SECTION J
Students

POLICY JC: RESIDENCY AND SCHOOL ADMISSION 3
POLICY JC-R: POLICY GOVERNING STUDENT RESIDENCE 6
POLICY JEB: ENTRANCE AGE REQUIREMENTS 15
POLICY JFABD: HOMELESS STUDENTS: ENROLLMENT RIGHT AND SERVICES 18
POLICY JFABF: EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE 21
POLICY JFBB: SCHOOL CHOICE 23
POLICY JG: PROMOTION, RETENTION AND LEVEL PLACEMENT OF STUDENTS 24
POLICY JGC: ENROLLING STUDENTS FROM MASSACHUSETTS COMMONWEALTH CHARTER SCHOOLS 25
POLICY JH: STUDENT ABSENCES AND EXCUSES 26
POLICY JI: STUDENT RIGHTS AND RESPONSIBILITIES 28
POLICY JIB: STUDENT INVOLVEMENT IN DECISION-MAKING 29
POLICY JICA: STUDENT DRESS CODE 30
POLICY JICC: SCHOOL BUS CONDUCT 31
POLICY JICE - STUDENT PUBLICATIONS 32
POLICY JICH: ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED 33
POLICY JICK: HARASSMENT OF STUDENTS 35
POLICY JICL: TEEN DATING VIOLENCE POLICY 37
POLICY JICRFB: ANTI-BULLYING 39
POLICY JICRFB-R: ANTI-BULLYING REGULATIONS 40
POLICY JIE: PREGNANT STUDENTS 45
POLICY JIFCA: HAZING 46
POLICY JIH: SEARCHES AND INTERROGATIONS 48
POLICY JIJ: STUDENT DEMOSTRATIONS AND STRIKES 49
POLICY JJ: PARTICIPATION IN EXTRACURRICULARS, CLUBS, AND ACTIVITIES 50
POLICY JJE: FUNDRAISING 51
POLICY JJE-E: FUNDRAISING REQUEST FORM 52
POLICY JJE-R: FUNDRAISING - ADMINISTRATIVE PROCEDURE 53
POLICY JJF: STUDENT ACTIVITIES ACCOUNT 55
POLICY JJIB: PARTICIPATION IN INTERSCHOLASTIC ATHLETICS 58
POLICY JJH: STUDENT TRAVEL 59
POLICY JJIF: CONCUSSION POLICY OVERVIEW 64
POLICY JJIF-R: HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETES 66
POLICY JK: STUDENT DISCIPLINE 70
POLICY JKA: CORPORAL PUNISHMENT 79

POLICY JKAA: PHYSICAL RESTRAINT 80
JKKA-R PHYSICAL RESTRAINT AND BEHAVIOUR SUPPORT PROCEDURES 82
POLICY JLC: STUDENT HEALTH SERVICES AND REQUIREMENTS 91
POLICY JLCB: INOCULATION OF STUDENTS 93
POLICY JLCC: COMMUNICABLE DISEASES 94
POLICY JLCD: ADMINISTRATION OF MEDICATIONS 96
POLICY JLCD-R: ADMINISTRATION OF MEDICATIONS REGULATIONS 98
POLICY JRA: STUDENT RECORDS 104
POLICY JE: MANDATORY ATTENDANCE 105

POLICY JC: RESIDENCY AND SCHOOL ADMISSION

In compliance with Massachusetts General Laws, every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account or race, color, sex, religion, natural origin, or sexual orientation.

The purpose of this policy is to provide guidance for parents regarding which Pembroke school their child(ren) will attend.

A Pembroke resident eligible for school admission will be enrolled in the public school assigned by the Pembroke School Committee.

For purposes of this policy, the phrase "actual residence" or "actually resides" is to be defined as the physical location of the house where the pupil lives with the intent to remain.

Pupils who are homeless, those whose school of origin is one of Pembroke Public Schools or are sheltered in Pembroke, or in Foster Care and placed within the district as defined by Every Student Succeeds Act are entitled to attend the Pembroke Public Schools without charge.

1. Persons who reside outside of the corporate limits of the Town of Pembroke are classified as non-residents and may not be enrolled in the Pembroke Public Schools except as authorized hereunder:

A. The Pembroke Public Schools recognizes the value of exchange programs with students from other countries. The Pembroke Public Schools will accept tuition free, on a space available basis, exchange students who are fluent in the English language and participates in an officially recognized exchange program provided they will be residing at a home in the Town of Pembroke. A limit of four (4) students per year may be accepted. Exceptions to this must be approved by the School Committee.

Exchange programs recognized by the Pembroke School Department include:

American Field Service
ASSE International Student Exchange Program

Exchange students sponsored by other organizations may also be recommended by the Superintendent based on a review of the program's credentials.

In addition, the host family assumes responsibility for all matters of care and wellbeing related to the exchange student. A notarized statement is required from the adults with whom the student is to live certifying that they are bona

fide residents of Pembroke, and that they willingly accept full responsibility for the care, conduct and direction of the young person being given into their charge.

Verification of local residence and pertinent records, including health, must be received and acknowledged as in good order by the principal before admission will be permitted. No student shall be admitted to the school unless he/she has been successfully immunized against communicable disease as may be specified by the Department of Public Health and State regulations.

B. Non-residents who enroll in programs on a tuition basis under procedures approved by the School Committee.

C. Any pupil who is legally enrolled in the Pembroke Public Schools (grades Prek-11) and who changes his/her residence to a place outside of the geographical limits of the town of Pembroke after March 15 of any school year may complete the school year in the school which he/she has been attending without the payment of tuition. In such cases, the Pembroke Public Schools is under no obligation to provide such pupil with transportation to or from school.

D. With written permission of parents and/or guardian and approval of the Superintendent of Schools, any pupil legally enrolled in the Pembroke Public Schools who is completing his senior year (grade 12) at Pembroke High School and who changes his/her residence outside of the geographical limits of the Town of Pembroke at any time during the second semester of the senior year may finish the year without payment of tuition. In such Student Residency Policy cases, the Pembroke Public Schools is under no obligation to provide such pupils with transportation to or from school.

E. Permission for a student to transfer to an elementary school other than that within the assigned attendance area may also be granted by the Superintendent of Schools when in his or her judgment the following conditions apply:

- To support a family where there are multiple siblings expected to attend more than one elementary school because of educational program needs and because of attendance requirements.
- Where unique family circumstances exist and an alternative placement is warranted.
- Where the health or safety of a student is at risk.

In all cases, a written request from the parent or guardian of the student stating the reasons for such a transfer shall be submitted to the Superintendent of School's office at least three weeks prior to the start of school or the requested date of transfer.

The Superintendent shall consider class size and appropriate class placement in making the final decision. In all cases the parents shall be responsible for

providing transportation for the student who is being transferred due to the parent request. Said transfer is for the remainder of the student's enrollment in elementary school unless revoked by the Superintendent due to a change in circumstances under which the transfer was granted. Should there be a change in circumstances during the time when multiple siblings are enrolled in the out of district school, they will be permitted to complete their elementary school years in the school at which they are enrolled and attending.
Decisions of the Superintendent shall be final and not subject to appeal.

2. The residence of a pupil shall normally be considered to be that of his/her custodial parent(s)/legal guardian(s) or of the pupil if of majority age. If there are neither parent(s) nor guardian(s) the actual dwelling place of the pupil shall constitute his/her residence. A pupil who has an actual residence other than that of his/her custodial parent(s) or legal guardian(s) shall be granted residence if it is established that he/she is an actual resident with the intent to remain in the Town of Pembroke. Residence facts shall be established by sworn affidavit by the custodial parent(s) or the legal guardian(s).

For the purposes of the student record regulations, contact regarding the pupil's progress or discipline will remain with the custodial parent or legal guardian unless other legal documentation is provided.

3. The School Committee reserves the right to assess tuition charges against the parents/legal guardians or pupil of majority age if it is determined or evidence exists thereof that pupil has taken up residence in Pembroke for the special purpose of attending the Pembroke Public Schools.

Legal Reference: MGL Chapter '76-section 5
Cross Reference: JC R

Recoding of Policy 5.5

Revised and Adopted: December 17, 2019

1st Reading: 6/18/2012
2nd Reading: 9/4/2012
Adopted: September 4, 2012

POLICY JC-R: POLICY GOVERNING STUDENT RESIDENCE

In compliance with Massachusetts General Laws, every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account or race, color, sex, religion, natural origin, or sexual orientation.

The purpose of this policy is to provide guidance for parents regarding which Pembroke school their child(ren) will attend.

Massachusetts Compulsory Education Law Chpt. 71 sec. 1 requires all children age 6 through 16 to be in attendance at school. Students who are absent from school for an extended period of time are required to provide medical documentation. Students residing in another school system must be withdrawn from the Pembroke Public School system and enrolled by parents or guardians in the school district of residency. Absent medical documentation or a withdrawal from the Pembroke Public Schools due to a change in residency or attendance in a private school or approved home school program extended absences will be reported as a violation of the compulsory education law as required.

A Pembroke resident eligible for school admission will be enrolled in the public school assigned by the Pembroke School Committee.

For purposes of this policy, the phrase “actual residence” or “actually resides” is to be defined as the physical location of the house where the pupil lives with the intent to remain.

Pupils who are homeless as defined by the No Child Left Behind Act are entitled to attend the Pembroke Public Schools without charge.

1. Persons who reside outside of the corporate limits of the Town of Pembroke are classified as non-residents and may not be enrolled in the Pembroke Public Schools except as authorized hereunder:

A. The Pembroke Public Schools recognizes the value of exchange programs with students from other countries. The Pembroke Public Schools will accept tuition free, on a space available basis, exchange students who are fluent in the English language and participates in an officially recognized exchange program provided they will be residing at a home in the Town of Pembroke. A limit of four (4) students per year may be accepted. Exceptions to this must be approved by the School Committee.

Exchange programs recognized by the Pembroke School Department include:

American Field Service
ASSE International Student Exchange Program

Exchange students sponsored by other organizations may also be recommended by the Superintendent based on a review of the program's credentials.

In addition, the host family assumes responsibility for all matters of care and wellbeing related to the exchange student. A notarized statement is required from the adults with whom the student is to live certifying that they are bona fide residents of Pembroke, and that they willingly accept full responsibility for the care, conduct and direction of the young person being given into their charge.

Verification of local residence and pertinent records, including health, must be received and acknowledged as in good order by the principal before admission will be permitted. No student shall be admitted to the school unless he/she has been successfully immunized against communicable disease as may be specified by the Department of Public Health and State regulations.

B. Non-residents who enroll in programs on a tuition basis under procedures approved by the School Committee.

C. Any pupil who is legally enrolled in the Pembroke Public Schools (grades Pre-k-11) and who changes his/her residence to a place outside of the geographical limits of the town of Pembroke after March 15 of any school year may complete the school year in the school which he/she has been attending without the payment of tuition. In such cases, the Pembroke Public Schools is under no obligation to provide such pupil with transportation to or from school.

D. With written permission of parents and/or guardian and approval of the Superintendent of Schools, any pupil legally enrolled in the Pembroke Public Schools who is completing his senior year (grade 12) at Pembroke High School and who changes his/her residence outside of the geographical limits of the Town of Pembroke at any time during the second semester of the senior year may finish the year without payment of tuition. In such Student Residency Policy cases, the Pembroke Public Schools is under no obligation to provide such pupils with transportation to or from school.

E. Permission for a student to transfer to an elementary school other than that within the assigned attendance area may also be granted by the Superintendent of Schools when in his or her judgment the following conditions apply:

- To support a family where there are multiple siblings expected to attend more than one elementary school because of educational program needs and because of attendance requirements.

- Where unique family circumstances exist and an alternative placement is warranted.

- Where the health or safety of a student is at risk.

In all cases, a written request from the parent or guardian of the student stating the reasons for such a transfer shall be submitted to the Superintendent of School's office at least three weeks prior to the start of school or the requested date of transfer.

The Superintendent shall consider class size and appropriate class placement in making the final decision. In all cases the parents shall be responsible for providing transportation for the student who is being transferred due to the parent request. Said transfer is for the remainder of the student's enrollment in elementary school unless revoked by the Superintendent due to a change in circumstances under which the transfer was granted. Should there be a change in circumstances during the time when multiple siblings are enrolled in the out of district school, they will be permitted to complete their elementary school years in the school at which they are enrolled and attending.

