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C.O.R.I. REQUIREMENTS

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

If the Superintendent reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Weston Public Schools policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

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

The Superintendent will notify the applicant of the decision and the basis of the decision in a timely manner.

Adopted: November 21, 2011

CROSS REF.: ADDA, C.O.R.I. Requirements

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

If you have undergone a background check by an agency that has received a criminal record from the Criminal History Systems Board (CHSB), you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to www.mass.gov/chsb/cori/cori_forms.html#pers.

The CHSB charges $25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigence and request that the CHSB waive the fee.

Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "how to read a Board of Probation (BOP)" on the CHSB's website www.mass.gov/chsb/cori/cori_bop.html. The CHSB does not offer "walk- in" service but you may call our Legal Division at (617) 660-4760 for assistance or the Court Arraignment Record Information (CARI) Unit of the Office of the Commissioner of Probation at (617) 727-5300.

If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CARI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.

If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see www.mass.gov/chsb/cori/cori_codes_court.html.

In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.

If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the C.O.R.I. Unit for assistance at (617) 660-4640.

Adopted: November 21, 2011

CROSS REF: ADDA, C.O.R.I. Requirements

C.O.R.I. REQUIREMENTS

Employers may ask the following series of questions:

1. Have you been convicted of a felony? Yes or no?

2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information (C.O.R.I.) pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c. 276, § 100A.

It is unlawful for an employer to make any inquiry of an applicant or employee regarding:

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.

2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.

3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his failure to recite or acknowledge such information as he has a right to withhold by 804 CMR 3.02.

Adopted: November 21, 2011

STUDENT HEALTH AND WELLNESS REGULATION

The Superintendent shall require the Director of Health & Physical Education to develop a Coordinated School Health Program in order to meet the program goals outlined in the Student Health and Wellness Policy (File: IGAE). The program shall be monitored on an on-going basis by the Director of Health & Physical Education, who shall periodically make a report on its implementation and progress to the Superintendent.

The Coordinated School Health Program plan shall incorporate the following eight components within a single framework:

1. a **school environment** that is safe; that is physically, socially, and psychologically healthful; and that promotes health-enhancing behaviors;
2. a sequential **health education curriculum** that is designed to motivate and help students maintain and improve their physical and psychological health, prevent disease, and avoid health-related risk behaviors and that is taught by qualified teachers; a sequential program of nutrition instruction that encourages students to make healthy food choices;
3. a sequential **physical education curriculum** that involves moderate to vigorous physical activity; that teaches knowledge, motor skills, and positive attitudes; that promotes activities and sports that students enjoy and can pursue throughout their lives; and that is taught by qualified staff;
4. a **nutrition services approach** that includes a food service program that employs qualified staff who efficiently serve appealing choices of nutritious food that is integrated within the school health education curriculum, delineates the nutritional quality of food served in each school, and meets the minimal guidelines for school meals recommended by the United States Department of Agriculture (USDA);
5. a school **health services program** that is delivered by qualified health professionals; that provides limited emergency care for illness or injury; that encourages prevention and control of communicable diseases and other health problems; that fosters the appropriate use of health care services; and is designed to encourage access or referral to primary health services;
6. a **counseling, psychological, and social services program** that is provided by qualified professionals and is designed to encourage access or referral to assessments, interventions, and other services for students' mental, emotional, and social health;
7. integrated **family and community involvement activities** that are designed to engage families as active participants in their children's education; families to support children's school achievement; and that encourage collaboration with community resources and services to respond more effectively to the health-related needs of students; and
8. a **staff health promotion program** that encourages school staff to improve their health status through activities such as health assessments, health education, and health-related fitness activities.

Adopted: November 21, 2011

CROSS REF.: IGAE

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the Superintendent. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee.

2. An assessment of the needs of the school in light of the proposed educational goals.

3. The means to address student performance.

4. Professional development for the school's professional staff.

5. The enhancement of parental involvement in the life of the school, safety, and discipline.

6. The development of means for meeting the diverse learning needs of every child.

7. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:

   a. The council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and

   b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

Adopted: November 21, 2011

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the Principal to the Superintendent for review and approval by February 1st of each year.

While the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations of the School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. The School Committee shall review each School Improvement Plan and vote to receive.

Adopted: November 21, 2011

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the school council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, amended sections as revised from time to time, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

Adopted: November 21, 2011

TRAFFIC AND PARKING REGULATIONS

The School Committee and Recreation Commission (the Boards) have agreed to adopt the following parking regulations for all school and recreation grounds:

1. The School Committee and Recreation Commission, or any person authorized by said Boards, may prescribe regulations governing the operation of motor vehicles on school or recreation property respectively, including the designation of temporary and permanent parking areas and restrictions. Specific parking spaces or areas may be designated for the exclusive use of faculty/staff, students, visitors, Recreation Commission staff and patrons, or vendors and contractors working on School Committee or Recreation Commission property. All parking areas and restrictions shall be designated by signage indicating, where appropriate, such information as the authorized users, the authorized hours of availability of the designated parking spaces and the permissible duration of parking.

