

TO: Acton Public School Committee members
Acton-Boxborough Regional School Committee members
Acton-Boxborough Transitional School Committee members
FROM: Beth Petr, Secretary to the School Committees
DATE: 6/5/14
RE: PreK – Grade 12 ABRSD policies for FY15 – Consent Agenda #6

The following policies have been reviewed by the Transitional Policy Subcommittee as well as the Joint APSC/ABRSC Policy Subcommittee and are submitted for a First Reading at the 6/5/14 School Committee meetings:

1. Student Health Services and Requirements, File: JLC
 - a. Procedures to be reviewed
2. Physical Examination of Students, File: JLCA
3. Immunization Procedures Related to New Students, File: JLCBA
4. Communicable Diseases, File: JLCC
5. Students in Crisis, File: JLDDB
 - a. Procedures to be reviewed
6. Playground Safety, File: JLIF
 - a. Procedures to be reviewed
7. Student Records, File: JRA
 - a. Exhibit to be reviewed, File: JRA-E
8. School/Parent Relations Goals, File: KBA
9. Public Complaints, File: KE
- ~~10. Use of School Facilities, File: KF-- to be reviewed~~
 - ~~a. Procedures, File: KF-R~~
11. Use of School Facilities During Local Disasters, File: KFBA
 - a. Procedures to be reviewed
12. Public Solicitations in the Schools, File: KHA
13. Advertising in Schools, File: KHB
 - a. Procedures, File: KHB-R
14. Distribution of Materials, File: KHBA
 - a. Procedures to be reviewed
15. District Wellness, File: ADF
 - a. Procedures, File: ADF-R

Current APS/ABRSD policies are found at <http://ab.mec.edu/about/policies.shtml>. Blanchard School policies are found at <http://www.boxboroughschool.org/node/82>.

File: 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.

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

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

**Approved by the Acton-Boxborough Regional School Committee and the
Acton-Boxborough Transitional School Committee: INSERT DATE.**

Acton Public Schools and Acton-Boxborough Regional School District

File: JLCA

PHYSICAL EXAMINATION OF STUDENTS

Students shall undergo vision, hearing and postural screenings in accordance with state laws and regulations.

If the school finds that a child ~~does not pass a screening~~~~suffers from a disease or defect~~, the school shall notify the parent or guardian of that finding. The school may refer a student for a physical examination as per state law with consent of the parent/guardian.

A parent/guardian shall notify their child's school principal or school nurse if he/she objects to a physical examination or screening based on religious grounds.

~~The~~ Rules and Regulations promulgated by the Massachusetts Interscholastic Athletic Association ("MIAA") require that all students participating in MIAA interscholastic athletic programs must pass a physical examination performed by a duly registered physician, physician's assistant or nurse practitioner within thirteen months of the start of each season. Students who meet this criterion at the start of the season will remain eligible for that season.

Comment [MB2]: Boxborough does not have this paragraph

Comment [MB3]: Seems to me someone could argue that 13 months after is okay

LEGAL REFERENCES: M.G.L. c. 71, sec. 54
 M.G.L. c. 71, sec. 56
 M.G.L. c. 71, sec. 57
 MIAA Rules and Regulations, Rule 56.1

File: JLCBA

IMMUNIZATION PROCEDURES RELATING TO NEW STUDENTS

Except as otherwise provided by law, any new student entering or transferring into the ~~Acton Public Schools~~/Acton-Boxborough Regional School District must present written physician's certification indicating that the student has been successfully immunized in accordance with M.G.L. Ch. 76, Sec. 15 before the student attends his/her first day of school.

File: JLCBA

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File: JLCC

COMMUNICABLE DISEASES

Management of communicable diseases in the schools shall be done in accordance with applicable state laws, regulations, and Massachusetts Department of Health guidelines.

LEGAL REF.: M.G.L. 71:55; Massachusetts Department of Health guidelines

File: JLDDB

STUDENTS IN CRISIS

The School Committees recognizes that throughout the school year there may be several students who experience crisis situations. Because the school plays a major role in the lives of students, educators are in a strategic position to identify and help students in crisis. The Committees also recognizes the intricate role of the family in the resolution of crisis situations and encourages clear and open communication between the school and the home.