Decisions of the Superintendent shall be final and not subject to appeal.

2. The residence of a pupil shall normally be considered to be that of his/her custodial parent(s)/legal guardian(s) or of the pupil if of majority age. If there are neither parent(s) nor guardian(s) the actual dwelling place of the pupil shall constitute his/her residence. A pupil who has an actual residence other than that of his/her custodial parent(s) or legal guardian(s) shall be granted residence if it is established that he/she is an actual resident with the intent to remain in the Town of Pembroke. Residence facts shall be established by sworn affidavit by the custodial parent(s) or the legal guardian(s).

For the purposes of the student record regulations, contact regarding the pupil's progress or discipline will remain with the custodial parent or legal guardian unless other legal documentation is provided.

3. The School Committee reserves the right to assess tuition charges against the parents/legal guardians or pupil of majority age if it is determined or evidence exists thereof that pupil has taken up residence in Pembroke for the special purpose of attending the Pembroke Public Schools.

PROCEDURES GOVERNING THE DETERMINATION OF STUDENT RESIDENCY

Where a question exists regarding residence, building principals will refer persons to the Superintendent's office where the appropriate forms may be obtained. Such persons shall complete and submit the proper forms (see below) to the Superintendent's office. Thereafter, copies will be distributed to the appropriate personnel.

1. A pupil who has an actual residence other than that of his custodial parent(s) or legal guardian(s) may be enrolled in the Pembroke Public Schools upon submission of residence facts as established by sworn affidavit of the custodial parent(s) or of the legal guardian(s) and the Pembroke resident with whom she/he resides. The Superintendent shall decide any doubtful questions arising hereunder. Pupils of majority age must complete the appropriate form and furnish evidence of date of birth (See Residence Forms #1 and #2).

2. Subject to providing appropriate documentation such as a Purchase and Sales Agreement or a lease, a student who will be moving into a residence located in a particular school attendance area during the course of the year shall be enrolled in the Pembroke Public Schools upon submission of residence facts established by sworn affidavit. (See Residence Form #3).

3. In cases of question regarding the actual residence of a pupil (where residence within the Town is in doubt), the custodial parent(s)/legal guardian(s) shall submit residence facts established by sworn affidavit of the legal parent(s)guardian(s), and where appropriate, the Pembroke resident with whom she/he resides (See Residence Form #4).

Residence Form #1
DETERMINATION OF RESIDENCE: RESIDENT AFFIDAVIT

Instructions:

This form is completed by adult persons residing in the Town of Pembroke with whom the pupil is residing and is submitted to the Superintendent of Schools together with a completed copy of the form for Determination of Residence: Non-Resident (Residence Form #2). If the pupil is of majority age, this form must be submitted together with a legally authorized birth certificate. Copies of completed forms are subsequently distributed to the appropriate building principal, the Business Office and the Transportation Office.

I_____ hereby being duly sworn do on oath depose and state that _____ has been living with me since _____ and intends to remain at my residence. I know of my own knowledge that he/she has left his own household on _____ and has no intention to return to his/her custodial parents' residence.

Reason(s) for the residence change:
_____
_____

I Own (Description & Address)
_____
_____

I Rent (Description & Address) _____ Dates of Rent/Lease: _____ to_____

Landlord/Owner Name & Address:
_____
_____

I acknowledge that the pupil's custodial parents or legal guardian has/has not (circle one) authorized me to be the contact person for school matters including discipline for the pupil.

I also acknowledge my obligation to contact the Superintendent's office of the Pembroke Public Schools should the pupil(s) no longer actually reside at my residence.
Signed under the penalties of perjury.

_____(Signature) _____
____(Date)

_____(Address)
_____(Telephone)

COMMONWEALTH OF MASSACHUSETTS
Plymouth County

On this _____ day of _____, 20__, and before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence or identification, consisting of a Massachusetts Driver's License, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose, an Affidavit of Residency.

_____No
tary Public

My commission
expires:_____

Residence Form #2
DETERMINATION OF RESIDENCE: NON-RESIDENT

Instructions:

This form is completed by the pupil's custodial parent/legal guardian who resides outside of the Town of Pembroke with whom the pupil previously resided and is submitted to the Superintendent of Schools together with a completed copy of the Resident Affidavit (Residence Form #1.) Copies of completed forms are subsequently distributed to the appropriate building principal, the Business Office and the Transportation Office.

I/_____ parent of _____ being duly sworn, do on oath depose and state that _____ left my residence on or about _____, and has no intention to return.

I know of our own personal knowledge that he/she is residing at _____ and intends to remain at that address indefinitely.

I further attest that _____ does not temporarily reside in the Town of Pembroke for the special purpose of his/her attending school there.

I further expressly authorize the Pembroke Public Schools and its agents and employees to contact the Town Resident with whom the pupil resides with respect to school matters concerning the pupil and expressly permit the schools to release the pupil into the Town Resident's custody should the need arise.

I acknowledge my responsibility to notify the Pembroke Public Schools should my child change residence to a location outside the Town of Pembroke.

Signed this _____ day of _____ 20____ under the pains and penalties of perjury.

_____(Signature) _____
_(Date)

_____(Address) _____
_(Telephone)

COMMONWEALTH OF MASSACHUSETTS
Plymouth County

On this _____ day of _____, 20___, and before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence or identification, consisting of a Massachusetts Driver's License, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose, an Affidavit of Residency.

_____No
tary Public
My commission
expires:_____

Residence Form #3
DETERMINATION OF RESIDENCE: PARENT(S)/GUARDIAN(S) MOVING INTO PEMBROKE

I_____ am the custodial parent or legal guardian of _____ . Being duly sworn, I do on oath depose and state that I have purchased or entered onto a lease or rent arrangement for property located within the Town of Pembroke as follows:

Own _____(Description & Address) Bank of Mortgage_____
_____ Address
_____

_____ _____
_____

Rent/Lease _____(Description & Address)

Landlord/Owner Name and Address
_____ _____
_____

Dates of Rent/Lease: _____ to _____

I have the intention of actually residing in the Town of Pembroke as of _____(date). I acknowledge my receipt of the School Committee Residency Policy which requires that I actually reside within the town of Pembroke within a period of three (3) months after the pupil is enrolled in the Pembroke Public

Schools. I acknowledge that failure to so reside could result in my child being dismissed from the Pembroke Public Schools.

My current address and contact information is as follows:

_____ Phone_____

Signed this ___ day of _____, 20__ under the pains and penalties of perjury.

_____(Signature) _____(Date)

_____(Address) _____(Telephone)

COMMONWEALTH OF MASSACHUSETTS
Plymouth County

On this _____ day of _____, 20__, and before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence or identification, consisting of a Massachusetts Driver's License, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose, an Affidavit of Residency.

_____Notary Public

My commission expires:_____

Residence Form #4
ASCERTAINING EXISTING RESIDENCE

I _____ being duly sworn, do on oath depose and state that I am the custodial parent and/or legal guardian of _____ and that I own or rent/lease property within the Town of Pembroke at the following address:

Own _____(Description & Address) Bank of Mortgage
_____
_____ _____
_____ _____ _____
_____
_____ _____
_____

Rent/Lease _____(Description & Address) Landlord/Owner Name & Address
_____ _____

_____ _____

Dates of Rent/Lease: _____ to _____ and that above noted place is the actual residence where I intend to remain indefinitely for me and _____. I further hereby acknowledge that should my residence change during the school year so that I am no longer a Pembroke resident, I am obligated to notify the Pembroke Superintendent's Office of same. Failure to notify the Schools of a change of address may result in a pupil's dismissal from the Pembroke Public Schools.

Signed this ___ day of _____, 20____ under the pains and penalties of perjury.

_____(Signature) _____(Date)
_____(Address) _____(Telephone)

COMMONWEALTH OF MASSACHUSETTS
Plymouth County

On this _____ day of _____, 20__, and before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence or identification, consisting of a Massachusetts Driver's License, to be the person whose name is signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose, an Affidavit of Residency.

Notary Public

My commission
expires:_____

1ST Reading: 6/18/2012
2nd Reading and Adoption: September 4, 2012

POLICY JEB: ENTRANCE AGE REQUIREMENTS

The Pembroke School Committee recognizes that its first obligation is to those who have met the entrance criteria set forth in this policy. However, the School Committee recognizes that it is not professionally qualified to made education decisions for individual students and therefore will limit its review of any questions raised under this policy exclusively to the issue of whether or not this policy has been followed.

I. Kindergarten

Any child who attains the age of five (5) years on or before September 1st. of the school year shall be admitted to kindergarten provided that each child has all required immunizations specified from time to time by the Department of Public Health, including by not limited to diphtheria, whooping cough, tetanus, measles, and poliomyelitis.

A. Procedures Related to Kindergarten Admissions

1. The School Department shall adhere to the policy as stated, and shall require all necessary birth and immunization documents.

2. Parents of a child whose date of birth is after September 1st, but before November 1st may apply for early admission. Children whose date of birth is after November 1st must wait until the next school year to place their child in kindergarten. When the parents of a child whose date of birth is after September 1st, but before November 1st, the school year in which early admission is sought, the School Department shall encourage the parents to enter their child in the following school year.

3. If such parents continue to seek early admission by filing a written request with the Building Principal with a copy to the Superintendent, the following standards and procedures shall apply to the appeal:

    a. The child must attain the age of five (5) years before November 1st, in the school year in which early admission is sought. There shall be no exceptions to this criterion.

    b. The parents shall provide both records and a recommendation for early admission from any formal preschool program that the child has attended.

    c. The parents shall provide a letter of recommendation from the child's pediatrician.

    d. After receipt of items a, b, and c above, a School Psychologist shall conduct both an academic readiness evaluation and a social maturity evaluation, which will include a parental interview. When possible, the child will be observed at their pre-school as part of the overall readiness evaluation. Upon completion of the evaluation, the School Psychologist shall consult with the Building Principal who will make the final determination as to whether the child will be

accepted for early admission. The decision of the Building Principal is final and not subject to appeal.

II. Grade One

Any child who attains the age of six (6) years on or before September 1st. of the school year or who has successfully completed one year of a Kindergarten program recognized by the Massachusetts Department of Elementary and Secondary Education, or equivalent agency, shall be admitted to Grade 1 provided that the school has received all required immunizations as specified from time to time by the Department of Public Health, including but not limited to diphtheria, whooping cough, tetanus, measles, and poliomyelitis.

A. Procedures Related to Grade One Admissions

1. The School Department shall adhere to the policy as stated, and shall require all necessary birth and immunization documents.

2. Parents of a child whose date of birth is after September 1st, but before November 1st, may apply for early admission following the procedure outlined below. At the discretion of the building Administrator, children who have completed Kindergarten in the Pembroke Public Schools shall be admitted to Grade 1 in the following year without needing to apply for early admission, but are subject to the Retention Policy of the Pembroke Public Schools.

3. If such parents continue to see early admission by filing a request with the Building Principal with a copy to the Superintendent, the following standards and procedures shall apply to the appeal:

    a. The child must attain the age of six (6) years before November 1st, in the school year in which early admission is sought. There shall be no exceptions to this criterion.
    b. The parents shall provide both records and a recommendation for early admission from any formal kindergarten program that the child has attended.

    c. The parents shall provide a letter of recommendation from the child's pediatrician.

    d. After receipt of items a, b, and c above, a School Psychologist shall conduct both an academic readiness evaluation and a social maturity evaluation, which will include a parental interview. When possible, the child will be observed at their kindergarten program as part of the overall readiness evaluation. Upon completion of the evaluation, the School Psychologist shall consult with the Building Principal who will make the final determination as to whether the child will be accepted for early admission. The decision of the Building Principal is final and not subject to appeal.

Adopted: September, 2002

Revised and Adopted: June 29, 2015

POLICY JFABD: HOMELESS STUDENTS: ENROLLMENT RIGHT AND SERVICES

To the extent practical and as required by law, the Pembroke School Schools will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities. A homeless student's living arrangement is considered protected student record information.

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. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the school's liaison for homeless students and their families. The liaison will coordinate with local social service agencies that provide services to homeless children and their families.

