

**HAPPY HOLLOW
FAMILY HANDBOOK
2023-2024**



Kindness Matters

TABLE OF CONTENTS

Welcome:	3
Core Values:	3
Faculty & Staff Directory:	4
School Calendar:	5
Directory of Wayland School Committee:	7
Directory of Wayland Public Schools:	7
PTO:	9
Teacher Conferences:	8
School Hours & State Mandated Screening:	8
School Policies and Procedures:	11
School Buses:	13
Absence & Tardiness:	16
Safe to School Program:	16
Field Trips:	17
After School Child Care:	17
Recess & Snack:	17
Lunch Program:	18
Library, Volunteers and Student Telephone Use:	18
Physical Education:	19
Gifts to Staff Members:	19
School Related Problems & Concerns:	20
Homework:	21
Chapter 622:	23
Health:	23
Civil Rights Legislation:	25
WPS Bullying & Cyber Bullying Policy:	27
WPS Bullying Prevention & Intervention Plan:	30
Chapter 222:	31
Student Record Regulations, Student Rights:	33
Physical Restraint Protocol:	36
Title IX Procedures and Harassment Complaints:	42, 55
Alcohol and Drug Policy	48
Head Injury & Concussions:	51
Acceptable Use Policy:	61
FERPA:	63

Welcome!

Whether you are a new or returning family, welcome to Happy Hollow School! At Happy Hollow School we focus on basic academic skills in a caring and nurturing environment, while providing exploration opportunities in the arts. The school's CORE Values promote a learning community and challenges students:

CORE Values

The Happy Hollow School is a place where:

1. We treat all people - teachers, students, and ourselves - with courtesy and respect.
2. We care for one another, our community and world.
3. We are friendly and cooperative with others.
4. We know right from wrong and take responsibility for our actions.
5. Everyone is safe and has a feeling of belonging.
6. Everyone can learn and strive for excellence.
7. Everyone's performance is improved by leading an active lifestyle, which includes vigorous physical activity on the playground at recess during the school day.
8. We try our best, take risks and learn from our mistakes.
9. We feel successful when we work hard and learn new skills.

We invite you to participate in your child's learning by joining our efforts in maintaining the high expectations and traditions that have made Happy Hollow School a wonderful learning community. The following is our way to bring our core values alive in a way that all can remember what they mean.

Kindness Matters

K ~ Kind

I ~ Invested in learning

N ~ Need to include

D ~ Determined to do our best

[HH Faculty and Staff List 2022-2023](#)

[Wayland Public Schools 2022-2023 School Calendar](#)

District Administration Contact Information:

Acting Superintendent: David Fleishman.....508 358 3774

Assistant Superintendent: Betsy Gavron (interim).....508 358 3772

Director of Operations: Susan Bottan508 358 3750

Director of Student Services: Debbie Dixon (interim).....508 358 3756

Assistant Director of Student Services: Ronnie Kessler508 358 3759

Director of Technology: Leisha Simon.....508 358 3714

METCO Director: La Toya Rivers.....508 358 3714

Wayland Public Schools [School Committee:](#)

Erin Gibbons, Chair	Erin_Gibbons@waylandps.org
Jeanne Downs, Vice Chair	Jeanne_Downs@waylandps.org
Erin Mueller	Erin_Mueller@waylandps.org
Ellen Grieco	Ellen_Grieco@waylandps.org
Christina Rodrigo	Christina_Rodrigo@waylandps.org

SCHOOL HOURS

Traditional Kindergarten Program 7:55 - 11:30

Full Day Kindergarten: 7:55- 2:25 (Wednesday 7:55 - 1:15).

Grades 1 – 5: 7:55- 2:25 (Wednesday 7:55 - 1:15). Children should not arrive at school before **7:45 A.M.**

PARENT ACCESSIBILITY:

It is imperative that parents are accessible by telephone at all times that their child is in our care! The school must have your proper contact information for this purpose.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

The principal means of reporting to parents about their child's school adjustment and progress is through an individually scheduled conference with one or more teachers. These are scheduled two times during the year with every parent being invited to school at least twice.

The first conference period is scheduled during the early fall. Teachers may choose to arrange times outside of these listed times as times as they deem necessary.

This conference will focus on each child's adjustment to the new grade, new teacher and new class composition. Emphasis at this meeting will be placed on sharing ideas, developing strategies and, if

necessary, goal setting for the child. Each child's progress-to-date will be articulated at this time. THERE WILL BE NO WRITTEN REPORT SENT TO PARENTS PRECEDING THESE CONFERENCES.

Reports are sent out mid-year, typically early February.

The second conference period will be held in March. Any subsequent meetings with parents will be scheduled by mutual agreement on an as-needed basis.

This conference will focus on each child's progress.

PTO

The Happy Hollow Parent Teacher Organization (PTO) is a vital resource for our school community. The organization is made up of Happy Hollow parents, guardians, and teachers. Our goals are to promote communication amongst the school community, and, through fundraising and volunteering, provide support for activities and/or materials which directly contribute to the quality of education at Happy Hollow. As an organization the PTO provides:

- ***Financial support*** through annual stipends, wish list funding, etc.
- ***Volunteer support*** through coordination of our Room Parents, library and art volunteers, and other opportunities that arise throughout the school year;
- ***Enrichment events, activities, and scholarships*** through visiting authors, musicians, and artists; Just Like Me program; and field trips and other activities;
- ***Student activities*** such as movie night, talent show, BINGO Night, school pictures, and book fairs.
- ***Informational and community-building events*** such as Coffees with the principal, curriculum nights, school picnics, and other parent forums.