For the purpose of this policy, a crisis is defined as an unexpected event which affects the entire school community (or broader population) or individual members within the school environment. It is any threatening or dangerous situation which involves the physical and/or emotional well being of the student(s).

Some examples of crises are the following:

- Suicide or suicidal gestures
- Death of relative, friend, classmate or faculty/staff member
- Serious injury of student or faculty/staff member
- Excessive violence
- Child abuse or neglect (Policy JLDDB)
- Disaster, as caused by fire, explosion
- Natural disaster, as caused by flood, hurricane, blizzard

All professional staff members should develop a thorough understanding of the School District's crisis procedures and to comply with them.

File: JLIF

PLAYGROUND SAFETY POLICY

The School Committee expects that the administration will take all reasonable steps to ensure that all school playgrounds provide a safe environment for elementary children of all ages.

The School Committee believes that proper playground development, maintenance and renewal require strong, specific and consistent system-wide procedures, as well as clearly spelled out lines of communication and clearly defined responsibility for the safety and quality of playgrounds.

File: JRA

STUDENT RECORDS

The ~~Acton (APS) and Acton-Boxborough Regional School Districts (ABRSD)~~ adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to and confidentiality of student records.

As permitted by these laws, the ~~APS and ABRSD School Committees have~~ designated selected student records to be "directory information." For elementary school students ~~(APS)~~, the following records have been designated as directory information:

- Name
- Grade
- Classroom assignment

For middle and high school students ~~(ABRSD)~~ that the following records have been designated as directory information:

- Name
- Graduating class
- Team/class assignment (middle school)
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Honors and awards

The ~~Acton and Acton-Boxborough Regional~~ schools will release the designated directory information without the consent of the parent or eligible student, unless the parent or eligible student provides the principal with written notice that he/she does not wish the school to release such information. The notice must be received annually by a date designated by the principal.

The ~~Acton and Acton-Boxborough Regional School District~~ schools also discloses all student records without the consent of the parent/eligible student to officials of other schools in which a student seeks or intends to enroll.

To the extent required by applicable law, the ~~Acton and Acton-Boxborough Regional School District~~ schools will provide parents/eligible students with an annual notice of their general rights relative to student records. The Superintendent will determine the content and method of such notice.

Non-custodial parents must submit a written request for the student record to the school principal. The ~~Acton and Acton-Boxborough Regional School District~~ schools will respond to the request in accordance with state and federal laws and regulations regarding access by non-custodial parents.

LEGAL REFS.: Family Education and Privacy Rights Act (FERPA): 20 U.S.C. §1232ga, 34 CFR §99
 Massachusetts Student Records Regulations: 603 CMR 23.00, et seq.

~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: JRA

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~~Acton Public Schools and Acton-Boxborough Regional School District~~

File: KBA

SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the Districts to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the Districts provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and the District's programs.

Approved:

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committees, they will be referred through the proper administrative channels for solution before investigation or action by the Committees. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committees believe that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committees. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as specified in the parent communication map.

If a complaint, which was presented to the Committees and referred back through the proper channels, is adjusted before it comes back to the School Committees, a report of the disposition of the matter will be made to the Committees and then placed in the official files.

Matters referred to the Superintendent and/or School Committees must be in writing and should be specific in terms of the action desired.

The Committees expect the professional staff to receive complaints courteously and to make a proper reply to the complainant.

LEGAL REFS.: MG.L. 76:5

Approved:

USE OF SCHOOL FACILITIES DURING LOCAL DISASTERS

The School Committees supports the concept of making school buildings available to provide shelter for the general public in times of a local disaster. It is understood that buildings will not be opened for drills and/or practice alerts.

Request for use of facilities should come from the Town Manager, Director of Civil Defense or Police Chief, a town or state official.

The Superintendent is responsible for developing procedures to implement this policy.

Approved:

Acton-Boxborough Regional School District

File: KHA

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committees will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school systems should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school systems should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without the superintendent's permission.
2. No general or class distribution of commercial or fund-raising literature may take place without the Superintendent's permission.

For the purposes of this policy, local PTSO and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committees' policy on staff solicitations.