McKinney-Vento requires that homeless children and youth have a choice, according to the child's or youth's best interest, of being enrolled either in their "school of origin" or in the public school of the attendance area where they now reside. They have this choice for the entire duration in which they are homeless or, in the case where a homeless student becomes permanently housed during an academic year, for the remainder of that academic year. In determining the best interest of the student experiencing homelessness, the Pembroke Public Schools shall, to the extent feasible, keep the homeless student in the school of origin, unless to do so is contrary to the wishes of the student's parent or guardian. The School or Origin also includes designated receiving schools.

If the Pembroke Public Schools sends a homeless student to any other school besides the school of origin or the school requested by the parent or guardian, or a dispute arises regarding a school selection, the Pembroke Public Schools must provide a written explanation, including a statement regarding the right of the parent or guardian to appeal this decision, to the parent or guardian. However, if a dispute arises over a school selection decision, then the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In cases where the homeless student

is an unaccompanied youth, the homeless liaison shall assist in placement or enrollment decisions. The liaison will consider the views of the unaccompanied youth and provide notice to the youth of the right to appeal the LEA placement decision. In situations where the unaccompanied youth appeals the placement decision, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute. The school of origin is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

.

Once the enrollment decision is made, the Schools shall immediately enroll the student, pursuant to Pembroke Public School (PPS)policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the PPS liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to PPS policies. Emergency contact information is required at the time of enrollment consistent with PPS policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different school system, or a homeless student is living in another school system but will attend his or her school of origin in this school system, the School Systems will coordinate the transportation services necessary for the student, or will divide the costs equally. Transportation can be maintained through the end of the school year in which a student becomes permanently housed.

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

Each homeless child or youth shall be provided with services comparable to services offered to other students in the school including transportation and educational services for which the child meets eligibility criteria such as: Title I services; Educational programs for students with disabilities; Educational programs for English learners; Programs in career and technical education; School nutrition programs. McKinney-Vento requires that school systems provide equal access to services for homeless children and youth that are comparable to services provided to other students in the school system. Pembroke Public Schools identifies and removes any barriers allowing access to all educational opportunities.

Homeless children and youth automatically qualify for free school meals. This includes free lunch and if the school is serving breakfast and/or snacks your child will receive those as well. The homeless liaison will ensure that this happens.

Homeless children and youth may participate in any school course, activity or event they are eligible for including school run after-school programs, sports teams, and summer school. Homeless children and youth will have access to special education, Title 1 services, gifted

and talented programs, programs in career and technical education; and English Language programming if needed.

Homeless children may be eligible for preschool; he/she may be enrolled or put on the waitlist. If he/she is on a waitlist or the school does not have an appropriate program, the homeless liaison may be able to refer you to a licensed early education and care program in your community that includes Head Start, Early Head Start and Family Child Care.

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

Revised and Adopted: **December 17, 2019**

Revised 1st Read: July 16, 2019

Revised 2nd Read and Adopted: August 20, 2019

Revised and Adopted March 28,2017

Adopted June 13, 2006

POLICY JFABF: EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education from pre-school through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the Pembroke Public School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also, that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

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

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

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

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

Revised and Adopted: December 17, 2019

1st Read: 7-16-19
2nd Read and Adopted: 8-20-19

POLICY JFBB: SCHOOL CHOICE

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

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

SOURCE: MASC - August 2022

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

603 CMR 26:00

Acts of 2022, Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

Revised and ADOPTED: 10/4/22

POLICY JG: PROMOTION, RETENTION AND LEVEL PLACEMENT OF STUDENTS

The decision to promote or retain a student at the elementary level is determined individually based on the student's performance and attendance, and the weighing of the benefits and potential problems resulting from such a decision for the youngster. In such cases where retention is being considered input will be sought from school personnel involved with the student and the student's family. The final decision will be made by the building principal based on the available information. Parents/caregivers shall be informed in advance of grade placement decisions through reports, report cards conferences with the teacher, counselors and /or administration.

At the secondary level, the Pembroke School Committee endorses the philosophy that secondary students and their parents shall be encouraged to select courses and programs of study which are appropriately challenging, and which offer the best possible opportunities for learning for each student.

The Pembroke School Committee acknowledges that grade and class placement of pupils is the responsibility of the administrative staff of the school. Parents/caregivers shall be informed in advance of grade placement through reports, report cards, and conferences with guidance counselors and /or administrators.

In cases where a change of level in instruction is being considered, the teacher, the student and the parents shall meet to discuss the matter and mutually agree on a change. Where there is no agreement, appeals may be made to the building principal.

REPLACES POLICY 5.47

Revised and Adopted: 4/11/17

Adopted June 13, 2006

POLICY JGC: ENROLLING STUDENTS FROM MASSACHUSETTS COMMONWEALTH CHARTER SCHOOLS

A student may withdraw from a Massachusetts Commonwealth charter school at any time and enroll in the school district in which said student resides.

To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the Pembroke Public Schools (PPS) will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the PPS determines appropriate.

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

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

1ST Reading: June 6, 2011
2nd Reading: June 27, 2011

ADOPTED: June 27, 2011

POLICY JH: STUDENT ABSENCES AND EXCUSES

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

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

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

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

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

Student Absence Notification Program

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

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

Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's

parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.
The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC - Updated 2021

LEGAL REFS.: M.G.L. 76:1, 76:1A, 76:1B; 76:16, 76:18; 76:19, 76:20

1st Read: April 23, 2024

2nd Read & Adoption: June 17, 2024

POLICY JI: STUDENT RIGHTS AND RESPONSIBILITIES

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

Among these rights and responsibilities are the following:

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

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure their rights.

4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.

5. The right to privacy, which includes privacy with respect to the student's school records.

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

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

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

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

Cross Reference: KE - Public Complaints

1st Read: April 23, 2024

2nd Read & Adoption: June 17, 2024

POLICY JIB: STUDENT INVOLVEMENT IN DECISION-MAKING

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

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

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

Student Advisory Committee

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

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

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

1st Read: April 23, 2024

2nd Read & Adoption: June 17, 2024

POLICY JICA: STUDENT DRESS CODE

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

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

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

LEGAL REF: Creating a Respectful and Open World for Natural Hair Act of 2022

SOURCE: MASC - August 2022

Revised and ADOPTED: 10/4/22

POLICY JICC: SCHOOL BUS CONDUCT

The Pembroke School Committee considers the bus stop and subsequent riding of the school bus as an extension of the school day. While waiting at the bus stop or riding on the school bus, all students are expected to behave in a manner which does not endanger themselves or others. All rules effective in school are likewise in effect at the bus stop or on the school bus and every student is expected to observe the safety rules outlined in the student handbook. These expectations will also include riding on buses for field trips and/or extracurricular activities away from school. Failure to do so could result in disciplinary action which may include suspension or exclusion from bus transportation.

The bus driver is responsible, among other activities, for the supervision of pupil behavior on the bus. Dangerous student incidents or repeated disciplinary violations are to be reported by the bus drive and/or other knowledgeable school employees to the building principal in a timely manner.

The Principal shall assure safe, prompt loading and unloading of buses. In addition, the Principal must promptly and impartially cooperate with bus drivers and related personnel in solving disciplinary problems.

Note: For pertinent information on safety rules, please refer to the respective student handbooks.

Replaces Policy 5.62

Revised and Adopted: April 25, 2017

Adopted: June 13, 2006

POLICY JICE - STUDENT PUBLICATIONS

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

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

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

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

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

Revised 1st Read: April 23, 2024
Revised 2nd Read & Approval: June 17, 2024

REPLACES POLICY 5.36
Revised and Adopted: March 28, 2017

Adopted June 13, 2006

POLICY JICH: ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

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

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

Verbal Screening

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

- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

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

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

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

CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited

GBEC, Drug Free Workplace Policy

GBED, Tobacco use on School Property by Staff Members Prohibited

IHAMB, Teaching About Drugs, Alcohol, and Tobacco

Revised 1st Read: April 23, 2024

Revised 2nd Read & Adoption: June 17, 2024

Replaces policies: 5.42 and 5.43
Revised and Adopted: April 11, 2017

POLICY JICK: HARASSMENT OF STUDENTS

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

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

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

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

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

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

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

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

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

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

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally-appropriate disciplinary, restorative, and/or corrective action.

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

LEGAL REF.: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

DESE 603 CMR 26.:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Acts of 2022, Chapter 117
https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117

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

Replaces Policy JBA

1st Read: April 23, 2024
2nd Read & Adoption: June 17, 2024

POLICY JICL: TEEN DATING VIOLENCE POLICY

I. Introduction and Purpose

It is the goal of the Pembroke Public Schools to promote an educational environment free from harassment and teen dating violence. It is expected all school community members will be treated with dignity and respect. Evidence of teen dating violence of any kind will not be tolerated. The Pembroke Public Schools will maintain an atmosphere free of tension caused by demeaning or inappropriate interactions.

II. Definitions

A. Domestic Violence

Domestic violence is a pattern of coercive control one person exercises over another. It is the actual or threatened physical, sexual, psychological, or economic abuse of an individual by someone with whom they have or have had an intimate or significant relationship.

B. Teen Dating Violence

Teen dating violence mirrors adult domestic violence in terms of its existence on a continuum of controlling behaviors. Teen dating violence occurs in relationships amongst those in all socioeconomic, racial and ethnic groups. Teen dating violence occurs in heterosexual, gay and lesbian relationships. Behaviors range from verbal and emotional abuse to physical assault, rape and murder. Elements of abusive teen dating relationships may include:

1. Repeated abuse that escalates
2. Abuse that increases in severity the longer the relationship continues
3. Abusive behaviors interchanged with apologies and promises to change
4. Increased danger for the victim when trying to terminate the relationship

III. Notification and Reporting Procedure

Evidence of teen dating violence should be reported directly to a building administrator. The building administrator will promptly and reasonably investigate allegations of teen dating violence. The Principal of each building will be responsible for coordinating a response to all allegations of teen dating violence. This response will likely include the following actions; investigation, interview of witnesses and parties involved, inclusion of appropriate school personnel to include school nurse, school adjustment counselor and/or guidance counselor, and contact to the parent(s)/guardian(s) of the victim of the abuse, contact to the parent(s)/guardian(s) of the perpetrator of the abuse. The police, hospital or other outside agencies will be notified as appropriate, depending on the circumstances.

IV. Response to Occurrences of Teen Dating Violence

A. Interventions for those involved in teen dating violence include both disciplinary actions and counseling services. These supports may include but are not limited to counseling and implementation of an individual safety plan which may include a change of schedule for the perpetrator.

B. Specific consequences for teen dating violence for the perpetrator may include any of the consequences outlined in the Code of Conduct.

V. Training of the School Community

Awareness training and education for the school community will be provided annually to staff and students. The training will be incorporated into existing staff meetings, department meetings and through directed interaction with guidance counselors and/or appropriate staff for students. Staff and students will be informed of the definition of teen dating violence, recognizing warning signs, procedure for reporting incidents of alleged teen dating violence and appropriate interventions.

Legal Reference: 2010 Mass. Acts, Chap. 256

1ST Reading: December 5, 2011
2nd Reading: February 13, 2012

ADOPTED: February 13, 2012

POLICY JICRFB: ANTI-BULLYING

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

(i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related: activity, function or program whether on or off school grounds;
(ii) at a school bus stop, on a school bus or other vehicle owned, leased or used by the school district;
(iii) through the use of technology or an electronic device owned, leased or used by the school district, and
(iv) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

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

1ST Reading: September 7, 2010
2nd Reading: November 9, 2010

ADOPTED: November 9, 2010

POLICY JICRFB-R: ANTI-BULLYING REGULATIONS

Bullying and Retaliation are prohibited

The Pembroke Public Schools (PPS) prohibits bullying, cyber-bullying and retaliation as defined in Section E. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. Under the anti-bullying regulations a staff member can also be found to have engaged in bullying and will be disciplined accordingly based on circumstances.

A. Reporting Incidents

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

ii. The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the to the school principal or, in the absence of the principal, the assistant principal.

iii. An individual may make an anonymous report of bullying or retaliation, however, no
disciplinary action will be taken against a student solely on the basis of an anonymous report.