2. As of the date of this policy, the said Boards hereby ratify and approve all permanent and temporary parking designations and signage currently located on any property under their care, custody and control.

3. For the purposes of this regulation, the Principal of each individual school shall be authorized to designate temporary and permanent parking spaces and areas at his/her respective School.

4. For purposes of this regulation, "signage" shall include, but not be limited to:

   i. Signs, posters and/or notices of any color, configuration, shape, material or size;

   ii. Signs, posters and/or notices of a temporary, portable or permanent nature;

   iii. Any and all painted stripes, lines, crosswalks, yellow curbs and/or other such markings;

5. In the event of construction on any School Committee or Recreation Commission property, temporary parking restrictions or required parking areas may be designated by the Director of Facilities, the Recreation Director or their respective authorized designee(s), including any other official appointed by the said Boards with the specific responsibility of control of vehicular traffic on the property. If the school building or recreational facility is occupied or in use during a construction project, the Superintendent, or his/her authorized designee, shall consult with the affected School Principal(s) or Recreation Director with respect to the designation of all parking restrictions, however, the Superintendent or designee shall retain the final authority to determine appropriate parking restrictions during such construction project in order to assure the safety of persons and property. Any such parking restrictions shall be posted with appropriate temporary signage, and may from time to time be relocated at the discretion of the said official as he/she deems necessary in the interest of project efficiency and safety. Any person wishing to modify any such restriction shall obtain the prior written approval of the Superintendent or designee, or his/her authorized designee, before changing any previously established parking restrictions.

6. Any parking restrictions authorized under these regulations may be enforced by any member of the Weston Police Department, including any persons designated as Special Police Officers.

7. Any parking citations issued pursuant to these regulations shall conform to standard parking enforcement procedures and be processed in the same manner as parking citations generally throughout the Town.

8. If any term or condition of these regulations or any parking restriction established pursuant hereto shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and parking restrictions of these regulations shall not be deemed affected thereby and shall remain in full force and effect.

Adopted: November 21, 2011

STUDENT TRANSPORTATION
Walkers and Riders/Bus Scheduling and Routing

The Superintendent or his/her designee shall establish bus schedules, routes, and stops in order to transport children to and from school as safely and expeditiously as possible. This assignment of duty notwithstanding, it shall remain the responsibility of parents/guardians to ensure the safety of their children between residence and bus stop and during the time before students board the bus at the bus stop and after the students alight from the bus at their destination. The same responsibility applies to the transportation of students on so-called "late runs" scheduled after the "regular runs" associated with dismissal at the close of the regular school day; and to the transportation of students on so-called "early dismissal runs" arranged on abbreviated school days.

Bus stops shall ordinarily be located so that a student in grades K-5 may be expected to walk up to 0.5 mile between the bus stop and home address (defined for this purpose as the point of contact between residential property and street); and a student in grades 6-12, up to 0.8 mile. Bus stops on main arteries and heavily traveled roads shall be established so that children will not have to cross those roads in order to board the bus. A student may be expected to walk more than the specified distance to or from a bus stop if he/she lives on a "dead end" road or "cul-de-sac" where turning a bus without backing up would be difficult. The availability of sidewalks and the presence and location of hazardous conditions will be taken into consideration in the determination of bus stop locations. Additionally, bus stops for children being transported home from after-school activities shall be established on principally traveled roads only.

Appeals regarding bus routes and bus stops should be addressed in writing to the Transportation Director. Appeals unresolved at that level should be addressed in writing to the Director of Finance and Operations. Final appeals may be made in writing to the Superintendent. The School Committee and Administration may from time to time refer questions about safety to the Weston Police Department Safety Officer, whose input may at their discretion be considered as part of the dispute resolution process.

Adopted: November 21, 2011

LEGAL REF.: M.G.L. 71:68

SCHOOL BUS SAFETY PROGRAM
(Driver Authority and Responsibilities)

General Responsibilities

1. The driver is in full charge of the bus and riders at all times. Students are responsible to him/her while riding the bus the same as they are responsible to teachers at school.

2. The drivers must instruct students in student responsibilities and bus conduct rules.

3. The bus driver must require strict adherence to the above rules.

4. The driver must report all infractions to his/her supervisor in writing (three copies). One copy is for the driver, one for supervisor, and one for the school Principal.

5. The driver must keep his/her bus clean and neat at all times.

6. The driver will be held responsible for all materials assigned to him/her to aid him/her in the performance of his/her duties.