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBEC, Staff Gifts and Solicitations
JJE, Student Fund-Raising ~~Activities~~ Activities
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

Approved:

Acton-Boxborough Regional School District

ADVERTISING IN SCHOOLS

School-business relationships based on sound principles and community input can contribute to high quality education. However, the school districts must also protect the welfare of students and the integrity of the learning environment. Therefore, when working together, schools and businesses must ensure that educational values are not distorted in the process.

The School Committees will allow limited advertising consistent with the criteria and procedures set forth in the Advertising in Schools Procedures KHB-R. Final approval for specific advertising will be the responsibility of the Superintendent.

Approved 12/1/11 and 12/15/11

~~Acton Public Schools and Acton-Boxborough Regional School District~~

ADVERTISING IN SCHOOLS PROCEDURES
(12/15/11)

The School Committee has a policy KHB which allows advertising in schools and on school properties on a limited basis. Such advertising must meet the criteria outlined below.

- a. Advertising is permitted in connection with courses of study which have specific lessons related to advertising. It will be up to each school to decide whether the lessons related to advertising are appropriate.
- b. Advertising is permitted in such supplementary classroom and library materials as newspapers, magazines, television, the Internet, and similar media where they are used in a class such as current events, or where they serve as an appropriate research tool.
- c. Paid advertising is permitted in yearbooks, school newspapers, theatrical productions, and event programs as long as such advertising meets the criteria listed below.
- d. Paid advertising is permitted on athletic fields, scoreboards, tennis courts, the swimming pool, auditoriums and gyms as long as such advertising meets the criteria listed below.

Advertising must meet the following criteria:

- 1. Consistency with District and School Academic Standards and Goals.** All corporate support or activity shall be consistent with State, District, and school academic standards and goals. Commercial involvement must also be structured to meet identified educational needs, not commercial motives.
- 2. Advertising shall not be used as part of the curriculum.** Advertising shall not be included as part of the curriculum, in classrooms or other specific academic settings, unless it is a specific lesson about advertising or in supplemental curricular materials such as magazines, newspapers or the internet.
- 3. Consistency with District Policies and Age-Appropriateness.** All corporate support or activity must be consistent with District policies, prohibiting discrimination on the basis of race, color, national origin, gender, age, religion, sexual orientation, veteran status, limited English proficient, handicap, or homeless, and must be age-appropriate for the students involved.
- 4. Certain Corporate Support or Activity Prohibited.** No corporate support or activity will be permitted in the District or in the schools that:
 - a. Promotes the use of illicit drugs, alcohol, tobacco, or firearms.

- b. Promotes hostility, violence or disorder
- c. Attacks or demeans any ethnic, racial, or religious group.
- d. Is libelous.
- e. Promotes any specific religion.
- f. Promotes or opposes any particular political view, candidate or ballot question.
- g. Inhibits the functioning of any school.

5. Advertising Materials and Placement. To ensure uniformity, the Superintendent or his designee, will be responsible for producing and placing all advertising material.

The Superintendent will report at least once a year to the School Committee on all advertising in the schools.

File: KHBA

DISTRIBUTION OF MATERIALS

| The School Committees recognize the need to provide a vehicle for the distribution of information and materials relating to classroom issues, the broader school community and local government as a whole within the confines of freedom of speech and permissible and appropriate standards.

Materials for distribution fall into two categories - those for classroom use, and those for broader school or town concerns. This second category is comprised of material provided by the schools' administration, a town department, or program or group affiliated with or recognized by the schools and having as its purpose supporting the School Department. Presently these groups include ABSAF, PTOs/PTSOs, etc. Additional groups performing a similar role may be added by the Superintendent.

| The School Committees and the administration permit and encourage the free expression of ideas and differing points of view by students and staff.

The Superintendent will prescribe procedures and regulations consistent with this policy.

DISTRICT WELLNESS POLICY

The ~~Acton Public Schools and the Acton-Boxborough Regional School District~~^{is} are committed to providing a school environment that enhances the learning and development of lifelong wellness practices. To that end, the Districts promote actions, behaviors and learning that create a healthy and safe environment for all.

It is the goal of the Districts to promote physical, emotional and social well-being through coordinated school and community guidelines. This includes providing a healthy environment, counseling services, school nurse services, nutritious school meals, comprehensive health education, physical education, and other opportunities for physical activity. It is the intent of this Policy to foster independence in students by addressing curricula and supports for student nutrition, health/hygiene, human sexuality, and physical activity.