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

v. The principal or the assistant principal must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying or retaliation and of the school's procedures for investigating the report. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

vi. Any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or assistant principal has a reasonable basis to believe that the incident may

involve criminal conduct, the school principal or designee will notify the local law enforcement agency.

vii. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Pembroke Public Schools or designee will notify local law enforcement if s/he believes that criminal charges may be pursued.

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

B. Investigation

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

i. Pre-Investigation: Even before fully investigating allegations of bullying or
retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action the rights of both the alleged target and alleged aggressor must be considered.

ii. Written statement of the complaint: The investigator will seek to determine
the basis of the complaint, gathering information from the complainant.

iii. Interviews: Once the allegations of the complainant are established, the
investigator will gather other evidence, which often involves interviews of the alleged
aggressor and/or other witnesses.

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

C. Determination

If bullying or retaliation is substantiated, the school will take steps to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students
involved and in accordance with the anti-bullying plan of the Pembroke Public Schools.

Students who engage in bullying or retaliation will be subject to disciplinary action. The, range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.

D. Closing the Complaint

i. The principal or assistant principal will promptly provide notice to the parent/guardian of a target and an aggressor about whether or not the complaint was substantiated and, if substantiated, what action is being taken to prevent any further acts of bullying or retaliation.

ii. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians-unless it involves a "stay away" or other directive that the target must be aware of in order to report violations.

iii. Within two weeks following closure of the complaint, the principal or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

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

v. The school district will report bullying incident data annually to DESE as required.

E. Definitions

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s. 370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

i. causes physical or emotional harm to the target or damage to the target's property;

ii. places the target in reasonable fear of harm to himself or of damage to his property;

iii. creates a hostile environment at school for the target;

iv. infringes on the rights of the target at school; or

v. materially and substantially disrupts the education process or the orderly operation of a school.

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

Cyber-bullying, as defined in M.G.L. c.71, s. 370 is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

i. the creation of a web page or blog in which the creator assumes the identity of another person;

ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and

iii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium

that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

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

Hostile Environment, as defined in M.G.L. c. 71, s. 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

F. Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and parents/caregivers, in age-appropriate terms.

Annual written notice of the Bullying Prevention and Intervention Plan shall be provided to all school staff. The faculty and staff shall be trained annually on the Bullying Prevention and Intervention Plan.

The Bullying Prevention and Intervention Plan shall be posted to the district website.

1ST Reading: September 7, 2010
2nd Reading: November 9, 2010
Adoption Date: 11/9/2010
1st Reading: May 27, 2014
2nd Reading: May 27, 2014
Adoption: 5/27/14

1st Reading: November 1, 2022
2nd Reading: November 15, 2022
ADOPTED: November 15, 2022

POLICY JIE: PREGNANT STUDENTS

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

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

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

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

Pregnant students will be provided with reasonable modifications, and following the birth, students will be allowed reasonable break time and access to a clean, private lactation space. When a parent/guardian of a minor student, or other authorized legal representative, informs a school employee of a student's pregnancy or related conditions, the employee then must provide the individual with information about the school's obligations to prevent discrimination and ensure equal access.

LEGAL REFS.: M.G.L. 1.1.;M

Revised 1st Read and Approval: February 4, 2025

1st Read: November 12, 2024

2nd Read & Adoption: December 3, 2024

POLICY JIFCA: HAZING

In accordance with the Massachusetts General Laws, the Pembroke School Committee (PSC) hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on school property or at a school sponsored or school related event regardless of the location. No organization that uses the facilities or grounds under the control of the PSC shall engage in the activity of hazing any person while on school property.

For purposes of this policy the term "hazing" shall have the same meaning as in M.G.L.c. 269,§17; namely, the term "hazing" "shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." M.G.L.c. 269, §17.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the school district are obligated by law to report incidents of hazing to the police department. Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student, up to and including suspension. Any student who participates in hazing of another student or other person, may be subject to disciplinary action up to and including expulsion. Any student who is determined by the principal to be the organizer of a hazing activity may be subject to disciplinary action, up to and including expulsion.

On an annual basis, before or at the start of the school year, the superintendent shall ensure that all high school students are provided with a copy of the provisions of M.G.L.c. 269, §§17-19 and shall ensure that each school issues to every student group, student team or student organization a copy of M.G.L.c. 269, §§17-19. Each such group, team or organization shall distribute a copy of the school district's policy along with copies of M.G.L.c. 269, §§17-19 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the principal of the school an attested acknowledgment stating that such group, team or organization has received a copy of this policy and M.G.L.c. 269, §§17-19, that each of its members, plebes, pledges or applicants has received a copy of the sections seventeen, eighteen and nineteen, and that such group, team or organization understands and agrees to comply with the provisions of this policy and the provisions of M.G.L.c. 269, §§17-19.

The superintendent or his/her designee shall ensure compliance with the applicable reporting provisions of state law with respect to certifying that each secondary school in the school system has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of the state's hazing law and also certifying that a disciplinary policy with regards to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating such policies to students.

LEGAL REFS.: 603 CMR 33.00:M.G.L.c. 269:17, 18, 19

Updating and Recoding of Policy # 5.41

1ST Reading: December 7, 2010
2nd Reading: January 18, 2011

ADOPTED: January 18, 2011

POLICY JIH: SEARCHES AND INTERROGATIONS

Searches by Staff

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

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

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

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurHcu1ar activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

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

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

1st Read: April 23, 2024

2nd Read & Adoption: June 17, 2024

POLICY JIJ: STUDENT DEMOSTRATIONS AND STRIKES

Any student who willingly takes part in any behavior, activities or other disruptive actions, including but not limited to, unauthorized assembly, sit-in, protest meeting, walk-outs , etc. during school hours, and/or on school property, shall be subject to discipline as defined in the respective student handbooks.

Replaces Policy 5.61

Revised and Adopted: April 25, 2017

Adopted: June 13, 2006

POLICY JJ: PARTICIPATION IN EXTRACURRICULARS, CLUBS, AND ACTIVITIES

The Pembroke School Committee endorses the existence of student extracurriculars, clubs and activities and students' participation and involvement. The Pembroke School Committee shall have the authority to approve the existence of any such extracurriculars, clubs and activities provided they are recommended by the principal and have and advisor to supervise the proposed activity. The school administration may establish guidelines for student participation in approved extracurriculars, activities or clubs.

Further, the Pembroke School Committee authorizes participation by extracurricular, activity and club members in regularly scheduled contests or regional events provided that they are recommended by the principal and advisor. In cases where such contests or events occur outside of the state, participation by club members must also be approved by the superintendent and school committee in accordance with out of state travel guidelines.

Cross Reference: PSC Policy JJH-Student Travel; Student Handbooks

LEGAL REFS: MGL 71:47; 76:5

603 CMR 26.00

REPLACES POLICY 5.65

Revised and Adopted: May 9, 2017

Adopted June 13, 2006

POLICY JJE: FUNDRAISING

A. All fundraising activities involving Pembroke Public Schools (PPS)students must be conducted by a sanctioned Pembroke Public Schools activity or a recognized PPS external support organization (ESO).

B. All non-athletic fundraising requests will be submitted to the Building Administrator (BA). All athletic fundraising requests will be submitted to the Athletic Director (AD) who will make recommendations to the BA for approval. All requests must be submitted on an appropriate pre-approved request form (JJE-E).

C. The Pembroke Public Schools discourages door-to-door solicitation.

D. There must be educational or financial benefits to the Pembroke Public Schools and/or ESO to justify the fundraising activity.

Revised and Adopted: December 5, 2017

1st Reading: October 6, 2009
2nd Reading: November 17, 2009
Adopted: November 17, 2009

POLICY JJE-E: FUNDRAISING REQUEST FORM

Please download the form below.
Fundraising Request Form JJE-E

POLICY JJE-R: FUNDRAISING - ADMINISTRATIVE PROCEDURE

Guidelines for student fundraising activities are as follows:

A. Student participation must be voluntary.

B. Any fundraising activity that occurs will not create a poor public relations image and/or harm the reputation of the Pembroke Public School District (PPSD) in any way, as determined by the administration and will comply with all applicable laws and regulations.

C. Fundraising activity efforts must not interfere with any PPSD educational program.

D. Revenue generated by fund raising activities may not be used to reinstate programs, services or personnel cut as a result of budget deliberations without the approval of the Pembroke School Committee (PSC). Every effort must be made to expend revenue generated by fundraising by the next school year.

E. Fundraisers will be scheduled by the administration to ensure coordination and to provide equitable opportunities to all organizations.

F. The Pembroke School Committee (PSC) recognizes the following groups who will be authorized to conduct fundraising activities: 1. School-sponsored organizations 2. External support organizations approved by the superintendent or designee

G. No club or organization conducting fundraising activities may use school materials, supplies, or staff without proper reimbursement to the PPSD.

H. All items purchased using fundraising proceeds become the property of the Pembroke Public School District and must conform to appropriate standards, specifications and guidelines for use. There are exceptions such as consumables and items considered nominal in value at $50.00 or less as approved by the building administrator or their designee.

I. Door-to-door solicitations are not allowed for elementary or middle school students.

J. Fundraising activities will not make use of individual student incentives at the elementary and middle school levels unless they are of nominal value, do not remove the students from school property, and approved by the building administrator.

K. All promotional announcements and advertisements for a fundraising activity must identify the approved organization.

Revised 1st Read: April 23, 2024

Revised 2nd Read & Adoption: June 17, 2024

1st Read: October 6, 2009
2nd Read: November 17, 2009
Adopted: November 17, 2009

POLICY JJF: STUDENT ACTIVITIES ACCOUNT

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

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.

2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.

3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.

4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

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

Graduating Class Funds

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

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

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

Inactive Student Activities

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

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

Student Activity Deficits

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

LEGAL REFS: MGL 71:47

Revised 1st Read: April 23, 2024
Revised 2nd Read & Adoption: June 17, 2024

1st Read: 3/12/13
2nd Read & Adoption: 3/26/13

POLICY JJIB: PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Pembroke Public Schools participation in interscholastic athletics shall be subject to approval by the School Committee. This shall include approval of membership in any leagues, associations, or conferences.

Participation in interscholastic sports shall be encouraged; however, per our handbooks, the following regulations shall be observed:

1. A student must have written consent of his/her parent(s) or guardian for each type of interscholastic sport in which he/she engages.
2. A student must be determined to be physically fit for the sport by either the school physician or personal physician.
3. A student must be academically eligible to participate in interscholastic athletics.

The school administration may establish other rules for participation such as those governing academic standing in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association, MIAA.

Students who are on approved home instruction plans shall be eligible to participate in interscholastic athletic programs approved by the district.

The Pembroke School Committee authorizes athletic teams and/or individual athletes to travel out-of-state for the purposes of regularly scheduled contests, scrimmages, or regional events. The Athletic Director is responsible for scheduling such events. All out-of-state travel for athletic purposes must be approved by the principal, superintendent, and School Committee.

Cross Reference: PSC Policy JJH-Student Travel; Student Handbooks

LEGAL REFS: MGL 71:47; 71:54A; 76:5

603 CMR 26.00

REPLACES POLICY 5.64

Revised and Adopted: May 9, 2017

Adopted June 13, 2006

POLICY JJH: STUDENT TRAVEL

The Pembroke School Committee (PSC) recognizes the value and importance of student travel as an extension of the classroom learning environment, visual and performing arts program, athletic program, and/or co-curricular programs. Such experiences enrich student learning and provide opportunities for active engagement and broaden the perspectives of those who participate.

School personnel are prohibited from soliciting for privately run travel through the school system and in the schools. Student travel is expected to be an extension of the approved district curricula, athletic program and/or co-curricular program.

In order to ensure the safety of students involved in travel beyond the Pembroke Public Schools (PPS), all chaperones are required to have had a current CORI check per Pembroke Public Schools policy ADDA – Criminal Record Offender Information.