7. The driver must report immediately any equipment failure or the absence of any safety equipment and will not take an unsafe bus on his/her route.

8. The driver will not allow any student to depart the bus on the wrong side of a thoroughfare.

9. The driver will remain in his/her seat whenever the key is in the ignition.

10. The driver will remain in his/her seat or at the door of his/her bus whenever children are on, entering or departing his/her bus.

11. The driver will return all lost and found articles to the assistant's office and attach a tag with route number and appropriate school.

12. The driver will report all accidents to the police and Transportation Director immediately. The driver will not move bus until the police come.

13. The driver will pick up and drop off students at authorized stops only.

14. The driver will take a student to an appropriate school official after any act through the student which jeopardized the safety of others.

15. The driver will not smoke on the bus.

16. The driver will keep door closed while bus is in motion.

17. The driver will report to the Transportation Director and/or designee 15 minutes prior to time of departure on his/her route.

18. The driver will obey all rules and regulations of the road, including:
    a. Maximum speed 30 m.p.h. (in Weston)
    b. Maximum speed 40 m.p.h. (main highways, 128, Mass. Pike)
    c. Other maximum speeds as posted

d. Stop for all railroad crossings
e. Park bumper to bumper if possible (avoid breaking crossover mirrors)
f. Use chock blocks when parking on grades.

19. The driver will turn on school flashing lights upon exiting from parking lot.

20. The driver will avoid backing up whenever possible (go around the block). If absolutely necessary to turn around, the driver may back from main road onto a side street before discharging passengers. Either the driver or another adult will check the rear before backing up. The driver will not back up after dark anywhere without someone to guide him/her.

21. The driver will not abuse the bus in any manner.

22. The driver will complete check list and fill out time slip daily. Any equipment failure must be reported in writing on separate form.

23. The driver will check switches, clean bus, and close windows after last run.

23. The driver will not use a cellular phone, whether personal or district-issued, while the bus is in motion regardless of carrying students or not.

Adopted: November 21, 2011

File: EEAE-E

OPERATING AND SAFETY RULES FOR BUS DRIVERS
ISSUED BY WESTON POLICE DEPARTMENT

All drivers are directed to follow the rules below:

A. Equipment Check
1. Check the flashing lights on your bus before leaving to pick up children both in the morning and afternoon. Keep these and all other lights clean.
2. Have a current operator's license as well as a school bus license in your possession.
3. Check the foot and hand brake as soon as possible after first moving the bus.
4. Make sure all mirrors are in good repair and properly set so you can see both sides and front of bus using the convex mirrors.
5. Report any defective equipment to Bus Maintenance Department in writing at once and be sure you follow it up to be sure the work is done.
6. Clean ice or snow from bus before operating and also see to it that all other lights and windows are clear of dirt and frost.

B. Operating Rules
1. Stop only at designated school bus stops.
2. Follow the assigned route and do not change without first getting the Transportation Director's approval.
3. At bus stops, pull as far to right side of roadway as practical.
4. Come to a complete stop at all railroad crossings, open door, look, listen, close door, use 4-way flashing lights, and proceed across tracks completely.
5. Do not fuel a bus with children on it. This is a state law.
6. Avoid following traffic too closely as a sudden stop may throw pupils from seats. Do not make abrupt turns or turns into one-way areas.
7. Observe all posted speed limits and reduce speed as warranted by road conditions.
8. Under no condition signal traffic to pass a bus while loading or unloading or waiting to do the same. You are liable.
9. Do not leave the bus while there are pupils aboard. Do not leave the bus running when in school yards. Use parking brake when not in bus.
10. Do not back bus up unless absolutely necessary, and then have a responsible person guide you.
11. When loading or unloading be sure all children are clear of the bus before moving. Check all mirrors and then check again.
12. Do not open door while bus is moving under any circumstances. This includes coming to a bus stop.
13. Do not move bus until door is closed and pupils are behind the white line and seated.
14. When at a bus stop put transmission in neutral and keep foot off accelerator
15. If the road is too narrow for the bus and another vehicle to pass, keep the bus at a stop and call police for assistance if needed.
16. Smoking on school grounds and in school vehicles is unlawful and prohibited.
17. Do not leave the bus with the ignition key in the bus.
18. Wear your seatbelt while in motion.
19. Cell phone use and texting, whether personal or district-issued, are prohibited while the bus is in motion.

C. Pupil Discipline
1. Insist that pupils board and disembark the bus in an orderly manner and get off similarly.
2. Maintain discipline. Be courteous but firm. Never remove a pupil from the bus en route unless the lives of the others on the bus are in danger. Report the student(s) to the school

Principal or Transportation Coordinator.

3. During a teacher-supervised field trip, defer to the teacher for the enforcement of discipline.
4. Do not allow pupils to operate doors of the bus. Keep windows closed in cold weather.