PTO Financial Support to Happy Hollow

The Happy Hollow PTO participates in the district-wide Gift Your Child fundraising campaign to raise \$100,000 annually. All of the funds raised directly benefit our elementary school students the following school year. These funds are distributed between the elementary schools based on staffing and student numbers. Your tax deductible, Gift Your Child donations enhance the quality of education above and beyond the provisions of the town's school budget. The PTO Boards consult with the school administration to manage the allocation of funds. In addition to specific Happy Hollow events and activities, your Gift Your Child donations contribute to the following across all of our elementary schools:

- ***Reimbursement of classroom supplies*** to teachers for classroom materials they purchase with their own money;
- ***Funding for educational programs*** such as special programs, field trips, and equipment; and
- Ad hoc requests from principals, teachers, and/or staff to enhance the classroom/learning experience for our children.

To learn more about Gift Your Child or to make a donation, please visit:

<http://waylandpto.org/elementary-ptos-paypal/>. More information about Gift Your Child will be distributed at the start of the school year.

PTO Meetings

PTO meetings are held regularly throughout the school year and are open to the entire Happy Hollow school community. Meetings are announced through school email and newsletters as well as our PTO

Facebook page. In addition, we have numerous opportunities for parents, guardians, and teachers to get involved. We invite you to join us.

2023-2024 Happy Hollow PTO Board of Directors

Board members are available to address any questions.

ROLE	NAME	EMAIL ADDRESS
President	Michelle Claussman	happyhollowpto@gmail.com
Vice President		
Secretary		
Treasurer	Galina Penkova	happyhollowtreasurer@gmail.com
Ways/Means - Backpack Auction		
Ways/Means - Gift Your Child		
Past President		

STUDENT COUNCIL

The Student Council is an organization of Grade 4 and 5 classroom representatives who meet regularly to deliberate on matters of real concern to all of our elementary school children. Each homeroom chooses its student members.

The major purpose of the Student Council is to teach children that their involvement through the representative process matters. Service, citizenship, leadership, group awareness, spirit, and pride are all developed through the children's participation in this organization.

On occasion, the Council will sponsor school-wide campaigns, which reach out to help others beyond the school community or serve to build spirit in the school community.

SCHOOL RULES

School rules exist for a number of reasons. SAFETY, ORDER, RESPECT, and RESPONSIBILITY are the four reasons for all of our rules. They are important so that everyone can get along happily with each other. It is a central school goal for all people - pupils and adults - to treat one another with fairness, respect and dignity. The spirit of goodwill and cooperation will make Happy Hollow a safe and pleasant school.

Rules for Inside the School

- People must walk at all times - - running is never allowed.
- Students must follow the directions of adults at all times.
- People may talk softly in the cafeteria.
- People must respect the rights of others to study and work without interruption -- in the classroom, hallways and the library. Loud talking, yelling or other types of interruption will not be permitted.
- People must respect the rights of others' property. Only with the owner's permission may another's property be used.
- It is the responsibility of every person to help keep the school clean and free of unnecessary dirt -- this includes each person's classroom, the hallways, the toilet facilities, and the area around the school. It also means that desks, walls, and windows are to be left unmarked.
- Shoes, sneakers, or sandals must be worn at all times; bare feet or stocking feet are not permitted.
- Cafeteria behavior should not include yelling, fighting or throwing food.

- Students are to remain inside their classroom at all times, unless the teacher has given permission to leave for a specific purpose and time.

Rules for Outside the School

- Games that are played outside must have safety as a central goal. Certain types of games cannot be safely played at recess. These are: tackle football, baseball (with a hard ball), "chicken fights", or other rough games.
- Using or throwing stones and sticks is never allowed.
- Students must remain in the play yard at all times. No pupil is allowed to leave the school grounds without the principal's permission.
- Throwing snow of any kind is not permitted.
- Those who ride school buses must sit in their seats and talk softly. Disruptive behavior that endangers the safety of others may result in the loss of bus-riding privileges.

Rules for Inside the Classroom

- It is the responsibility of each teacher to set rules for classroom order and behavior with their students.

Violations of School Rules

Violation of school rules will be addressed in the way that is most helpful to students. Generally, the classroom teacher will deal with a problem first. If it is necessary, or if an incident is serious, the principal will deal directly with the pupil and the pupil's parents. Discipline of the pupil will:

- Be appropriate for the offense as outlined in the student handbook.
- Be direct, explicit and involve a consequence aimed to promote learning and growth, such as an active apology.
- Be an opportunity for the student to take responsibility for his/her actions and repair damage.
- Be fair, dignified, and in good temper.
- Involve parents when necessary.

The following actions are considered to be serious misbehavior:

- Bringing to school any weapon and/or object that could be considered dangerous or harmful
- Fighting and /or physical abuse
- Racial/ethnic/sexual orientation/religious slurs
- Verbal and /or physical intimidation (bullying)
- Stealing
- Destruction of property
- Leaving the school building or outside area without permission

The most explosive and potentially serious form of disruptive school behavior is fighting. Fighting is never tolerated for any reason. Pupils who fight (punching, slapping, kicking or hitting another with an object) will be disciplined. Because every situation differs, the consequences following such behavior will vary. However, students who are involved in more than one aggressive altercation will be subject to suspension for one or more days. In the most serious of cases, the police may also be involved. Some elementary school-age children have difficulty controlling their urge to hit or use other forms of violent behavior. School personnel view this most seriously. In matters of these types, it becomes imperative for school and home to help children work toward peaceful conflict resolution.