In order to ensure the quality of the student travel experience, the following procedures are to be followed:

A. In State Travel

1. School personnel planning student travel shall submit a travel proposal to the building principal **14 days** in advance of the anticipated trip explaining the full details of the trip and providing a rational for how the trip enhances and enriches the district curriculum, student learning, athletic program, and/or co-curricular activity.
2. All logistical details involving transportation shall be arranged by the school personnel with approval from the building principal and in accordance with Pembroke Public Schools transportation provider contracts.
3. All fundraising shall be in accordance with the guidelines listed below in section F and per policy JJE and in accordance with the Pembroke Public Schools policy on fundraising and solicitations.
4. Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.
5. Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the school's discipline code causing concern for the health and safety of the student or others.
6. Any school work missed because of travel is to be made up promptly according to the make-up procedure as stated in the Student Handbook.
7. While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.

B. Out of State Travel

1. All out-of-state travel shall require the approval of the Pembroke School Committee upon recommendation of the Superintendent. Under extenuating circumstances when scheduling the student travel does not fall within the timeline below, the Superintendent has the authority to approve.
2. School personnel planning travel shall submit a proposal for preliminary approval to the building principal not less than **45 days** prior in advance of the travel explaining the full details, the rationale as to how the trip enhances and enriches the district curriculum and student learning, athletic program and/or co-curricular program. The following information is also required: school and classes involved; destination; departure and return information; travel itinerary; number of students; names and ratio of chaperones to students ratio; cost of the trip and amount to be paid by fundraising.
3. Whenever possible, travel will be arranged to coincide with non-school days so as not to impact unduly the learning environment for students and staff.
4. Any school work missed because of travel is to be made up promptly according to the make-up procedure as stated in the Student Handbook.
5. While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.
6. Following building principal approval, the proposal shall be submitted to the superintendent for consideration of approval.
7. The Pembroke School Committee shall receive the proposal for consideration of approval not less than **30 days** prior to the proposed date of departure. Final approval will not be granted until all preparations have been completed including, but not limited to, logistical details including transportation, and fundraising efforts.
8. All fundraising shall be in accordance with the guidelines listed below in section F and per policy JJE and in accordance with the Pembroke Public Schools policy on fundraising and solicitations.
9. The Pembroke School Committee will only review for approval school-sanctioned trips. The Pembroke School Committee will not review or approve trips that are privately organized and run without school sponsorship.
10. Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the district's discipline code causing concern for the health and safety of the student or others.
11. Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.

C. Overnight Travel

1. All overnight trips shall require the approval of the Pembroke School Committee upon recommendation of the Superintendent. Under extenuating circumstances when scheduling the student travel does not fall within the timeline below, the Superintendent has the authority to approve.

2. School personnel planning travel shall submit a proposal for preliminary approval to the building principal not less than **45 days** prior in advance of the travel explaining the full details, the rationale as to how the trip enhances and enriches the district curriculum and student learning, athletic program and/or co-curricular program. The following information is also required: school and classes involved; destination; departure and return information; travel itinerary; number of students; names and ratio of chaperones to students ratio; housing and living accommodations; cost of the trip and amount to be paid by fundraising.
3. Whenever possible, travel will be arranged to coincide with non-school days so as not to impact unduly the learning environment for students and staff.
4. Any school work missed because of travel is to be made up promptly according to the make-up procedure as stated in the Student Handbook
5. While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.
6. Following building principal approval, the proposal shall be submitted to the superintendent for consideration of approval.
7. The Pembroke School Committee shall receive the proposal for consideration of approval not less than **30 days** prior to the proposed date of departure. Final approval will not be granted until all preparations have been completed including, but not limited to, logistical details including transportation, accommodations arrangements and fundraising efforts.
8. All fundraising shall be in accordance with the guidelines listed below in section F and per policy JJE and in accordance with the Pembroke Public Schools policy on fundraising and solicitations.
9. The Pembroke School Committee will only review for approval school-sanctioned trips. The Pembroke School Committee will not review or approve trips that are privately organized and run without school sponsorship.
10. Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the district's discipline code causing concern for the health and safety of the student or others.
11. Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.
12. Overnight accommodations shall be made in advance with student safety and security in mind.

D. Out of Country Travel

1. All out of country trips shall require the approval of the Pembroke School Committee upon recommendation of the Superintendent.
2. School personnel planning travel shall submit a proposal for preliminary approval to the building principal not less than **9 months** prior in advance of the travel explaining the full details, the rationale as to how the trip enhances and enriches the district curriculum and student learning, athletic program and/or co-curricular program. The following information is also required: school and classes

involved; destination; departure and return information; travel itinerary; number of students; names and ratio of chaperones to students ratio; housing and living accommodations; cost of the trip and amount to be paid by fundraising.

3. Whenever possible, multi-day trips will be arranged to coincide with school vacation periods so as not to impact unduly the learning environment for students and staff.
4. Any school work missed because of travel is to be made up promptly according to the make-up procedure as stated in the Student Handbook
5. While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.
6. Following building principal approval, the proposal shall be submitted to the superintendent for consideration of approval.
7. The Pembroke School Committee shall receive the proposal for consideration of approval not less than **6 months** prior to the proposed date of departure. Final approval will not be granted until all preparations have been completed including, but not limited to, logistical details including transportation, accommodations arrangements and fundraising efforts.
8. All fundraising shall be in accordance with the guidelines listed below in section F and per policy JJE and in accordance with the Pembroke Public Schools policy on fundraising and solicitations.
9. The Pembroke School Committee will only review for approval school-sanctioned trips. The Pembroke School Committee will not review or approve trips that are privately organized and run without school sponsorship.
10. Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the district's discipline code causing concern for the health and safety of the student or others.
11. Overnight accommodations shall be made in advance with student safety and security in mind.
12. Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.

E. <u>Transportation and Scheduling</u>

The use of vans or private automobiles for student travel is prohibited. The use of vans or private automobiles driven by non certified Pembroke Public Schools drivers or transportation contract drivers is prohibited. In special circumstances, a pre-approved plan of transportation must be submitted by the parent/guardian and may be approved by building principal and/or his/her designee.

Trips involving the use of commercial motor coaches shall include CORI checks of all drivers in accordance with Massachusetts General Laws, Chapter 71, Section 38 R.

The superintendent or his/her designee will ensure that a selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration. The district

will not contract with any carrier listed as having a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at www.safersys.com whenever possible; trip schedules shall avoid planning student travel between the hours of midnight and 6 AM due to increased risk of vehicular accidents during that time period.

F. Fundraising / Costs

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

Students shall not be assigned to individual fundraising activities. Group fundraising activities are permitted with the proper administrative approval and in accordance with the guidelines per policy JJE - Fundraising and in accordance with the Pembroke Public Schools policy on fundraising and solicitations. In the event a student is unable to participate for financial reasons, efforts shall be made to provide a scholarship where needed.

Recoding of Policies 3.36 and 5.34 (March 2010)

Recoding and Revision of Policy IJOA

Cross References: *ADDA Criminal Offender Records Information (CORI), JJE- Fundraising, JJE-E – Fundraising request form, JJE-R – Fundraising administrative procedures.*

1ST Reading: December 7, 2010
2nd Reading: January 18, 2011

ADOPTED: January 18, 2011

POLICY JJIF: CONCUSSION POLICY OVERVIEW

Head Injuries and Concussions in Extracurricular Activities Policy

I. Regulations cited as 105 CMR 201.000: Head Injuries and Concussions in Extracurricular Activities

A. Regulations require all school districts to have policies and procedures governing the prevention and management of sports-related head injuries within the school district (201.007).

II. Key Parts of the Policy

A. Introduction and purpose

B. Implementation

1. Athletic Director directly responsible

C. Procedures

D. Documentation Requirements

E. Training

F. Record Keeping

III. Scope of the Policy

A. Head injuries incurred while involved in extracurricular athletic activities including those which are not school sponsored.

1. In the event of a head injury or concussion at an event that is not school sponsored such as a family ski trip, the parent or guardian is responsible for informing the school of the injury and completing the required paperwork.

2. Head injuries or suspected concussions sustained in practice or games for school sponsored athletic activities will be reported to the parent(s) or guardian (s) and required forms will be completed by the coach or band director.

B. Extracurricular athletic activities include but are not limited to interscholastic sports and marching band.

IV. Return to Play

A. Each student who is diagnosed with a concussion shall have a written graduated re-entry plan for return to full academic athletic activities.

B. No return to play decision will be made until the Department of Public Health Post-Sports-Related Head Injury Medical Clearance and Authorization Form is completed by a duly licensed physician.

C. The Athletic Director will make all final return to play decisions to which there is no appeal.

V. Training and Record Maintenance and Reporting

A. Training in compliance with 201.008 and 201.009 will be implemented under the direction of the Athletic Director for required individuals prior to the start of each season of participation.

B. Records will be maintained as outlined in the policy in compliance with 201.015.

C. Reporting of annual statistics will be made to the Department of Public Health annually in compliance with 201.016.

Legal Reference: 105 CMR 201.000

1ST Reading: 12/5/2011
2nd Reading: 2/13/2012

ADOPTED: 2/13/2012

POLICY JJIF-R: HEAD INJURIES AND CONCUSSIONS IN EXTRACURRICULAR ATHLETES

I. Introduction and Purpose

In compliance with Commonwealth of Massachusetts Regulations (105 CMR 201.00) the Pembroke Public Schools provides standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety. This policy shall include all head injuries and concussions suffered by students within the Pembroke Public Schools and shall not be restricted to those injuries suffered in the participation of school sponsored events.

II. Implementation

The Athletic Director of the Pembroke Public Schools will be directly responsible for the implementation of policies, protocols and trainings related to Head Injuries and Concussions in Extracurricular Athletic Activities.

III. Procedures

A. Any student, who during practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that same day.

B. Head injuries or suspected concussions sustained in practices or games will be reported directly to the students' parent(s) or guardian(s) so that the student may be taken to a medical provider for appropriate medical evaluation and treatment by the parent.

C. All suspected head injuries or suspected concussions sustained in practices or games will be reported to the School Nurse and Athletic Director by the end of the following business day.

D. If a student receives a head injury or concussion during the season, the Department of Public Health Report of Head Injury During Sports Season Form must be completed (a) by the coach or band director if the injury or suspected concussion occurs during a game or practice, or (b) by a parent if the injury occurs outside of those settings, and forwarded to the coach or band director. The Athletic Director shall be responsible for ensuring these forms are reviewed and provided to appropriate persons. If the injury is sustained during a game or practice the form must be completed by the end of the following business day and a copy provided to the parent(s) or guardian(s).

E. Each student who is removed from play and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular activities.

1. The plan shall be developed by the student's teachers, school nurse, guidance counselor, parent and student as appropriate in consultation with the student's physician.

2. The plan shall be put in writing and shall include but not be limited to:
   i. Physical and cognitive rest as appropriate;
   ii. Graduated return to classroom studies as appropriate;
   iii. Estimated time intervals for resumption of activities;
   iv. Frequent assessments by school nurse as appropriate; and
   v. Periodic medical assessments until full return to classroom activities and extracurricular athletic activities are authorized.

3. The student must be completely symptom free across settings and medically clear in order to begin graduated reentry to extracurricular athletic activities.

F. No student shall return to play after suffering a head injury, suspected concussion or being diagnosed with a concussion until the student provides medical clearance and authorization. This authorization must be presented to the Athletic Director in the form of a Department of Public Health Post-Sports-Related Head Injury Medical Clearance and Authorization Form prior to resuming the extracurricular athletic activity. This form must be completed by a duly licensed physician.

G. The ultimate return to play decision will not be made until medical clearance is provided. The Athletic Director will make all final return to play decisions following receipt of medical clearance. His decision will be based on consultation with the parents, student, school nurses, guidance counselors and teachers as appropriate. The decision of the Athletic Director will be final to which there is no appeal.

IV. Documentation Requirements

A. Prior to participation in Extracurricular Athletic activities students who plan to participate shall complete and submit to the Athletic Director a current Department of Public Health Pre-Participation Form signed by both the student and the parent that provides a comprehensive history with up-to date information relative to concussion history; any head, face or cervical spine injury history; and any co-existent concussive injuries. The Athletic Director will provide copies of the forms from all students participating to the coach or band director of the team the student will be participating on.

B. Documentation of a student's history of head injuries will be kept in the student's health record.

C. Documentation of annual physical examination of students participating in extracurricular athletic activities, consistent with 105 CMR 200.000, and completion of the Department of Public Health Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Athletic Activities will be kept in the students health record in the Office of the School Nurse.