D. Accident Procedure

1. Check all pupils for injury. Keep all pupils on bus. If you must get off, remove key from ignition.
2. Call, or have someone call the police and School Department. Do not move bus until police investigate and issue instructions.

E. Emergency Evacuation Drills

1. Turn off ignition
2. Inform riders of the drill
3. Instruct students to leave all belongings on the bus, and to keep the aisle clear of obstructions.
4. Tell students to stay seated until it is their turn to exit.
5. Instruct first two (2) students out of the rear door to stand-by the door to assist others, if needed.
6. Instruct second two (2) students out of the door to go call for help. (They should know the police and fire phone numbers.)
7. Instruct all others to exit in orderly fashion and stay together at a "safe" area.

F. Violators Passing The Bus

1. Blow horn.
2. Record registration number
3. Fill out a report form after your route is completed and deliver it in to the Coordinator, who in turn will forward it to the Weston Police Department. The offense must be reported within 24 hours of the incident.

Adopted: November 21, 2011

BUS DRIVER EXAMINATION AND TRAINING

A. School Bus Driver License Requirements

In addition to a valid Massachusetts Operator's License, a driver must have the following to qualify as a School Bus Driver in Massachusetts:

1. A Commercial Driver's License (CDL) with a Passenger (P) Endorsement and a School Bus (S) Endorsement.

2. A School Bus Driver Certificate from the Department of Telecommunications and Energy (DTE).

B. Test Requirements and Procedures:

To drive a school bus, a person must have valid special licenses, special training and examinations, and must keep these credentials up to date. The following outline shows the process in becoming a bus driver and specifies yearly test and training requirements.

1. Application.

2. Interview.

3. Application to Registry of Motor Vehicles for CDL general knowledge examination as well as written tests for the Passenger (P) Endorsement and School Bus (S) Endorsement. Passing all these exams for the first time yields a two-year Commercial Learner's Permit with "P" and "S" endorsements.

4. After receiving the Commercial Learner's Permit, candidate must undergo a physical examination in order to obtain a Department of Transportation (DOT) medical certificate.

5. After completing training and the physical exam, the candidate completes and signs an Application for Certificate to Drive a School Bus, which must be cosigned by the certified school bus instructor who provides the training. Upon receiving the application, DTE will run a background check to ensure the candidate does not have a criminal record or is a sex offender. DTE will also review the candidate's general driving record and will check the results of the physical exam.

6. Candidate takes DTE road test on a regular school bus and upon passing, receives a temporary School Bus Driver Certificate, valid for 60 days. The driver receives a full School Bus Driver Certificate from DTE within 60 days of passing the DTE road test. This must be renewed each year on or before the driver's birthday.

7. Between the time of application and receiving the DTE license, the applicant rides on buses with different drivers to see how they deal with the students and to learn the streets of Weston and of Boston neighborhoods home to METCO students enrolled in Weston. They receive training pay for this period.

8. Each driver takes a course given by the Weston Fire Department on how to put out a fire on the bus and how to extinguish a gasoline fire with a fire extinguisher that each bus carries.

9. Drivers also are required to complete a standard course of instruction in first aid to the injured.

10. Mandatory attendance refresher courses in fire training, first aid training, and safety training are given twice a year, generally on teachers' workshop days, as arranged by the Transportation Director.

11. Renewal of the School Bus Driver Certificate requires that the driver undergo a new physical exam, a new CORI check by DTE, a new SORI check by DTE, and a driver record check by DTE. Renewal also requires the driver receive no less than eight (8) hours of in-service training, including items in 8, 9 and 10 above, from a certified school bus instructor.

LEGAL REF.: Mass. Registry of Motor Vehicles Publication T21711-0705

Approved November 21, 2011

SPECIAL EVENTS FOOD SERVICES MANAGEMENT

Cafeteria personnel and facilities will be available for special school or community events when such events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.

A member of the cafeteria staff will be on duty at all times during the use of any cafeteria kitchen. The duties of the employee will be to perform requested services and to safeguard the use of equipment.

The Food Service Director shall prepare a list of duties of a cafeteria employee on duty at special school or community events and shall revise this list as occasion arises, subject to the approval of the Director of Finance and Operations. This list of duties will be presented to the person responsible for the use of a cafeteria by a school or community group.

Approved November 21, 2011

MEMORIALS AND PLAQUES

The intent of this regulation is to establish a minimum level of criteria and procedures for receiving and reviewing proposals for the installation of tasteful and appropriate memorials, plantings, ornaments and plaques in facilities that comprise the Weston Public Schools.

