clearly shown.
3. If there is no radio, or a radio malfunction occurs, (with the exception of a Kindergarten bus), the driver sends two students to the nearest home within view of the bus driver with a pre-established, laminated message containing the wording, "Send Help," and the telephone numbers of the School Bus Dispatcher, the Police Department, the Fire Department, and the School Business Office. It will also contain the bus number and the route number. (Under no circumstances will Kindergarten students leave the bus unless evacuation is necessary.)

5/22/85



**APPENDIX G**

**PHYSICAL RESTRAINT REPORTING FORM**

STUDENT NAME: \_\_\_\_\_

DATE OF RESTRAINT: \_\_\_\_\_

TIME RESTRAINT COMMENCED: \_\_\_\_:\_\_\_\_ \_\_\_\_

TIME RESTRAINT CONCLUDED: \_\_\_\_:\_\_\_\_ \_\_\_\_

LOCATION OF RESTRAINT: \_\_\_\_\_

WERE THERE ANY PHYSICAL CONDITIONS THAT AFFECTED THE RESTRAINT (I.E. WEATHER, SLIPPERY FLOOR, ETC.)? IF YES, PLEASE DESCRIBE:

NAME/ROLE OF STAFF WHO ADMINISTERED RESTRAINT:

\_\_\_\_\_

NAME/ROLE OF WITNESS(ES) TO RESTRAINT, IF ANY:

\_\_\_\_\_

\_\_\_\_\_

ADMINISTRATOR WHO WAS INFORMED OF RESTRAINT AND WHEN:

\_\_\_\_\_

DESCRIBE THE INCIDENT IN CHRONOLOGICAL ORDER:

1. What led up to the incident? What activity was the student involved in immediately prior to the behavior that led to the restraint?

2. What behavior(s) led to the restraint?

3. What interventions were attempted to de-escalate the behavior prior to physical restraint?

- |   |  |
|---|--|
| <input type="checkbox"/> clarifying expectations          | <input type="checkbox"/> providing support             |
| <input type="checkbox"/> redirection                      | <input type="checkbox"/> restructuring the environment |
| <input type="checkbox"/> relaxation strategies            | <input type="checkbox"/> modeling                      |
| <input type="checkbox"/> behavior modification strategies | <input type="checkbox"/> time out                      |
| <input type="checkbox"/> providing choices                | <input type="checkbox"/> clarifying consequences       |
| <input type="checkbox"/> nonverbal or verbal cues         | <input type="checkbox"/> isolating student by removing |
| <input type="checkbox"/> other: please describe           | <input type="checkbox"/> others                        |

4. Describe the restraint used and student's behavior and reactions during the restraint.

5. How was the restraint ended/incident resolved?

WAS ANY EMERGENCY ACTION TAKEN (I.E., SUMMON FOR MEDICAL HELP OR POLICE)? IF YES, DESCRIBE:

STAFF AND STUDENTS INVOLVED IN PHYSICAL RESTRAINT MUST BE EXAMINED BY THE SCHOOL NURSE IMMEDIATELY FOLLOWING THE RESTRAINT. WAS THERE ANY PHYSICAL INJURY TO A STUDENT OR STAFF MEMBER AS A RESULT OF THE INCIDENT? IF YES, DESCRIBE:

WAS THERE ANY PROPERTY DAMAGE AS A RESULT OF THE INCIDENT? IF YES, DESCRIBE:

ARE THERE ANY DISCIPLINARY SANCTIONS BEING IMPOSED ON THE STUDENT? IF YES, DESCRIBE:

PARENTS/GUARDIANS WERE NOTIFIED VERBALLY OF THE INCIDENT AND ANY DISCIPLINARY SANCTIONS IMPOSED ON THE STUDENT. THEY WERE ALSO NOTIFIED OF THEIR RIGHT TO DISCUSS THE ADMINISTRATION OF THE RESTRAINT WITH THE SUPERINTENDENT/PRINCIPAL OR HIS/HER DESIGNEE:

BY WHOM? \_\_\_\_\_

DATE: \_\_\_\_\_

A COPY OF THIS REPORT WAS DISTRIBUTED TO:

- Superintendent/principal
- Parents/guardians
- Student's cumulative file
- Classroom teacher
- Special education director
- Assistant principal
- School nurse
- Other: \_\_\_\_\_

FOR EXTENDED RESTRAINTS (beyond 20 minutes) ONLY:

1. Describe the alternatives to extended restraint that were attempted.

2. Describe the outcomes of those efforts.

3. Provide justification for administering the extended restraint.

NAME OF PERSON/S COMPLETING THIS REPORT:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_