V. Training

A. Before beginning any extracurricular athletic activity the following persons shall complete of the of the training programs approved by the Department as found on the Department's website:

1. Coaches
2. Certified Athletic Trainers
3. Volunteers
4. School Physician
5. School Nurses
6. Athletic Director,
7. Referees and Umpires who are employees, contractors or agents of a school
8. Director of Marching Band,
9. Parents of a student who participates in an extracurricular activity
10. Students who participate in extracurricular activity.

B. Students and Parent(s)/Guardian(s) will be required to attend a pre-season meeting for every season at which the school shall provide current Department of Public Health approved materials to all students who plan to participate in extracurricular athletic activities and their parents in advance of the student's participation. Such materials shall be posted on the districts website as well. The student and parent shall submit to the Athletic Director as a pre-requisite to participating in extracurricular athletic activities a signed acknowledgement as to their receipt of Department of Public Health approved written material required by 105 CMR 201.009(A)(1).

C. Training will be completed annually. Training will be on the prevention and recognition of a sports-related head injury, including second impact syndrome, and documentation of each person's completion of such training. Records of trainings and participation will be kept in the office of the Athletic Director.

VI. Record Maintenance and Reporting

A. The school consistent with applicable state and federal law shall maintain the following records until the student graduates:

1. Verifications of completion of annual trainings and receipt of materials.
2. Department of Public Health Pre-Participation Forms
3. Department of Public Health Report of Head Injury Forms
4. Department of Public Health Medical Clearance and Authorization Forms and
5. Graduated re-entry plans for return to full academic and extracurricular activities

B. The school will report the following to the Department of Public Health upon request:

1. The total number of Department of Public Health Report of Head Injury Forms received by the school;
2. The total number of students who incur injuries and suspected concussions when engaged in any extracurricular athletic activities.

Legal References: 105 CMR 201.00

1ST Reading: 12/5/2011
2nd Reading: 2/13/2012

ADOPTED: 2/13/2012

POLICY JK: STUDENT DISCIPLINE

The Pembroke School Committee (PSC) recognizes the importance of good discipline and self-management in the schools so as to maintain a constructive and safe learning environment for all students and faculty. The goal of student discipline and the code of conduct in each school is to ensure that mutual respect, responsible behavior, and productive learning is encouraged and supported. When growth towards this goal is not satisfactory, when the conduct of a child interferes with his/her own progress, the education of other students, or the orderly operation of the school, corrective procedures shall be utilized.

Each person in the school must have the opportunity to grow personally, socially and intellectually, as well as have the opportunity to exercise his/her rights in a positive respectful and constructive way. Thus all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of the school, both on and off campus, including school sponsored trips and those times when school buses or other school provided transportation is used. The administration shall reserve the right to restrict a student's participation in co-curricular or athletic activity as participation is a privilege not a right based on the safety and well-being or other students or the student in question.

The types of behavior which will not be tolerated in school or at school sponsored events and trips are explicitly identified in each school's Student Parent Handbook. They are categorized based on the seriousness of their consequences. Please refer to those documents for the Code of Conduct at each school.

Assignment of discipline shall be on a progressive basis. This means that an administrator has the discretion to increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the Principal or Assistant Principal may consider all relevant factors, including but not limited to the following:

1. The student's previous disciplinary record

2. The severity of the disruption of the educational process

3. The degree of danger to self, others, and the school in general

4. The degree to which students are willing change their inappropriate behavior

In addition, the members of the PSC believe the suspension, exclusion or expulsion of students is an extraordinary measure that may be necessary under certain circumstances when all other options have failed, or where the safety of the school community at large

is at serious risk. However, it is the expectation of the members of the PSC that such measures will be undertaken only when other options have failed, or where immediate danger exists, or where the law has been violated and the continued presence of a student in school is judged to be potentially disruptive.

A. SUSPENSION

The suspension of any student shall be used as a disciplinary measure only in the case of a serious offense upon the part of the pupil, or when, in the opinion of the principal or assistant-principal, a continuum of offenses makes it necessary to use this kind of action.

B. IN SCHOOL SUSPENSION

In school suspension is the removal from regular classroom activities, but not from the school premises, for up to ten (10) consecutive school days, or up to ten (10) school days cumulatively for multiple infractions over the course of a school year. Students will have the opportunity to earn credits and make up assignments and tests, and other school work as needed to make academic progress during the suspension.

C. OUT OF SCHOOL SUSPENSION (M.G.L. Chapter 71 37 H ¾)

1. Parent shall receive prior oral and written notice of possible suspension in English and in their home language if applicable.

2. Student and parent have the opportunity to meet in a formal hearing to discuss charges and reasons for possible suspension and have the right to provide an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.

3. The administrator must document reasonable effort to contact the parent (at least two documented attempts), prior to the hearing occurring.

4. The administrator will provide written notice on the outcome of the hearing, to include the disciplinary offense, date of the hearing, key facts, length of suspension and student's opportunities to make up missed work.

5. The decision of the Administrator to issue a short term suspension, up to ten (10) days, is final and not subject to appeal.

6. If the student has received ten (10) or more cumulative suspension days or more than (10) for an event, student and parent will receive written notification of the appeal process to the Superintendent in English and in their home language.

7. If student has more than ten (10) cumulative suspension days or more than ten

(10) for one event and wishes to appeal to Superintendent, student and parent must do so in writing no later than five (5) calendar days after effective date of suspension or expulsion; parent may receive an extension for filing by the superintendent for up to seven (7) additional calendar days.

8. The suspension remains in effect pending appeal.

9. The Superintendent or designee shall hold hearing with student and parent within three (3) days of request, and may extend the hearing for seven (7) days on parent request.

10. The Superintendent or designee may proceed without parent if good faith effort was made to include parent including written notification of date, time and location of the hearing.

11. Student and parent may present oral/written testimony, cross-examine witnesses and shall have the right to counsel.

12. Superintendent or designee must render the decision within five (5) calendar days. Superintendent's decision is final.

13. With students in grades PK-3, the Administrator must notify the Superintendent in writing of all out of school suspensions of students in K-3 prior to suspension taking effect. The Administrator will describe misconduct and reason for suspension.

14. A School Wide Education Services Plan must be created by each principal that includes a list of educational services available for students who are suspended from school for more than ten (10) consecutive days. This list includes events and activities which represent the student's opportunity to continue to receive educational services and make progress while suspended.

15. No suspension or expulsion shall exceed ninety (90) school days.

D. EXCLUSION/EXPULSION under M.G.L. 37H

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include, but are not limited to the following:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

2. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

3. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

5. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan.

6. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

7. Any student who is suspended or expelled pursuant to this statute for more than ten (10)
consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

E. FELONY COMPLAINT OR CONVICTION under M.G.L. 37 H 1/2

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be
implemented for students charged with or convicted of a felony:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by the principal if he/she determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect.

2. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the suspension.

3. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel said student if he/she determines that the student's continued presence in school would have a detrimental effect of the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

4. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion.

5. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

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

D. RE-ADMISSION AFTER EXPULSION

1. While expulsion is ordinarily expected to be permanent due to the seriousness of the underlying offenses, a student who has been expelled, may apply for re-admission to the Pembroke Public Schools at the beginning of the school year following the school year in which he/she was expelled and/or the beginning of any school year thereafter.

2. Application for re-admission shall be made to the Principal of the building from which the student was expelled hereafter the "Receiving Principal". Said application shall be in writing, on a form promulgated by the Pembroke Public Schools, and must have been received, along with all supporting materials no later than the August 1st preceding the September in which re-admission is sought. A copy of said application, together with all supporting materials will be provided by the Receiving Principal to the Superintendent of Schools and all other Principals upon receipt.

3. **A student, once expelled, has no right to re-admission.** The Receiving Principal shall conduct a hearing on each application for re-admission before a Hearing Panel composed of three persons employed as Principals in the Pembroke Public Schools. The Hearing Panel, by majority vote, may request additional supporting materials, tests and/or evaluations which they deem relevant to the issue of re-admission. Failure to provide such materials, and/or to co-operate in any requests or evaluations shall be grounds for disapproval. In addition to the foregoing, the Hearing Panel may obtain information concerning the student from such other sources a majority deems appropriate, provided that all such information is presented at the hearing. Copies of any written materials obtained from sources other than the student shall be mailed or given to the student within five calendar days of their receipt by the Pembroke Public Schools.

4. The application for re-admission shall be approved or disapproved no later than two (2) weeks prior to the start of school for that academic year following its submission, unless said date is extended to accommodate testing and/or evaluation. The Hearing Panel shall readmit a student only if a majority of said panel can determine from the information in their possession that the offense which gave rise to the expulsion is unlikely to re-occur, **and** that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. Said determination shall be made only by a majority vote of those Principals present and voting, which majority must include the Principal of the building to which the student will be assigned. If the Hearing Panel elects to readmit the student, they shall set forth in writing the basis for their determination that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. The Receiving Principal shall mail notice of the decision to the student by certified mail, return receipt requested.

5. In the event of a disapproval, the student may appeal to the Superintendent by submitting a written appeal along with his/her original application and supporting

materials within seven calendar days after the date on which notice of such disapproval was mailed. In the event re-admission is approved, any Principal who participated in the hearing may likewise appeal to the Superintendent.

6. The Superintendent is not required to meet with the student and/or to provide any type of a hearing. However, the Superintendent may elect to conduct a hearing if he/she feels that it will help the decision making process. The Superintendent may request additional supporting materials, tests and/or evaluations which he/she deems relevant to the issue of re-admission. Failure to provide such materials, and/or to co-operate in any requests or evaluations, shall be grounds for disapproval. In addition to the foregoing, the Superintendent may obtain information concerning the student from such other sources he/she deems appropriate, except that information obtained orally shall only be obtained through a hearing as hereinbefore set forth. Copies of any written materials obtained by the Superintendent from sources other than the student shall be mailed or given to the student within five calendar days of their receipt by the Superintendent.

7. The Superintendent shall determine whether an application for re-admission is approved or disapproved no later than two (2) weeks prior to the start of school for that academic year following its submission, unless said date is extended to accommodate testing and/or evaluation as hereinbefore set forth. The Superintendent shall readmit a student only if he/she can determine from the information in his/her possession that the offense which gave rise to the expulsion is unlikely to re-occur, **and** that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. If the Superintendent elects to readmit the student, he/she shall set forth in writing the basis for his/her determination that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school. The Superintendent shall mail notice of his/her decision to the student by certified mail, return receipt requested.

8. A student applying for re-admission **is required** to submit the following along with his/her application:

a) Three (3) letters of recommendation from persons who are not relatives;

b) Fully executed releases on forms provided by the Pembroke Public Schools which will allow unrestricted access to all of the students psychological, psychiatric, medical, criminal, probation, parole, hospital, and/or educational records and all back up materials maintained by the record keepers; and

c) Evidence of psychological and/or psychiatric counseling **or** a statement from a psychologist or psychiatrist that the student requires no such counseling.

9. A student applying for re-admission is encouraged to submit the following along with his/her application:

a) A description of the steps taken by the student to continue the educational process during the period of expulsion;

b) Evidence of work and/or community service performed during the period of expulsion;

c) Evidence of involvement in community organizations, scouts, and church sponsored activities during the period of expulsion; and

d) Any other evidence which the student feels will demonstrate his or her fitness to return as a student to the Pembroke Public Schools and/or assist the Principal in determining that the offense which gave rise to the expulsion is unlikely to re-occur, and that it is unlikely that the student will endanger the physical safety of others or cause substantial interference with the right of others to pursue an education if the student is allowed to return to school.

10. Grade and/or subject area placement upon re-admission will be to the grade and/or subject areas in which the student was placed at the time of the expulsion, unless otherwise approved by the Principal.

11. Re-admission may be made on a trial basis for a period of time not to exceed six (6) months. The Principal may reinstate the expulsion at any time during the trial period on the basis of facts which would in the ordinary course warrant exclusion as set forth above. The procedures for exclusion will govern any such expulsion. If the student is expelled again, no application for re-admission will be entertained from that student at any future time. As a condition of re-admission on a trial basis, the student and his/her parents shall agree in writing to accept possible reinstatement of the expulsion on the terms set forth above.