In order to be able to consider such proposals, the School Committee requires that prospective donors or donor organizations write a detailed letter fully explaining the rationale or motivation for the proposal as they relate to the educational and civic mission of the schools, the location desired for the installation, and detailed drawings (i.e., more complete than rough sketches) of the proposed item and the surroundings in which it is to be installed. In the specific case of plantings, the explanatory drawings should include the expected future (full growth) as well as the initial appearance of the plantings. Prospective donors and donor organizations shall be furnished a copy of Policy FFA and Regulation FFA-R and shall be asked to acknowledge receipt of same as part of their proposal letter. Generally the Committee prefers that any major donations to the Weston Public Schools be directed to them through established donor organizations. The Committee reserves the right to require an on-site visit with the donor or representatives of donor organizations as part of the review process and to request reasonable additional supporting materials for the proposals.

During the review, the Superintendent will invite the participation of the Principal of the building in which or near which the item is proposed to be installed, as well as that of any other administrator the Superintendent shall determine. The Principal may also invite members of the school staff, School Council, and interested citizens to join the review process. The Superintendent will encourage and give serious consideration to input from all involved in the review process before forming a recommendation for action by the School Committee.

The School Committee, as part of its deliberations on the recommendation of the Superintendent, may elect to invite the donors or representatives of donor organizations to respond to the review process and the Superintendent's recommendation.

Generally memorials, ornaments and plaques are expected to be not only tasteful and appropriate but also made of durable, low- or no-maintenance, and architectural grade materials. The School Committee discourages the donation of items that have the potential of causing significant future operating and maintenance costs. The composition, location and installation of all items must be in compliance with all local and state laws and regulations, in particular as they pertain to public health and safety. In determining the tastefulness and appropriateness of memorials, plantings, ornaments and plaques, the Superintendent will consider size, shape, color, language content, quality of material, format and presentation, and consistency with other similar items already in the schools as well as the relevance of the items to the educational and civic environment of the schools.

In the specific case of plaques to be associated with gifts of equipment, facilities, or funds for facilities, the School Committee will permit installation of plaques in specially designated areas approved by the Committee as allocated to the use of the donor organizations for the purpose of exhibiting names of honorees and major donors in the Weston Public Schools. While the donor organization may determine the names and graphic designs to be exhibited, the Superintendent is charged with approving the language content of plaques and memorials prior to their installation.

Adopted November 21, 2011

Cross Reference: FFA, Memorial and Plaques

EMPLOYEE APPROPRIATE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

Appropriate Uses: The Weston Public Schools (WPS) information technology (IT) resources shall be used in a manner consistent with the educational mission as well as providing citizens with better and more efficient services. The user shall show respect of the shared resources, software, intellectual property rights, ownership of information and system security. Professional behavior and means of communication are expected. Use contrary to this policy is unacceptable and prohibited.

Prohibited Uses: Each WPS employee is responsible for his/her actions involving information technology and his/her computer files, passwords and accounts. Examples of prohibited use of school IT resources include, but are not limited to, the following:

1. Any use that violates any federal, state or local law or regulation, including copyright laws, or violates a School Committee policy;
2. Any use to harass, discriminate, threaten, defame, demean, or intimidate;
3. Any use that involves material or language that is profane, obscene, fraudulent, offensive, vulgar, sexually explicit or sexually suggestive;
4. Any use for private business/financial gain, advertising, or solicitation purposes;
5. Fundraising for any non-school sponsored purpose, whether non-profit or for-profit;
6. Downloading, using or copying software in violation of a license agreement or copyright;
7. Infringing on intellectual property rights;
8. Connecting any device, such as a personal computer, not owned and managed by the WPS to the network (other than the "Open" wireless network);
9. Obtaining confidential information about student and/or their families for non-school related activities or sharing confidential information about students or employees for non-school related activities;
10. Wasteful use of the schools' IT resources by, among other things, sending mass mailings or chain letters, excessive printing, spending excessive amounts of time on the Internet, or otherwise creating unnecessary network traffic. For the purposes of this section "excessive amounts of time" is time that interferes with the employee's official duties and responsibilities;
11. Revealing one's password to anyone else, using another's password, or pretending to be someone else when sending information over the school network;
12. Forgery or attempted forgery;
13. Gaining or attempting to gain unauthorized access to any computer or network;
14. Any misuse or disruption of school IT resources, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school IT resources;
15. Any communication that represents personal views as those of the schools or that could be misinterpreted as such;
16. Any communication that violates generally accepted rules of electronic mail or computer etiquette and/or professional conduct;
17. Posting pictures, audio, or video of school personnel, students, or school related activities to the Internet without the permission of administration, faculty, and the parents of all student's involved; and

18. Failure to report a breach of school IT security to the Director of Information Technology and School Libraries.

WPS employees who need further clarification or have a question should seek guidance from their building Principal and/or the Director of Information Technology and School Libraries.