SCHOOL POLICIES AND PROCEDURES

Taking Children Out of School

Students are not permitted to leave the school building during the hours that school is in session without specific approval of their parents and school authorities.

If it is necessary for a student to leave school early for a medical appointment or for a similar reason, a request (or email) to this effect, signed by the parent or guardian, should be presented to the child's teacher at the start of the school day (or when the parent arrives at the office if it is an unexpected reason for dismissal).

For the protection of students, the school requires that emergency requests for early dismissal be made by the parent in person; telephoned requests will be accepted only under unusual circumstances. All emergency requests made by telephone and in any other cases of doubt will be verified before the student is released.

Parents picking up children during the school day should meet their children in the school lobby (unless otherwise directed by the office staff).

In any emergency situation where parents cannot be contacted, children will be released to those designated on each child's Medical Emergency card. Others, even if they are known to the school and to the parents, may not take children home in such situations. Parents must designate in writing the names of other adults who may be called upon in emergency childcare situations.

Parents often ask about the advisability of taking children out of school for extended vacations, to visit with grandparents, and the like. While each situation has certain merits and disadvantages to consider, it should be clear that in addition to being an illegal absence, there is the further danger of giving a child the impression that school and schoolwork are low in importance. Classroom lessons and experiences are so rich and interactive that the school cannot, in reality, compensate for the days that are missed. These matters are best discussed with the principal well in advance. If it is absolutely necessary to take your child on a leave outside the school's normal vacation schedule, we will provide you with a list of activities that will maximize the educational experiences presented by any form of extended travel.

Safety

It is essential that parents and the school cooperate to insure against accidents as the children go to and from school and during their hours in and around the building.

Parents are urged to emphasize the importance of bicycle, scooter, unicycle, etc. safety to their children, especially noting that unless there is a sidewalk, the cyclists should stay to the right, move with traffic, and follow the regulations and hand signals which apply to automobiles. Only one person at a time is allowed on a bicycle or other self-propelled vehicle. Children in any grade may ride bicycles to and from school provided they have their parent(s) permission. When children appear at school on their bicycle, it is assumed parents have given consent. Bicycles must be walked and not ridden across the school grounds and may not be used during the school day. Also, the school cannot assume liability for theft or vandalism of a bicycle left in the schoolyard during the day.

To ensure the maximum safety in the event of fire within the school building, fire drills are conducted regularly during the year. From the first day of school, directions for a prompt and orderly exit are reviewed in each classroom so that pupils will be prepared in case of emergency. We also review shelter in place procedures with our students should they have to stay in the building to remain safe. For example, there was a bear sitting in the area during one school year and we had to notify the students and staff that we were in a shelter in place pattern and that no one was to go outside the building. We keep this simple so that the procedure is not threatening to any child, yet safely in place. We review with staff

steps for a lockdown and evacuation as well and students would be led by responsible adults during any such emergency.

Dogs and pets on school grounds can be a threat to safety. Even the most docile and affectionate animal can become confused and over-excited among groups of active children. **For this reason, the town and state have imposed strict regulations prohibiting dogs and pets from school grounds during the day.** Please see that your family pet does not wander onto the grounds during the day.

Dropping off/Picking up Children

Parents who opt to drive children to and from school may use the driveway (one way counter clockwise), but they are cautioned to use extreme care at all times. They must never pass a bus that is boarding or unloading children or when lights are flashing.

Bus arrivals and departures are supervised by school staff. During these relatively short but intense periods, supervisors must give their full attention to the many children arriving and departing school. In the name of safety we ask that parents not engage them in conversation during these times. Adults and Children are expected to use crosswalks and NOT walk between moving vehicles.

SCHOOL BUSES

The safety of bus students requires high standards of conduct and behavior, both at the bus stops and while riding the bus. The students, while on the bus, are subject to the directions of the bus driver and bus safety rules. Those students who habitually disregard the safety of themselves and others will be denied the privilege of school bus transportation. Students should sit flat and not stand until the bus is completely stopped.

Written bus conduct reports about children who disregard the safety and welfare of other riders will be forwarded to the principal. It will be the principal's practice to meet with the child about such incidents and to take appropriate action to see that the behavior is improved.

Policy Statement For Use Of Seatbelts On School Buses

The Wayland School Committee will have seat belts installed on Town-owned school buses and those buses in regular service by the Town's school bus contractor as a convenience for those students who choose to use seat belts. The contractor's reserve buses, which are available to the Town for emergency use, may not be equipped with seat belts. State law provides that a percentage of students on a school bus will be permitted to stand and this practice will continue. A student's use of seat belts, therefore, is neither guaranteed nor compulsory. Though seat belt use is entirely voluntary, parents will be notified of the availability of seat belts on certain buses and students will be instructed in their proper use at the beginning of the school year.

Guidelines for Instruction In Seat Belt Use

The decision to use seat belts will be made solely by students and their parents. To enable students to carry out a decision to use seat belts, the school shall instruct students as to their use. This instruction shall consist of three parts:

- Instruction in the proper use of school bus seat belts will be added to current classroom instruction in safe riding practices.
- Students riding school buses will be instructed in the use of the seat belt at the commencement of the school year.
- The twice-yearly on-bus emergency evacuation drills will include instruction in and testing of students' ability to unfasten their seat belts in an emergency situation.