Furthermore, it is the school's expectation that specific actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. It is the School District's belief that education, along with open and informative communication is vital to the establishment of an environment that promotes the making of healthy choices by children. The guidelines herein reflect a commitment to the development of the whole child to foster an environment in which students and staff can make informed healthy lifestyle choices.

The ~~Acton and Acton-Boxborough School Districts~~ will support the district-wide Wellness Policy through adherence to regulatory requirements facilitating the establishment of School Wellness Advisory Committees (SWAC). This district-wide committee will have the primary function of overseeing the implementation of the Wellness Policy by addressing the requirements below:

- Meet a minimum of four times per year.
- Consist of membership appointed by the Superintendent, representing the following constituents: school administrators, school nurses, physical education staff, school nutrition staff, parents/guardians, students, school committee, and community youth serving agencies.
- Develop an annual, measurable action plan with required components.
- Yearly, monitor and evaluate the effectiveness of School Wellness Policy, Wellness Guidelines, and district-wide Action Plan.
- Submit an annual report to the Superintendent of Schools and the School Committee that includes: review of SWAC membership and participation, policy recommendations, action plan outcomes, and assessment of accomplishments and work still needed.

The Superintendent or designated representative has operational responsibility for the district's implementation of the Wellness Policy.

LEGAL References:

M.G.L. Chapter c111,s222

CROSS References:

File: ADFR/File: JLCEA – Life Threatening Allergy Policy/Procedures

Originally Revised: March 26, 2009

Revised: 8/22/13 (APS, ABRSC, AB Transitional SC)

~~Acton Public Schools and Acton-Boxborough Regional Schools~~ District

Wellness Policy Procedures/Guidelines

District Guidelines/Procedures on Foods and Food Practices During School Hours

For students with health concerns and life-threatening food allergies, a specific student centered analysis will occur. Decisions regarding controlled food choices, no food, or food restrictions rest with the Principal and School Nurse and shall reflect District policies and guidelines. The Principal shall have final authority.

Soda and candy will not be provided for students in school.

Food shall not be used as a reward or given out as a treat by school staff with the exception of approved celebrations and in situations where food is part of an Individualized Education Plan.

Fundraising activities that include selling or providing food to students on school premises during school hours will only include items approved by the Food Service Director.

In instances when food is served as an integral part of the curriculum it is important that staff, through reasonable communication with parents or appropriate health care professionals, work to reduce risk and create an inclusive experience.

Food will only be used as a student manipulative in lessons when the purpose is directly related to the food (i.e. studying onion cells in science or surface area and effect of buoyancy of oranges peels).

Whole class or group non-curricular celebrations involving food should be used sparingly and should be an inclusive experience.

When celebrating birthdays at school we strongly encourage families to consider healthy options or low cost alternatives to food. Schools will communicate a list of alternatives to families.

Principals and School Health Advisory Councils shall consider the following resources when developing school-level guidelines in regard to food brought into the school outside of the school lunch program:

- Foods on the Massachusetts A la Carte and Food and Beverages Standards A-List (<http://www.johnstalkerinstitute.org/vending%20project/alist.pdf>)
- Massachusetts A la Carte and Food and Beverages Standards to Promote a Healthier School Environment (http://www.johnstalkerinstitute.org/MA_Food_Standards.pdf)
- A-List Healthy School Snacks – Water, Bottled (<http://www.johnstalkerinstitute.org/vending%20project/healthysnacks.htm>)

ABRSD Elementary
Acton Public Schools

File: ADF - R

Nutrition Education

- Nutrition Education in the elementary schools will follow all *ABRSD* ~~APS~~ Procedures/Guidelines and curriculum.
- Review ~~APS~~ *ABRSD* Procedures/Guidelines and building level curriculum.

Health/Hygiene

- The faculty will reinforce and encourage an understanding of personal hygiene and how it affects good health.