Anti-Bullying and Intervention: All use of WPS school IT resources must be in full compliance with the Weston Public Schools' Anti-Bullying and Intervention Policy which amongst other things, prohibits bullying through the use of WPS's IT resources, or through any non-WPS IT resource where such bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at his/her school or materially and substantially disrupts the education process or the orderly operation of a WPS school.

Privacy: The use of school IT resources varies greatly from personal home use. All actions including, but not limited to, information stored, accessed, viewed or written are logged and accessible by the Administration. The WPS has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the district. Employees should have no expectation or guarantee of privacy when using the school's IT resources whether their use takes place during or outside working hours.

Data Confidentiality: Some WPS employees, as part of their jobs, have access to confidential information such as personal data about identifiable individuals. WPS employees are expected to use appropriate judgement and caution in communications concerning students and staff to ensure personally identifiable information remains confidential. WPS employees are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination is authorized and required by their jobs.
Resources, such as websites, blogs, wikis, assessments, etc., used or created as part of an employee's responsibilities with the WPS must be known by and accessible by the appropriate administrator (Department Head, Director, Principal, or other District Administrator) and pre-approved by the Director of IT for continuity, safety, and liability. Resources provided by the WPS are always preferred to external options unless none are available.

Email and the Public Records Law: Email messages concerning official school business may be considered public record information that is subject to disclosure under the Massachusetts public records law. [G.L. c. 66 section 10; G.L. c. 4, s. 7 (26)]
No documents should be disclosed pursuant to any requests by non-school personnel without prior approval from the Superintendent.

Etiquette: Use of all communications (electronic or written) reflect upon the Town of Weston and Weston Public Schools. WPS employees should communicate in a professional manner with proper spelling and grammar. Modeling for students is expected of all staff in and outside of the classroom. Be mindful of your use of social media (Facebook, My Space, etc.) as parents, students, and community members, rightfully or not, may conduct their own search of you. Such searches may result in discovery of personal postings and/or and your comments made about work, fellow faculty/staff, and/or students. Therefore, WPS employees are held to a higher standard of conduct that reflects on your reputation and that of WPS.

Supervisors may, in their discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

Responsibility for Laptops Issued to Faculty and Staff: An employee who has been issued a laptop is responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced with similar equipment. Negligent or excessive damage to WPS equipment may result in repair/replacement charges. Only software with appropriate licenses owned by WPS may be installed on the laptop.

Responsibility for Unauthorized Charges, Costs or Illegal Uses: WPS assumes no responsibility for any unauthorized charges made by WPS employees, including but not limited to credit card purchases, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

Disclaimer on Liability: WPS assumes no responsibility for any loss or corruption of data resulting from the use of the schools IT resources.

Violation of the Policy: Violation of any portion of this policy may result in disciplinary action up to and including termination of employment.

Adopted November 21, 2011

HEALTH EDUCATION
(Exemption Procedure)

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian.

A request for exemption must be submitted in writing to the Principal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.

The Principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The Principal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

Adopted: November 21, 011

LEGAL REF.: M.G.L. 71:1

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. The district's policies regarding these areas shall be as follows:

Religion -- Factual, unbiased material on religions has a place in school libraries.

Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

Adopted: November 21, 2011

STUDENT APPROPRIATE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

Services Provided to Students:

- The Weston Public Schools provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the administration.
- Students have file storage space on WPS servers.
- Students have access to online collaboration tools and online file storage via my.weston (GoogleDocs)
- Students have access to applications remotely (as required for academic use)
- Students have access to online course resources (if currently deployed by his/her teachers)

Note these services and resources are not the same as a private home Internet and e-mail account and therefore all actions including information stored, accessed, viewed, written, or actions preformed are logged, and accessible by the Administration. Therefore, the Weston Public Schools has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the Weston Public Schools. Students should have no expectation of privacy with respect to any of their actions performed on, or information stored on, the Weston Public Schools resources.

The Weston Public Schools filter Internet content to prevent access to material that is inappropriate for access by minors and any other individuals using Weston Public Schools resources. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking. Internet usage is logged and monitored for use consistent with educational mission of the WPS.

Anti-Bulling and Intervention: All use of the WPS school IT resources must be in full compliance with the Weston Public schools' Anti-Bullying and Intervention Policy which amongst other things, prohibits bulling through the use of WPS's IT resources, or through any non-WPS IT resource where such bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at his/her school or materially and substantially disrupts the education process or the orderly operation of a WPS school. Furthermore, each member of the Weston Public School community is expected to adhere to policies for appropriate use. Students of the Weston Public Schools shall:

Respect and protect the integrity, availability, and security of all electronic resources.

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the Weston Public Schools is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the Weston School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the mission of the Weston Public Schools. Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.

- Devices not owned and managed by the Weston Public Schools may not be connected to the Weston Public Schools network without specific permission. Devices that disrupt the educational process or operation of the WPS are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students or guests may use the "Open" wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

Respect and protect the intellectual property of others.