12. Any hearing convened by a Principal or the Superintendent for the purposes of re-admission shall conform to these guidelines:

a) The student shall have the right to be present during the gathering of information. The student, his/her attorney, or his/her parent(s) or guardian(s) shall be allowed to question any persons providing information at the hearing. The student, his/her attorney, his/her parent(s) or guardian(s) shall be allowed to submit information in support of re-admission, including presentation of witnesses, and/or documentary information in addition to that previously provided.

b) The hearing shall be private.

c) A tape recording shall be made, and a written summary record shall be completed.

[1] In cases subject to the provisions of c.71 s.37H and/or 37H1/2, the appeals process set forth therein shall govern.
1[2] See Section D - Re-admission.
1[3] No action by the School Committee is required in the event that a student is expelled by a Principal pursuant to M.G.L. Chapter 71, Section 37H and/or 37H1/2

Replaces policies 5.12, 5.72 and 5.75

1st Reading: March 31, 2009

ADOPTED: June 16, 2009

REVISED 1st Reading: November 18, 2014
2nd Reading: December 2, 2014

Adopted: December 2, 2014

POLICY JKA: CORPORAL PUNISHMENT

Corporal punishment is prohibited by statute in all public schools of the Commonwealth of Massachusetts.

Adopted May 19, 2004

Replaces policy 5.13

Recoded: March 21, 2009

POLICY JKAA: PHYSICAL RESTRAINT

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

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

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

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

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

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations or alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and us of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner consistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

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

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

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

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

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

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

Legal Reference: Education Laws and Regulations: 46.01, 46.02, 46.03, 46.04, 46.05, 46.06,

I ST Reading: September 15, 2015
2nd Reading: October 13, 2015

ADOPTED: October 13, 2015

JKKA-R PHYSICAL RESTRAINT AND BEHAVIOUR SUPPORT PROCEDURES

These procedures comply with the revised physical restraint regulations at 603 CMR 46.00 et seq.,
effective on January 1, 2016.

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. Physical restraint shall only be used when needed to protect a student and/or a member of the Pembroke school community from assault or imminent, serious, physical harm. Furthermore, any such physical restraint shall be administered so as to prevent or minimize any harm to the student.

This policy shall be reviewed annually and provided to Pembroke Public Schools' staff and made available to the Parents of enrolled students. Nothing in this policy precludes any teacher, employee, or agent of the Pembroke Public Schools from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious, physical harm.

1. Methods for Preventing Student Violence, Self-Injurious Behavior, and Suicide

i. Prevention/De-Escalation Techniques

Prevention includes using positive steps taken before a behavioral crisis occurs.

a. Interrupting

Interrupting is the first thing to do when trying to break a chain of behaviors, distracting the individual to another topic or something in the environment.

b. Ignoring

Ignoring is used during the early stages of negative behavior in which the behavior is not visibly responded to, in order to avoid inadvertently reinforcing it. It does not mean that early danger signs are truly ignored and does not mean that dangerous behaviors are ever ignored.

c. Redirecting

Redirecting is used to manage a potentially dangerous behavior by deflecting or redirecting the behavior, and then reinforcing a more appropriate behavior by rewarding the individual for displaying the more appropriate behavior.

Prevention also involves assuring staff has training; appropriate staffing; policies/procedures in place including behavioral support plans; appropriate programming; ability to recognize individuals strengths, weaknesses and triggers.

2. Alternatives to Physical Restraint and Methods of Physical Restraint

i. Alternatives

Physical restraint shall not be used unless the following, less intrusive behavior interventions and supports have been unsuccessful or deemed inappropriate by school staff:

a. Positive behavioral interventions
b. Verbal redirection
i. Verbal directive to cease behavior
c. Opportunity for a break
d. De-escalation techniques
e. Loss of earned tokens/rewards/privileges
f. Opportunity for time-out

Time-outs are a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

g. Escorts

Escorts are used when the upset person is moving forward, one foot in front of the other under their own power with staff nearby. Staff may or may not have hands on the upset person. (Implied Touch; Physical Prompt; Guide Along; Lower Figure 4; Side by Side Hold Single)

h. Physical Assists

Physical Assists are used when the upset person is moving forward but with some/a little resistance. Staff has hands on the individual, but individual is not displaying assaultive behavior or significantly resisting. Intention of this assist is to move the individual from one place to another and to release him/her upon arrival at desired location. (Physical Prompt; Guide Along; Lower Figure 4; Side by Side Hold)

ii. Methods of Physical Restraint:

a. Physical restraint shall <u>not</u> be used as a means of discipline or punishment; if the student cannot be safely restrained due to medical contraindications which have been documented by a licensed physician and provided to the District; as a response to property destruction, disruption, refusal to comply with rules or staff directives, or verbal threats when those actions do not constitute a threat of assault or imminent, serious, physical harm. Physical restraint shall not be used as a standard response for any individual student. Physical restraint is an emergency procedure of last resort.

b. Restraint will not be used as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

c. The following forms of physical restraint shall only be administered by trained personnel, using only the amount of force necessary to protect the student or other member(s) of the school community from assault or imminent, serious, physical harm. The staff member(s) administering physical restraint shall use the safest method available and appropriate to the situation. Staff shall continuously monitor the physical status of the student during restraint, and the student shall be immediately released from the physical restraint if the student expresses or demonstrates significant physical distress.

All physical restraints must terminate as soon as the student is no longer an immediate danger, or if the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress. If any physical restraint approaches twenty (20) minutes, staff will obtain the approval of the building Principal to continue the restraint based upon the student's continued agitation. All physical restraints shall be administered in compliance with 603 CMR 46.00.

iii. Passive Protective Holds

Passive Protective Holds are used by one or two staff to facilitate a short term emergency physical intervention. The individual is potentially causing harm to self/others or is engaged in major property destruction that could potentially lead to harm to self or others. (Limited Security Hold; Full Security Hold;Side by Side Hold)

a. Transports

Transports are used to move an upset individual from one area to another area. This is used when the individual is not cooperating and may be aggressive/assaultive. Individual must have their feet on the floor. Purpose of a transport is to move the individual from danger to safety, not from danger to destination. (Full Security Hold; Side by Side Parallel Hold; Reverse Cradle; Forward Cradle Transport)

b. Immobilization Holds

Immobilization Holds prevent the individual from moving freely and involve immobilizing head, arms and legs. (Security Hold; Basic Floor Control; Face up Back to Back)

3. <u>Prohibited Forms of Restraint</u>

Medication restraint, mechanical restraint, and seclusion restraint, as defined in 603 CMR

46.02, are prohibited in the Pembroke Public Schools.

a. Any form of physical restraint used in a manner inconsistent with 603 CMR 46.00 is prohibited in the Pembroke Public Schools.

b. **Mechanical restraint** shall mean the use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

c. **Medication restraint** shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a physician and authorized by the parent for administration in the school setting is not medication restraint.

d. Prone restraint, as defined in 603 CMR 46.02, shall only be permitted under the following, limited circumstances:

1) The student has a documented history of serious self-injury and/or injuries to other students or staff.
2) All other forms of physical restraint have failed to ensure the safety of the student and/or the safety of others.
3) There are no medical contraindications documented by a licensed physician.
4) There are no psychological or behavioral contraindications documented by a licensed mental health professional.
5) The student's Parent has provided voluntary, informed, written consent to the use of prone restraint; consent shall mean agreement by a parent who has been fully informed of all information relevant to the activity for which agreement is sought, that the parent understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom.
6) The building Principal, or designee, has provided written approval.

Pembroke Public Schools will not use prone restraint unless the above circumstances have been documented in advance.

4. <u>Staff Training, Physical Restraint Reporting, and Follow-Up Process</u>

i. Staff Training

a. All staff/faculty will receive training regarding the District's physical restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.

b. Required training for all staff will include review of the following:

1) Pembroke Public Schools Physical Restraint and Behavior Support Policy.
2) School building-level physical restraint procedures, including the use of time-out as a behavior support strategy.
3) The role of the student, family, and staff in preventing physical restraint.
4) Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors and alternatives to restraint.
5) When in an emergency, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used.
6) Administering physical restraint should be in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.
7) Identification of Pembroke Public Schools' staff who have received in-depth training (as set forth below in section (a)(iii)) in the use of physical restraint.

c. In-Depth Training

1) At the beginning of the school year, the building Principal will identify those designated staff who will participate in in-depth training and who will then be authorized to serve school-wide resources to assist in ensuring proper administration of physical restraint.
2) Designated staff members shall participate in in-depth training in the use of physical restraint, with at least one refresher training annually.
3) In-depth training will include:
    a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint.
    b. A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted.
    c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance.
    d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
    e. Demonstration by participants of proficiency in administering physical restraint.
    f. Instruction regarding the impact of physical restraint on the student and family, including but not limited to psychological, physiological, and social-emotional effects.

ii. Physical Restraint Reporting

a. Report to building Principal:
1) Staff shall verbally inform the Principal of any physical restraint as soon as possible, and by written report within one (1) school day.
2) The Principal or designee shall maintain an ongoing record of all reported instances of physical restraint.

b. Report to Parent(s) of Physically Restrained Student:
1) The Principal or designee shall make reasonable efforts to verbally inform the student's Parent of the physical restraint within twenty-four (24) hours.
2) The Principal or designee shall provide the Parent a written report of the physical restraint within three (3) school days. This written report may be provided via email if the Parent has provided the District with an email address.
3) The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.
4) The Parent and/or student may also pursue the Grievance Procedure described in Section 7, below.

c. Report to Department of Elementary and Secondary Education (DESE):
1) Whenever a physical restraint results in injury to the student or any school community member, the District shall send a copy of the written report to DESE within three (3) school days.
2) A copy of the ongoing physical restraint log from the past thirty (30) days will also be provided to DESE.
3) Pembroke Public Schools shall also report physical restraint data annually to DESE, as directed by DESE.

d. Report to Law Enforcement and Other State Agencies:
1) Nothing in this policy prevents any individual from reporting a crime to the appropriate authorities.
2) Nothing in this policy prevents any individual from exercising their responsibilities as a mandated reporter under M.G.L, c. 119, §51A.

e. Contents of Written Report
1) The written report of any physical restraint shall include:
    a. Name of the student; name(s) and job title(s) of staff who administered the physical restraint, and observers, if any; the date, time restraint began, and the time that restraint ended; the name of the Principal or designee who was verbally informed following the restraint, and who approved continuation of the restraint beyond twenty (20) minutes, if applicable.
    b. A description of the activity in which the restrained student and other students and staff in the vicinity were engaged immediately preceding the use of the physical

restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.

c. A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, and any medical care provided.
d. Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.
e. Information regarding opportunities for the student's Parent(s) to discuss the administration of the restraint and any consequences with school officials.

iii. Follow-Up Procedures

a. After a student is released from a physical restraint, staff shall implement follow-up procedures, including:

1) Reviewing the incident with the student to address the behavior that precipitated the physical restraint.
2) Reviewing the incident with the staff member(s) who administered the physical restraint to ensure proper restraint procedures were followed; and
3) Consideration of whether any follow-up is appropriate for students who witnessed the physical restraint, if any.

b. The principal of the program shall conduct a weekly review of restraint data in order to identify students who have been restrained multiple times during the week. If such students are identified, the principal shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The assessment shall include at least the following:

1) Review and discussion of the written reports developed in accordance with 603 CMR 46.06 and any comments provided by the student and parent about such reports and the use of the restraints.
2) An analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved.
3) Consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions, as appropriate, with the goal of reducing or eliminating the use of restraint in the future.
4) An agreement on a written plan of action by the program.

5) If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

c. The principal shall conduct a monthly review of school-wide restraint data

Consider patterns of use of restraints:

1) The number and duration of physical restraints, school-wide and for individual students.
2) The duration of restraints.
3) The number and type of injuries, if any, resulting from the use of restraint.
4) The principal considers whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

5. Procedure for the Use of Time-Out

i. Principals shall develop a procedure for the use of time-outs that includes the process by which staff will obtain the Principal's approval for any time-out lasting longer than thirty (30) minutes. Such approval shall be based on the student's continuing agitation.