Physical Activity

- The health, well-being, and safety of all children are the priority of all elementary school programs.
- Physical education in the elementary schools will follow all *ABRSD* ~~APS~~ Procedures/Guidelines and curriculum.
- Review ways in which the school's physical education curriculum meets ~~APS~~ *ABRSD* guidelines.
- All elementary schools will have at least 20 minutes a day of supervised recess during which students will have opportunities for safe physical activity.
- Review schedules to assure there is 20 minutes of recess each day and educate school personnel about the importance of physical activity.
- The school staff will maintain playground equipment through regular inspections and purchase appropriate equipment (e.g. jump ropes, playground balls) to encourage active outdoor play.
- The school counselor will train classroom assistants in conflict resolution techniques. The assistants will then be able to extend to the playground the conflict resolution skills the students learn in class.
- School personnel will not use physical activity (running, pushups, etc.) as a punishment.
- School personnel will not arbitrarily withhold opportunities for physical activity as a punishment.

R. J. Grey Junior High School

Nutrition Education

Nutrition education and promotion aims to teach, encourage, and support healthy eating by students and the school community. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at RJG as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is not only part of health education classes, but also may be integrated into classroom instruction in subjects such as math, science, language arts, social studies, world language and the exploratory subjects;
- includes developmentally-appropriate, culturally relevant, participatory activities that may include community resources such as local farms, companies, and other organizations that aim to promote the healthy eating among our students and school community;

- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices as well as providing information about healthy alternatives including vegetarian diets, organic foods, and dairy substitutes such as soy products;
- emphasizes caloric balance between food intake and energy expenditure, or physical activity;
- utilizes the school cafeteria as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom;
- teaches media literacy with an emphasis on food marketing and how to read and understand food labels;
- incorporates activities and programs to share nutrition information with students’ families and other community stakeholders and is consistent with the information being taught in school to engage and support families as partners in nutrition education; and
- includes training for teachers and other staff and information on available resources.

Physical Activity

- Physical activity may be integrated across curricula and throughout the school day. Movement may be made a part of math, science, language arts, social studies, world language, and the exploratory subjects.
- Physical education courses will be in a safe environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
- Policies ensure that state-certified physical education instructors teach all physical education classes.
- Physical education shall be required for all students, unless a medical excuse is documented by the student’s physician, for the entire academic year.
- Time allotted for physical activity will be consistent with research, national, and state standards. According to the National Institutes of Health, being active benefits an adolescent’s self esteem, energy level, concentration, and overall emotional well-being.
- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Adequate equipment should be available for all students to participate in physical education. Physical activity facilities on school grounds will be safe.
- The school provides a physical and social environment that encourages safe and enjoyable activity for all students.
- Information will be provided to families to help them incorporate physical activity into their student’s lives.
- RJG is committed to maintaining a strong partnership with Acton-Boxborough Community Education to provide community access to, and encourage students and community members to use, the school’s physical activity facilities outside of the normal school day.
- Schools encourage families and community members to institute programs that support physical activity, such as a walk- or bike-to-school program.

Acton-Boxborough Regional High School

Nutrition Education

Nutrition education and promotion aims to teach, encourage, and support healthy eating by students and the school community. ABRHS provides nutrition education and engages in nutrition promotion that:

- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities such as Health and Physical Education Day;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices as well as providing information about healthy alternatives including vegetarian diets, organic foods, and dairy substitutes such as soy products;
- emphasizes caloric balance between food intake and energy expenditure or physical activity;
- utilizes the school cafeteria as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom;
- teaches media literacy with an emphasis on food marketing, and how to read and understand food labels;
- incorporates activities and programs to share nutrition information with students’ families and other community stakeholders and is consistent with the information being taught in school to engage and support families as partners in nutrition education; and
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Physical Activity

- Physical activity will be integrated across curricula and throughout the school day. Movement may be made a part of science, math, social studies and language arts.
- Physical education courses are in a safe environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
- Physical education is required for all students, unless a medical excuse is documented by the student’s physician, for the entire academic year.
- Policies ensure that state-certified physical education instructors teach all physical education classes.
- Time allotted for physical activity will be consistent with research, national and state standards.
- Physical education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Adequate equipment is available for students to participate in physical education. Physical activity facilities on school grounds are safe.
- ABRHS provides a physical and social environment that encourages safe and enjoyable activity for all students.
- Information will be provided to families to help them incorporate physical activity into their student’s lives.
- Afternoons, evenings, weekends and vacations, Acton-Boxborough Community Education supervises the high school athletic facilities and provides access to students and community members for use of the fields, gymnasiums, the pool and fitness center.

Revised: March 26, 2009