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people's work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all student's involved.

Respect and protect the privacy of yourself and others.

- Only use the network account assigned to you and do not give your WPS network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet, do not distribute private information about yourself, or others, without your teachers or parents knowledge and approval.
- Be authentic; do not pretend to be someone else online.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomforting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are, threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the WPS network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violation of any portion of this policy may result in disciplinary measures up to and including suspension/expulsion and/or legal actions.

Adopted: November 21, 2011

STUDENT TRAVEL REGULATIONS

1. Transportation

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

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

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at http://www.safersys.org/.

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

2. Trip Scheduling

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

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

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

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

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

3. Fundraising

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

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

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

4. In addition to permission slips, all overnight field trips require a signed waiver by each parent/guardian of the student at least two weeks prior to the beginning of the trip.

   Original waiver forms should be securely held by a Weston Public Schools chaperone for use in case of an emergency while on the trip. Copies of all forms must be sent to the Director of Finance and Operations at least one week prior to the beginning of the trip.

   Waiver forms may be obtained by calling the Director of Finance and Operations.

Additional Resources

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

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist)
http://www.uma.org/consumerhelp/studentguide.asp

Department of Defense's approved list or motor carriers
http://www.mtmc.army.mil/content/504/approvedlist.pdf

Adopted: November 21, 2011

CROSS REFS.: IJOA, Field Trips

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

GROWTH AND DEVELOPMENT SCREENINGS

WESTON PUBLIC SCHOOLS PROTOCOLS:

In order to fulfill the requirements of M.G.L. c. 111, § 3 and 5; c. 71, § 57 -- 105 CMR 200.500: Growth and Development Screenings, the District Nurse Leader will work collaboratively with the Director of Wellness Education to ensure that all requirements of this statute are met. This collaboration will include the following:

1. NOTIFICATION: All parents and legal guardians will receive written notification via mail of the Massachusetts regulation requiring a growth development screening for Body Mass Index (BMI) and reporting for all students in grades 1, 4, 7, and 10. Included in this notification will be an explanation of the total Wellness Screening protocols conducted within the Health Services program and the Health & Physical Education curriculum, and the benefits of such screening. Parents will be provided with the mechanism to request, in writing, for the exemption of their student(s) from BMI portion of this comprehensive wellness screening *(fulfills Section E of 200.500).*

2. MEASUREMENT: All students in grades K-12 will receive annual comprehensive Wellness Screenings. Individual components of this screening will be conducted in such ways as to protect the privacy of the student during the screening process. The comprehensive Wellness Screening shall include:
    a. Measurement of height and weight
    b. Calculation of Body Mass Index (BMI).
    c. Assessment of Physical Fitness and/or Gross Motor Development based on developmentally-appropriate measures as identified by the Department of Wellness Education.

    (Fulfills Section A of 200.500)

3. REPORTING TO PARENTS/GUARDIANS: A written report of each child's Body Mass Index and percentile by age will be provided to the child's parent(s) or guardian(s) for each student in Grades 1, 4, 7 & 10. This may be included as part of a comprehensive report of each student's Wellness Screening results. This report may include the following:
    a. The student's Body Mass Index and percentile by age
    b. The student's performance measures on all other areas of fitness and/or gross motor abilities tested.
    c. Informational and explanatory materials about BMI, healthy eating and physical activity.
    d. The explicit instruction that questions about a student's healthy weight should be discussed with the student's primary care provider.

    (*Fulfills Section B of 200.500)*

4. REPORTING TO DEPARTMENT OF PUBLIC HEALTH: The District Nurse Leader will provide the Department of Public Health with annual aggregate reports of student BMI data, by school and by district. (*Fulfills Section C of 200.500)*

5. RECORD MAINTENANCE: A copy of the student's BMI score shall be maintained in the student's health record, and the parents shall be directed to provide a copy to the student's primary care provider. This portion of the student health record is available to each student and his/her parent(s)/guardian(s), and will be maintained, in accordance with all applicable district, state and federal guidelines and laws relating to such records. *(Fulfills Section D of 200.500)*

LEGAL REF.: M.G.L. c. 111, § 3 and 5; c. 71, § 57 -- 105 CMR 200.500: Growth and Development Screenings
M.G.L. c. 111, § 3 and 5; c. 71, § 57 -- 105 CMR 200.000: PHYSICAL EXAMINATION OF SCHOOL CHILDREN

Adopted: November 21, 2011

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

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

(1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.

(2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.

(3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.