Busing Policies

Students in Kindergarten through Grade 6 living more than two miles from their districted schools are eligible to receive town-paid transportation. Students in Kindergarten through Grade 6 living less than two miles from their districted schools and all students in grades 7 to 12 are eligible for fee-based

transportation, based on space availability. The Town of Wayland's Geographic Information System data is used for determining these distances and has been imported into the district's transportation routing software for calculating distances.

The transportation fee and registration information is listed on the district webpage.

Financial assistance is available for eligible families. The application form and information about financial assistance is available on the Student Transportation Page on the school district's website.

Late registration is subject to the availability of space regardless of town-paid or fee-based status.

Bus passes will be issued by the end of August, upon payment in full, qualification for free service (K-6 students who reside more than two miles from their school), or approval for financial assistance (completed application required for determination of approval). A full payment is due for each fee-based rider along with the student's Transportation Registration Form. For the safety of all, student riders will be asked and must present bus passes to drivers before boarding. In the event a student loses a bus pass, a duplicate pass may be obtained from the School Department's Transportation Office for a \$10.00 replacement fee, payable by check or money order only. (No cash is accepted.) Parents who opt to purchase a pass for their child later in the year, provided space is available on the bus serving their neighborhood, will be required to pay the full dollar amount of the fee. There is no pro-rating of the fee until the second half of the school year. No refund will be issued unless the student un-enrolls from the Wayland Public Schools prior to the start of the school year. Once a child has been registered for fee-based transportation, the parent or guardian has agreed to pay the full cost of the seat for the full year, regardless of how often the child chooses to use this service. For more information about school bus transportation, please contact the Wayland Public Schools Transportation Coordinator, Melissa Riccia, at Melissa_Ricci@waylandps.org

Bus routes will be established with reasonable revisions to current routes, based on the number of riders, their residences and space availability. In order to plan the bus routes and prepare passes for mailing in August, the Business Office must receive all transportation requests by the June deadline, excepting those from families who move to Wayland after the deadline has passed.

The parent(s) or legal guardian(s) of elementary school children who voluntarily attend a school outside of their assigned district are responsible for transportation to and from school. They may purchase a bus pass for their child by requesting assignment to an already established bus route serving their child's school.

Additional transportation registration forms are available on the district's website from the School Department's Business Office (2nd floor, Wayland Town Building).

The School Committee has established an income-based waiver program for fee-based riders that offers reduced fees to qualifying families. An explanation of the Financial Assistance program and an application form can be found on the district's website or at the School Department's Business Office (2nd floor, Wayland Town Building).

Students may only ride their assigned bus. Transportation to social events, play dates, day care or religious classes are not permitted. For an additional fee of \$90.00 for the school year, we offer a second pass, based on space availability, to students with two residences in Wayland.

Due to the narrow width of the school bus aisle and the height of the seat backs, no large instruments (e.g. cellos, French horns), large projects or large objects may be brought on the bus. In addition, a child must be able to carry and contain any and all items between his/her legs or on his/her lap during the course of the ride to and from school.

Out of concern for the safety of students, particularly those who suffer from life-threatening allergies, food, including any type of candy or gum, and drinks are strictly prohibited from consumption on the school bus. All food, drink and candy must remain contained while on the school bus.

If your child has lost an item on the school bus, call the First Student Contract Manager at (508) 358-7543.

Questions and concerns about the day-to-day operation of the school bus should be directed to the First Student Contract Manager at (508) 358-7543.

EMERGENCY CLOSING OF SCHOOL

The closing of school because of bad weather or other severe emergencies will be announced as early as possible. Although it is unlikely to occur, parents should be prepared for an emergency school closing before the usual dismissal time. Children should know where to go if you are not at home. In the event children are confused or upset in such situations it is the school's policy to keep them at school until parent contact is made.

In the event that school has to close early during the course of a school day, we will use a calling system and email notifications. Please make sure that the office has your best and most immediate contact information to be used in any emergency situation.

ABSENCE AND TARDINESS

Massachusetts's school law requires that all school-age children attend school. When a child is absent from school, whether it is for part of the school day, a full day or several days, it is the responsibility of the school to record the absence in its attendance register. It is the responsibility of the child's parent or guardian to notify the school, in writing, of the reasons for the absence.

Tardiness, since it is a partial absence, is covered by the same policy that relates to general absence. Parents who know that their child will be late in arriving at school should send a note, with the child, stating the reason for the tardiness. In this way, the school knows that the parent is aware of the situation and the reasons for it.

All cases of continued or excessive absence and tardiness are referred to the Director of Pupil Services (Truancy Officer), a Public Health Nurse and the principal for investigation.

SAFE-TO-SCHOOL PROGRAM

If your child will be absent or tardy, you must call the Happy Hollow's attendance line:

- **Call 508-358-8641 EXT 1**, the Happy Hollow Safe-to-School line, before 8:00 a.m. if your child will be late or absent from school. You must call even if you've notified your child's teacher of the absence/tardy.
- State your child's name, teacher's name, and date(s) of absence or late arrival. Feel free to report future scheduled absences/late arrivals ahead of time.

- Each morning, we will reconcile attendance records with messages left on the Safe-to-School recorder. If a child is absent and we did not receive a call, we will call the child's parent/guardian.

MESSAGES TO CHILDREN

It is sometimes necessary for parents to call the school to ask that a message be delivered to children. Every effort should be made, before the child leaves home in the morning, to see that he or she has information about changes in the after-school routine. It is the school's policy however, to try to deliver all messages just prior to dismissal every afternoon.