6. Methods for Engaging Parents

i. Pembroke Public Schools will conduct an annual workshop, open to the entire school community, concerning restraint prevention and the use of restraint solely as an emergency procedure. This workshop may be coordinated with the special education parent advisory council, the parent-teacher organization, and other relevant community groups.

ii. Any parent with concerns about the use of physical restraint at any school within Pembroke Public Schools may request a meeting with the building Principal or the Superintendent to discuss such concerns. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may also make use of the Grievance Procedure described in Section 7, below.

7. Grievance Procedures

This grievance procedure is established to ensure procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a complaint by utilizing this procedure:

i. The complaint must be submitted in writing or on audiotape to the Director of Student Services.
ii. The Director of Student Services will meet with the complainant within ten (10) school days of receipt of the complaint.
iii. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed with the Director of Student Services and the Department of Elementary and Secondary Education.
iv. A written report will be developed by the Director of Student Services and provided to the complainant.

Adopted: November 18, 2025

POLICY JLC: STUDENT HEALTH SERVICES AND REQUIREMENTS

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

Pembroke Public Schools recognizes that parent/guardian(s) have the primary responsibility for the health of their students and will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

Pembroke Public Schools shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics. Procedures for Emergency at School:

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

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

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

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

- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports are filed with the Business Office.

Student Illness or Injury

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

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

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

Legal Ref: 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57; 69:8A

Cross Ref: EBC: Emergency Plans

JLCD: Administration of Medication to Students

Updated & Adopted: August 20, 2019

POLICY JLCB: INOCULATION OF STUDENTS

Students attending the Pembroke Public Schools will be required to present a physician's certificate attesting to successful immunization against all diseases as stipulated in M.G.L. Ch. 76, Sect. 15 and as may be specified from time to time by the Department of Public Health. An exception to these requirements will be made on receipt of written statement from a doctor that he has personally examined the child and that immunization would not be in the best interest of the child; or from the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent. A doctor's written statement must be resubmitted at the beginning of each school year. If the school's physician is not in agreement with the certifying physician's opinion that medical exemption is warranted, the Massachusetts Department of Public Health will make a decision on the matter, having final authority.

Additionally, in accordance with Federal law, a homeless student shall not be required to present proof of immunization as a prerequisite for attending school. Students who are not vaccinated or under vaccinated (including those with medical and/or religious exemptions) may be subject to exclusion from school if there is exposure to certain communicable childhood diseases, as specified in 105 CMR 300.200.

LEGAL REF.: M.G.L. 76.15

CROSS REF.: JLCC

Revised 1st Read: April 23, 2024
Revised 2nd Read & Adoption: June 17, 2024

Revised 1st Read and Approval: November 17, 2020

Adopted: June 29, 2015

POLICY JLCC: COMMUNICABLE DISEASES

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

The Pembroke School Committee (PSC) recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

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

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

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

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

In all proceedings related to this policy, Pembroke Public Schools (PPS) shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the school medical personnel.

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

Revised 1st Read: April 23, 2024

Revised 2nd Read & Adoption: June 17, 2024

1st Reading: November 5, 2019

2nd Reading: December 17, 2019

Adopted: December 17, 2019

POLICY JLCD: ADMINISTRATION OF MEDICATIONS

The Pembroke School Committee (PSC) recognizes the importance of providing nursing services in each of its schools to monitor and supervise the storage and administration of prescribed drugs and medications and to provide health related services to support the well-being and safety of students and staff in the building.

It is recognized that the purpose of this policy is to ensure that uniform standards for the safe and proper administration of medications are provided for students in the Pembroke Public Schools and to make certain that students requiring such medication will receive it in a timely, safe and appropriate manner.

I. Administration

A. Unless otherwise approved, the school nurse shall be responsible for the management and distribution of all medications to students in the Pembroke Schools in accordance with the regulations of 105 CMR 210.000 and MGL Chapter 94.

B. Exceptions would include the possession and self administration of any prescribed medications for asthma, related respiratory diseases, cystic fibrosis and diabetes as specified in MGL Chapter 71, Section 54B.

II. Storage of Medications

A. All medications (other than exception listed above) must be kept in the nurse's office and will only be dispensed by the school nurse. A doctor's order and written permission from parents /guardians must be on file in the nurse's office. All orders and permissions for medication must be renewed each school year.

B. Under normal circumstances, students may not carry medication in school unless they have received specific approval to do so from the building administration and a required written permission request from doctors and parents/guardians is on file in the nurse's office.

III. Off Site Delegation

While every effort will be made to obtain a nurse or school staff member trained in medication administration during field trips and short term special school events, the PSC recognizes that the school nurse may delegate the administration of prescription medication to a responsible adult.

A. In such cases the parent/guardian must give written consent and the school nurse must instruct the responsible adult on how to administer the medication to the child.

B. Additionally, approval to delegate administration and distribution of medications may only be given on a limited basis to unlicensed personnel who have been granted this

authority by the Pembroke Public Schools and provided by Pembroke Public Schools is registered with the Division of Food and Drugs of the Massachusetts Department of Public Health.

Replaces Policy 5.21

Legal References: MGL Chapter 94
105 CMR 210.000
MGL Chapter 71.Section 54B

1ST Reading: February 15, 2011
2nd Reading: March 8, 2011

ADOPTED: March 8, 2011

POLICY JLCD-R: ADMINISTRATION OF MEDICATIONS REGULATIONS

In accordance with policy JLCD the following regulations govern the administration of medications in the Pembroke Public Schools (PPS).

I. Management of the Medication Administration Program

A. The school nurse shall be the supervisor of the medication administration program in the school.
B. Medication Orders/Parental Consent:

The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days

1. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
    a) the student's name;
    b) the name and signature of the licensed prescriber and business and emergency phone numbers;
    c) the name, route and dosage of the medication;
    d) the frequency and time of medication administration;
    e) the date of the order and discontinuation date;
    f) a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential; and
    g) specific directions for administration.
2. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
    a) any special side effects, contraindications and adverse reactions to be observed;
    b) any other medications being taken by the student;
    c) the date of the next scheduled visit, if known.
3. Special Medication Situations
    a) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
    b) For "over-the-counter" medications, i.e., nonprescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools.
    c) School nurses may administer “over-the-counter” medications, such as Tylenol, Ibuprofen, Benadryl, Rolaids, Tums, and Maalox with standing orders written by the school physician, renewed yearly.

d) Investigational new drugs may be administered in the schools with (a) a written order by a licensed prescriber, (b) written consent of the parent or guardian, and (c) a pharmacy-labeled container for dispensing.

The school nurse shall ensure that there is a written authorization by the parent or guardian, which contains:

1. the parent or guardian's printed name, signature and an emergency phone number;
2. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
3. approval to have the school nurse or school personnel designated by the school nurse administer the medication; and
4. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

C. Medication Administration Plan:

1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible.
2. The school nurse shall assess the child's health status and develop a medication administration plan, which includes:
   a) the name of the student;
   b) an order from a licensed prescriber the signed authorization of the parent or guardian
   c) any known allergies to food or medications;
   d) the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented;
   e) the name, dosage and route of administration of the medication;
   f) any specific directions for administration;
   g) the quantity of medication to be received by the school
   h) the required storage conditions;
   i) the duration of the prescription;
   j) a plan for monitoring the effects of the medication; and
   k) provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the

child.3. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.

4. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.

5. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

6. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the *Physician's Desk Reference* (PDR) or *U.S.P.D.I. (Dispensing Information), Facts and Comparisons*.

D. Delegation/Supervision

The Pembroke School Committee (PSC), in consultation with the School Physician, authorizes that the responsibility for the administration of emergency Epinephrine may be delegated to properly trained school personnel according to criteria delineated in CMR 210.004 (B) (2).

For the purpose of administering emergency medication to an individual child, including parental administration (i.e., by injection) of epinephrine pursuant to 210.004 (B) (4), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

II. Self-Administration of Medications

"Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

A. the student, school nurse and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered;
B. the school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication;
C. the student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;

D. the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
E. there is written authorization from the student's parent or guardian that the student may self-medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission;
F. the licensed prescriber provides a written order for self-administration;
G. the student follows a procedure for documentation of self-administration of medication;
H. the student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication; and
I. with parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

III. Handling, Storage and Disposal of Medications

A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students (if required by the self-administration agreement) to the school nurse or other responsible person designated by the school nurse.

1. The medication must be in a pharmacy or manufacturer labeled container.
2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
C. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.

D. Access to stored medications shall be limited to persons authorized to administer medications.
E. Parents or guardians may retrieve the medications from the school at any time.

F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.
G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record-Keeping

A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.

1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
3. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

B. In the event of a medication error, the school nurse shall notify the parent or guardian. Medication errors shall be documented on the "medication error report form" and retained in the Director of Nursing Services file. They shall be made available to the Massachusetts Department of Public Health upon request.
C. PPS shall comply with the Massachusetts Department of Public Health's reporting requirements for medication administration in the schools. All suspected diversion or tampering of drugs shall be reported to the Massachusetts Department of Public Health, Division of Food and Drugs.
D. The Massachusetts Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public Schools.

V. Administration of Epinephrine by Auto-injector to Individuals Experiencing Life-Threatening Allergic Reactions

A. The school nurse may train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergic events. The training program is managed, with full decision-making authority, by the responsible school nurse, in consultation with the school physician. The school shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of section 210.004(B)(2).

B. The school personnel authorized to administer epinephrine by auto injector are trained and tested for competency by the designated school nurse leader or responsible school nurse, or school nurses designated by this person, in accordance with standards and a curriculum established by the Department of Public Health.
C. Epinephrine may be administered in accordance with regulations in before and after school programs offered or provided by a school, such as athletic programs, special school events and school-sponsored programs on week-ends, provided that the public school district or non-public school is registered with the Department pursuant to section 210.100(A) and meets the requirements set forth in section 210.000(B).

Replaces Policy 5.21

Legal References: Department of Public Health Regulations: 105 CMR 210.000
M.G.L. Chapter 71, Section 54B

1ST Reading: February 15, 2011
2nd Reading: March 8, 2011

ADOPTED: March 8, 2011

POLICY JRA: STUDENT RECORDS

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

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

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

LEGAL REFS: Family Educational Rights and Privacy Act of 1974

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. 66:10 71:34A, B, D, E, H

603 CMR 23.00

Revised 1st Read: April 23, 2024

Revised 2nd Read & Adoption: June 17, 2024

Replaces Policy 5.2

1st Read: February 15, 2011

2nd Read: March 8, 2011

ADOPTED: March 8, 2011

POLICY JE: MANDATORY ATTENDANCE

Attendance at school is mandated in State Law and is recognized as beneficial for all students beyond the mandated age of attendance desirous of attending. The School Committee, therefore, exercises its responsibility in enforcing and encouraging attendance at school by the following regulations:

Personal illness is the usual reason for absence from school; however, student absence for other reasons may occasionally be permitted upon the request of parents or legal guardians, subject to the following regulations:

REGULATIONS

1. When absence from school becomes necessary, parents should notify the school as soon as possible.
2. The School administration should make every effort to insure attendance by careful daily scrutiny of attendance records.
3. Upon returning to school after an absence, a student is required to present a note of explanation from the home stating the reason for the absence.
4. No student who has been absent or suspended (in or out of school) from school is to participate or attend any school activity, function, semi-formal, prom or athletic event during the day or evening of his/her absence or suspension. Students who are suspended are not eligible to participate in school events from the beginning of the suspension through the last full day of suspension. Exceptions may be made as deemed appropriate by the building principal. For additional information, please refer to the student handbook in the respective school.
5. In accordance with provisions of the mandated attendance law, continued absence from school for any reason, or especially absence from school due to truancy, shall be referred to the supervisor or attendance for his attention

If parents/legal guardians fail to contact school regarding a student's extended absence, the school will contact the parents/guardians within 3 days of the absence.

The Principal, or designee, will notify parents in writing if a student has 5 or more unexcused absences within the school year. An excused absence is defined as a personal illness accompanied by a physician's note excusing the absence; an absence attributable to a death in the family; an observance or practice of a religious holiday; a legal matter requiring a personal appearance; or a college visit. The Principal, or designee, will make reasonable efforts to meet with the parents/guardians of a student who has 5 or more unexcused absences to develop an action plan for the student's attendance at school.

Adopted: June 13, 2006

Revised and Adopted: 8/24/15