(4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

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

Access: shall mean inspection or copying of a student record, in whole or in part.
Authorized school personnel: shall consist of three groups:

(1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

(3) The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School Committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

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

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

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

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

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

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. The parent has been denied visitation or has been ordered to supervised visitation, or
3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

(b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

(c) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

(d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

(e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

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

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(c) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

Adopted: November 21, 2011

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002
603 CMR: Dept. Of Education 23.00 through 23:12
Mass Dept. Of Education publication Student Records; Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

SPORTS RELATED CONCUSSION/MTBI PROTOCOL

If an athlete is suspected of having sustained a concussion or MTBI (Mild Traumatic Brain Injury) he or she will be removed from competition immediately and will not be released back into their respective sport until they have been cleared by a Physician, Athletic Trainer or another qualified allied healthcare professional. Please follow link for current legislation. http://www.mass.gov/dph/injury

The entire healthcare professional team involved in the evaluative and rehabilitative process must consult with one another and make a sound clinical judgment regarding the athlete's return to play status.

*Academic accommodations will be provided when deemed necessary, pending documentation from a physician.

Evaluation:

1. Acute evaluation SCATII (on sideline)
2. Recommendations to family and athlete regarding return to school (24-48 hours of rest from academics and other cognitive function) i.e. Video gaming, text messaging, computer use, TV.
3. Recommend a Physician/MTBI specialist if needed
4. Follow-up testing when asymptomatic

Sport Related Concussion Rehabilitation Protocol

ImPact neurocognitive testing can only be performed when asymptomatic (no symptoms) for 24 hours. Student athlete will progress sequentially through each rehabilitation phase and may not progress to the next phase until asymptomatic for 24 hours.

Phase 1

Post injury (***ImPact*** follow-up test #1)
If scores within normal reliable change index, athlete may begin non impact rehab protocol.

Phase 2

Exertion (non impact)

Phase 3

Sports Specific rehab (***ImPact*** follow-up test #2)
Follow-up scores fall within normal reliable change index, student athlete may begin light contact workouts.

Phase 4

Light Contact

Phase 5

Full Contact practice (***ImPact*** follow-up test #3 following practice)

Follow-up scores fall within normal reliable change index, student athlete may return to full activity with no restrictions.

WPS Academic Accommodations for TBI's

- PRIMARY NEED IS FOR *REST*
- Usual course of recovery
  - Expect days/weeks of recovery.
  - Guard against return to physical activity (aerobic exercise or contact) while student is still symptomatic.
  - Symptoms can flare up/persist longer with increased physical or cognitive effort.
  - Need to strike a balance between rest/recovery & participation/effort with accommodation during recovery.
- Most students have only several days of difficulty keeping up in school.
  - If they rest as needed
  - If they do not re-injure themselves
- Some students may need accommodations for weeks or months
  - More severe injuries
  - Students with multiple concussions
- Symptoms may make it difficult to be in class or do homework.
  - Headache
  - Dizziness or lightheadedness
  - Ringing in the ears
  - Noise and/or light sensitivity
  - Fatigue, sleep disruption
    - Reduced mental energy for classes and homework
  - Poor concentration and memory efficiency
    - May persist even when physical symptoms have cleared
  - Irritability/moodiness
    - Increases stress in family/peer relationships
- Need for awareness, involvement, and consistent message from
  - Parents
  - Teachers
  - Guidance Counselor
  - School Nurse
  - Athletic Trainer
  - *Notification of student's school team is essential*

REASONABLE ACCOMMODATIONS

** Students need medical documentation for all academic accommodations*

1. Excused absence from classes
   - Initial days off if needed

    - Leave early if symptoms flare during day
    - Late arrival if sleep/fatigue problems in morning

2. Rest periods during school day
    - Tylenol and rest in quiet area until better

3. Extension of assignment deadlines
4. Postponement or staggering of tests/quizzes
    - Testing may cause symptoms to flare up
    - Testing not fair measure if highly symptomatic
    - AVOID high stakes testing (SAT, ACT, AP, MCAS exams)
    - No more than one test/quiz per day
    - Develop plan to spread mid-terms or finals

5. Excuse from certain tests
    - Individual tests
    - Mid-term or final exams skipped and grade based on work prior to injury

6. Extended time on timed tests as needed
7. Accommodate increased sensitivity to light/noise
    - Permission to wear cap/sunglasses
    - Allow student to avoid bright/noisy places, fluorescents, large assemblies, band, chorus, etc.

8. Excuse from physical education activities
    - Use time for rest in nurse's office or area designated by nurse

9. Use of audio recorder or a test reader
    - For students who have symptoms exacerbated by the visual scanning activity of reading.

10. Opportunity to verbalize exam answers rather than writing.
11. Smaller, quieter exam room to reduce stimulation and distraction.
12. Preferential classroom seating to lessen distraction.
13. Temporary assistance to help with organizing and prioritizing homework assignments.
14. Encourage student self advocacy with educational team.

Adopted: February 6, 2012