Also, if a forgotten homework paper, book, lunch, etc., is dropped off at the school office after the teaching day has begun, children will be encouraged to stop at the office to see if the article is there. The classroom will not be routinely interrupted for such announcements. All emergency messages will, of course, be delivered at once.

FIELD TRIPS

Trips of varied educational nature are part of each teacher's program. Well in advance of a trip, parents will be notified of all the necessary information. Trips may vary from class to class. Teachers and volunteer parents supervise groups. Transportation may be by bus or in individual cars, depending on the size of the group and its destination. No students will be allowed to participate unless a signed parental permission slip is returned to the school before the trip takes place.

AFTER SCHOOL CHILD CARE PROVISIONS

Children receive after school supervision from a wide and varied group of providers. It is not possible for the school to keep track of children's after school schedules particularly when they change from day to day. Parents are therefore encouraged to write notes to teachers so as to avoid confusion at dismissal. Also, in the absence of clear directions from parents about where to go at a day's end, children must be encouraged to speak up and make their confusion known. Rather than send a child off with doubt, the school will keep the individual in its care until parents or day care providers have been contacted.

RECESS & SNACKS

All children receive a 10-15 minute break from schoolwork. This is also the designated snack time. For those that have an early lunch, the short recess break may be in the afternoon.

Due to the many serious peanut allergies at Happy Hollow School, we ask that you not send a snack that has peanut or peanut products as an ingredient.

LUNCH PROGRAM

Lunch and recess are approximately 50 minutes. Children will eat lunch before recess times for each grade are as follows:

Lunch Periods

Grade	Start		End
1	10:40	to	11:05
4	11:10	to	11:30
K	11:30	to	11:55
2	12:00	to	12:25
3	12:25	to	12:50

5	12:50	to	1:10
---	-------	----	------

The Happy Hollow cafeteria serves a non-profit lunch consistent with the standards of the National School Lunch Program. A half-pint of milk alone is available to those children who wish to bring their lunch from home. Milk must be paid using a scan card. The system is a prepayment system, in which all students are issued ID cards. Monthly menus can be found on the district website.

Students who wish may bring peanut products for lunch. Peanut free tables are available for all who require such protection.

Please be aware, that in compliance with state guidelines, the Wayland Public Schools Food Service Department has implemented the following policies:

*All students who take hot lunch will be **required** to take at least ½ cup serving of fruit or vegetable on their tray

* A la carte milk can also be purchased using the Nutrikids prepaid lunch account. If you prefer to restrict your child from purchasing any food item, please notify the Food Service Department and a restriction will be placed on the account.

*Under the National School Lunch Program, we are required to offer a meat/meat alternate (8-10 ounces/week); a grain (8-9 servings/week); vegetables (3 ¾ cups/week); fruit (2 ½ cups/week) and milk (8 ounces/day).

SCHOOL LIBRARY MEDIA CENTER

The Happy Hollow School Library is maintained for the use of all students and teachers. It contains an up to date collection of books, reference materials, periodicals, and recorded books - all accessible from the computerized catalog network. We also have World Wide Web access, subscriptions to on-line encyclopedias and connections to the Minuteman Library Network.

Students may access the library during their regularly scheduled library class or at other times when the librarian is present. Students are expected to take care of borrowed materials and return them in a timely manner. Damaged or lost books are replaced at the parents' expense.

Students who have not paid for lost books or have overdue books forfeit their privilege to borrow additional books.

The Grades 1-5 Library Media Curriculum consists of a sequential progression of skills, which integrate literature, information, and technology skills with grade level curriculum topics. The goal of the program is to prepare students to become independent, lifelong learners by fostering an appreciation of good literature and an understanding of the tools needed for research.

VOLUNTEERS

The Happy Hollow School welcomes volunteers in its programs. Principle areas of volunteer services include the Library, our Just Like Me Program, and some classrooms as deemed necessary and beneficial by the classroom teacher. The opportunities are many and varied. Those interested in participating in a volunteer program should contact the program coordinator directly.

STUDENT TELEPHONE USE

The school telephone is reserved for official business only. Outgoing calls by students are allowed only on an as-needed basis to be determined by the office, classroom, guidance and special needs staff.

LOST AND FOUND

Nothing is truly lost if the child's name is on it, for it can be returned to the owner. However, all unclaimed articles will be kept in collection containers in the hallway. A few times a year, all unclaimed items are sent to a charitable organization. While the school attempts to maintain reasonable safeguards over student property, it cannot guarantee against loss or theft.

The sooner an item is reported as lost, the more likely it is to be found. Please notify the teacher immediately when something is missing so she/he can help your child initiate a search. Also, children are discouraged from bringing large amounts of money or valuable possessions to school. When they are brought to school, please ask your child to give them to the teacher for safekeeping.

PHYSICAL EDUCATION

For safety reasons, sneakers are required for all indoor and outdoor physical education activities. The school does not have a locker room where children may change and properly store clothing. Children are, therefore, encouraged to wear comfortable clothing that is appropriate for physical education activity.

GIFTS TO STAFF MEMBERS

Pupils, parents, and other patrons of the Wayland Public Schools shall be discouraged from the presentation of gifts to school employees.

State law provides that gifts in excess of \$50.00 per year per family to a public employee are improper and must be reported to the State Ethics Commission, and gifts of \$200.00 or more to either individual schools or classrooms must be presented to the School Committee for approval and acceptance. The State Ethics Commission takes the position that its rule applies equally when a group of parents combine resources for a single gift if the value is more than \$50.00. It is important to note that staff members who accept gifts in excess of the state's \$50.00 notification requirement or the School Committee's \$200.00 limit risk being cited by the state or disciplined by the administration for failure to comply with established policy and/or state law.

The School Committee encourages the writing of letters to staff members expressing gratitude or appreciation.

The Committee also suggests that as a means of expressing gratitude a cash donation may be made to the Wayland Public School Foundation in honor of a particular staff member. Wayland staff will be advised in writing that a contribution has been made in their honor. No specific information will be sent about contribution amounts or names of contributors.

The Foundation has been instrumental in funding district wide school projects that have added resources for students at all levels of the system. Contributions made to the Foundation are tax deductible.

The school system's policies are not intended to discourage acts of generosity or simple remembrances expressive of gratitude or affection.

SCHOOL-RELATED PROBLEMS AND CONCERNS

From time to time, parents may have problems or concerns that they wish to bring to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

- The parent should first raise any concern regarding a school related matter with the staff member most directly involved. (i.e. questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.)
- If the matter remains unresolved, the parent may wish to speak with the building principal. Appointments can be scheduled by contacting the office of the principal involved.
- If the matter still is unresolved, the parent may wish to speak with the superintendent. For an appointment, simply contact the superintendent's office (508 358 3774) or email: Superintendent@Waylandps.org.
- If the matter still remains unresolved, the parent may wish to bring it to the attention of the School Committee by requesting that the superintendent, as the executive officer of the School Committee, place the matter on the agenda, or by communicating directly with the Chairman of the School Committee.

The following are examples (not an all inclusive list) of issues, which are more appropriately raised at the levels indicated.

Teachers:

- Student homework assignments, quizzes, and tests
- Course content, instructional materials
- Issues related to student discipline

Guidance Counselors:

- Placement information
- Course selections and students' schedules
- Personnel matters relating to students
- Problems between school and home
- Problems between teacher and pupil

Principals:

- Any issues arising out of a school building when no other staff member can be specifically identified
- Student placement issues
- Instructional and co curricular program issues
- Matters relating to the physical plant
- Complaints, dissatisfaction, or concerns regarding school personnel
- Student records

Superintendent:

- Any questions regarding School Committee policies and administrative Procedures
- School Committee meeting and agenda items
- Any school system records or documents
- Budgetary matters
- Hiring and supervision of staff
- Instructional Program
- Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the principal's level
- Suggestions or requests for changes in the curriculum
- Transportation matters

School Committee:

- Any matters pertaining to policy

- Requests for specific courses and programs
- Complaints regarding school personnel services
- School Committee minutes and agenda items (Chairman of School Committee)
- Budgetary matters

ELEMENTARY SCHOOL HOMEWORK PHILOSOPHY

- In Wayland, time spent on homework should be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
- Educators and parents share one common goal-to help each student in our schools be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their schools work together.

Purpose and Types of Homework:

Practice: The student refines and strengthens skills previously taught in class through repetition of simple applications, reading and writing.

Preparation: The completion of this type of assignment makes future lessons more meaningful. Reading and familiarization with facts and ideas characterize this type of homework.

Extension: This is the application of skills and concepts that requires higher level thinking skills and problem solving.

Grades 3, 4 and 5:

Integration: Successful completion of the assignment requires coordinating and combining skills and concepts.

Tips for Parents:

- Reading also includes having adults reading to children.
- Students should be encouraged to read on weekends and vacations.
- Praise, reassure and motivate your child to persevere. Homework should never be used as a punishment.
- Check your child's assignment notebook, folder or website nightly.
- Provide a time, place and supplies to do homework assignments with limited interruptions.
- Support your child and provide assistance, without doing the work for them.
- Oversee completion of long-term assignments to assist in understanding time management.
- Contact the teacher with questions or concerns, especially if your child needs more time or support to complete assignments.

Tips for Students

- Always put forth your best effort.
- Understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignments.
- Talk with your parents and teacher if you have problems with homework.
- Budget time properly for long-term assignments.
- Complete any work missed due to absence from class.
- Utilize classmates and/or class websites if available for assignment information.

Recommended time spent on homework:

Grade 1	Total time 15-25 minutes, including reading, Monday - Thursday
Grade 2	Total time 20-30 minutes, including reading, Monday - Thursday

Grade 3	Total time 30-45 minutes, including reading, Monday - Thursday
Grade 4	Total time 30-45 minutes, including reading, Monday - Thursday
Grade 5	Total time 30-45 minutes, including reading, Monday - Thursday
Grade 6	Total time 45-60 minutes, including reading, Monday - Thursday

In our elementary schools, our goal is to make students aware that learning occurs in school, at home and in the world around them. Homework should be the result of collaborative efforts, thoughtfully considered and coordinated to improve student learning. We strongly encourage students and/or parents to consult with the classroom teacher as soon as possible when there are questions regarding homework. We strive to make this a positive experience for our students.

OTHER INQUIRIES

Discussion of the academic program exceeds the scope of this handbook. Inquiries related to any phase of the educational program may be directed to the school office or to the office of the superintendent. The Wayland School Committee meets at the Town Administration Building regularly each month. The state's open meeting laws govern these sessions. Visitors are welcome, and time during each meeting are put aside for comments from the public.

CHAPTER 622

The following legislation affecting the public schools was passed in August 1971. This law, Chapter 622 of the General Laws Acts of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools". The law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion or national origin or gender identity.

This law, as does Federal Law Title IX, makes it clear that all aspects of public school education must be fully open and available to members of both sexes and of minority groups. No school may exclude a child from any course, activity, service, or resource available in that public school on account of race, color, sex, religion, or national origin or gender identity of such child.

On June 24, 1975, the State Board of Education approved regulations for Chapter 622. These regulations address five areas of school policy: school admission, admission to courses of study, guidance, course content, and extracurricular and athletic activities.

If you have any questions or concerns regarding Chapter 622, please do not hesitate to contact Dr. Graham. Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity, 182 Tremont Street, Boston, MA 02111 (7275880).

Betsy Gavron, Assistant Superintendent of Schools, has been appointed as the Coordinator of Chapter 622 and Title IX programs for the Wayland Public Schools. If after contacting the principal relative to any Chapter 622 related issue, you have further concerns or questions, you may contact Dr. Graham by telephoning 3583772.

HEALTH

The responsibility for the student's health and well-being rests with the family. School health programs supplement the efforts of the family and the private physician by providing an expanded health team consisting of school and health personnel.

A school nurse is on site daily, between 7:45am and 2:45pm.

The school attempts to provide a safe and healthy environment for the student. If an accident or sudden illness occurs at school, the school nurse will administer first aid and notify the parent so that the student may be taken home or to a private physician. In serious emergencies, the student will be transported to the nearest hospital by ambulance and the parent(s) will be notified. For these reasons, it is important that parents provide the school with the following information to be included on the student verification form:

- The address and telephone numbers where parents can be reached, both at home and at work.
- The name, address, and telephone number of a neighbor or nearby relative who has agreed to assume responsibility when parents cannot be reached.
- The name, address, and telephone number of the family physician.
- The school will give no treatment, other than first aid.

Children who are ill should not attend school nor should students return to school after recovering from an illness until they are able to participate in the total school program. If any modifications of the school program need to be made, the parent and private physician should inform the school.

When should a student stay at home:

- If your child has vomited due to illness; they should remain out of school for a minimum of 24 hours after vomiting has ceased
- If your child has a fever of 100.4 degrees F or higher; they should remain out of school for 24 hours after the fever is gone without fever reducing medication
- If your child has been treated with an antibiotic for a contagious infection they need to be on an antibiotic for at least 24 hours before returning to school

Medication Policy

Children should never carry medication in school. Only the school nurse can administer medication. Whenever possible, a child's medication schedule should be arranged so that it may be taken at home. When children need to take medication during school, parents must bring the medication, along with a completed medication order/permission form signed by both a parent and the child's physician, to the school nurse. Medication forms can be obtained from the school nurse or from a link on the Happy Hollow School web page under Health Services/Forms.

All medication-both prescription and over the counter- must be in its original container (you may ask your pharmacist for a school bottle). Prescription medication must have the pharmacy label. Prescription medication given for 10 days or less does not require a written doctor's order. They do however, require written parental permission and must be in an original container from your pharmacist.

Over the counter medications may be administered by the school nurse with parental permission. These include: ibuprofen (motrin), tylenol (acetaminophen), benadryl, tums, bacitracin, neosporin , and hydrocortisone 1% cream. Parent permission has to be signed on the student verification form filled out each September.

Reactions to Insect Stings & Allergic Reactions

If your child has been diagnosed by a physician with a life-threatening allergic reaction, and requires an Epinephrine (Epi-Pen), please notify the school nurse. A doctor's order and parent permission form must be completed at the start of each academic school year and submitted to your school nurse. Forms may be

obtained from the school nurse, or from the link on the Happy Hollow School web page under Health Services/Forms.

Head Lice (Pediculosis)

Head lice are found worldwide and are common among children attending elementary schools. It is parental responsibility to be checking your child's head daily for the detection of head lice. The school nurse should be notified if your child has an active case of head lice, and the student must be treated. The school nurse is available as a resource to help families when needed.

Physical Exams

Reports of physical exams, including immunization records, are required for all kindergarten, new entrants, and all students in grades 4,7, and 10. If a medical reason precludes immunization, a physician's written statement to this effect must be presented before the child is admitted to school; if there is a religious reason, a written statement must be submitted by the parent before admission. Student's immunizations must all be up to date to attend school.

Health Screenings

The Massachusetts Department of Public Health requires screenings as follows:

- Vision Grades 1-5; K+ must have an eye exam by their physician and documented on the physical for school entry
- Hearing Grades K-3
- Scoliosis Grades 5
- BMI (height & weights) Grades 1 and 4

Parents/guardians will be notified in writing, only if the student does not pass the screening. Please contact the school nurse at 508-358-8648 with any questions.

COVID PRECAUTIONS

Please refer to the district website for up to date information on our Covid policies.

CIVIL RIGHTS LEGISLATION

Title I: Title I of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

Title II: Title II of the Americans with Disabilities Act of 1990

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

Title VI: Title VI of the Civil Rights Act of 1964

Prohibits discrimination, exclusion from participation and denial of benefits based on race, color, and national origin or gender identity.

Title IX: Title IX of the Education Amendments of 1972

Prohibits discrimination, exclusion from participation, and denial of benefits based on sex.

MGL, Ch. 76, Section 5: Massachusetts General Laws, Chapter 76, Section 5

Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, gender identity, religion, and sexual orientation.

Section 504: Section 504 of the Rehabilitation Act of 1973

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

Contact Personnel

	DISTRICT	CLAYPIT HILL	HAPPY HOLLOW	LOKER	MIDDLE SCHOOL	HIGH SCHOOL
<i>Title I</i>	Betsy Gavron	Emily Charton	Nicolette Foundas	Brian Jones	Tyler Steffey	Allyson Mizoguchi
Title II	Betsy Gavron	Emily Charton	Nicolette Foundas	Brian Jones	Tyler Steffey	Allyson Mizoguchi
Title VI	Betsy Gavron	Emily Charton Michael Hehir	Nicolette Foundas Beth Santomenna	Brian Jones Laurel Pirelli	Tyler Steffey	Allyson Mizoguchi Marybeth Sacramone
Title IX	Betsy Gavron	Emily Charton Michael Hehir	Nicolette Foundas Beth Santomenna	Brian Jones Laurel Pirelli	Tyler Steffey	Allyson Mizoguchi Marybeth Sacramone
MGL, Ch. 76	Betsy Gavron	Emily Charton Michael Hehir	Nicolette Foundas Beth Santomenna	Brian Jones Laurel Pirelli	Tyler Steffey	Allyson Mizoguchi Marybeth Sacramone
Section 504	Barbara (BJ) Cataldo	Michael Hehir	Beth Santomenna	Laurel Pirelli	Suzanne Bernstein	Marybeth Sacramone

Standardized Testing Programs

Massachusetts Comprehensive Assessment System (MCAS 2.0) – Spring

Grade 3	ELA, Math
Grade 4	ELA, Math
Grade 5	ELA, Math and Science/Technology

Curriculum Exemption

Massachusetts General Law Chapter 71, Section 32A

Parents have the right:

- 1) to exempt their children from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, through written notification from the parent/guardian to the school principal; and
- 2) to inspect and review program instruction materials for these curricula.

School officials will:

- 1) provide reasonable access to these materials;
 - 2) notify parents of curricula which pertains to sex education; and
 - 3) ensure that parents know how to exercise their rights relative to this law.
-

STUDENT RECORD REGULATIONS, STUDENT RIGHTS

Rights belong to students upon reaching 14 years of age or upon entering the ninth grade, whichever comes first.

Student records consist of two parts: the transcript (contains minimum information necessary to reflect the student's educational progress – name; address; course titles; grades; course credit; grade level completed; year completed) and the temporary record (contains all other information – standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records).

Student transcripts may only be destroyed 60 years following graduation, transfer, or withdrawal from the school system.

When a student transfers, the school district should keep the original transcript and send a copy of the transcript to the new school.

School districts must provide written notification of the anticipated date of destruction of students' temporary records. Notice in the newspaper is not sufficient. Notice should be included in graduation packets, and must also be given to a student at the time of transfer or withdrawal from the school system. (When a student leaves the system to begin home schooling, the principal should provide written notice.)

School districts must keep temporary records for seven years after the submission of the annual End of Year Pupil and Financial Reports. The data to keep pertains to registers, pupil census, IEPs, etc. that substantiate figures on reports.

If immunizations are administered in the district, documentation must be kept for 10 years following the calendar year in which the vaccine was administered.

The school nurse should send health records of a transferring student directly to the school nurse of the new school.

As per 603 CMR 23.00: Student records, except for the provisions of 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. Exceptions include the policy of this school to forward student's records to schools in which a student seeks or intends to enroll. For a complete copy of regulations regarding the release of student records, you may contact your child's school or see the regulations at www.doe.mass.edu/lawsregs/603cmr23/studrecscmr.html.

BULLYING PREVENTION

The Wayland Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve his/her own highest academic standards. No student shall be subjected to bullying, or cyber-bullying.

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

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

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo-electronic or photo-optical systems, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications:

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

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

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, parents or guardians of students involved in incidents of bullying, cyber-bullying or retaliation are expected to cooperate fully with the administration.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

It is a violation of this policy for any student or school staff members to engage in Bullying, or for any employee of the Wayland Public Schools to condone or fail to report acts of bullying that they witness or become aware of.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities, functions or programs, whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Wayland

Public schools;

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Wayland Public Schools if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupts the education process or the orderly operation of a school, as determined by school administrators.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The Bullying Prevention and Intervention Plan shall represent the School District's philosophy of prevention built-on education, discipline, and intervention, and it shall set forth the administrative guidelines and procedures for the implementation of this policy. Such plan shall include, but not be limited to; procedures for reporting, responding to and investigating reports of bullying or retaliation; the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation or against someone for making a false accusation of bullying; procedures for remedying incidents of bullying and restoring a sense of safety for a target of bullying and assessing that target's needs for protection; strategies for protecting from bullying or retaliation a person who reports bullying or provides information during an investigation; any notification requirements consistent with applicable law; a strategy for providing counseling or referral to appropriate services for perpetrators, targets and family members; and provisions for informing parents about the School District's bullying prevention curriculum. The Bullying Prevention and Intervention Plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the Bullying Prevention and Implementation Plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are strongly urged to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

Each school shall have a means for anonymous reporting by students and adults of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

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

A member of a school staff (including but not limited to educators, administrators, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor, advisor to an extracurricular activity, or

paraprofessional) who witnessed or becomes aware of alleged Bullying, Cyber-bullying or retaliation shall immediately report it to the school principal or ~~their~~ designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report of alleged bullying, shall promptly conduct an investigation. The investigation shall be completed within a reasonable amount of time from the date of the report. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on an as necessary basis.

The school principal or a designee will use a Bullying/Cyber-bullying Report Form during his/her investigation, which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. The school principal or designee may also contact the parents or guardians of the alleged target or perpetrator during the investigation.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

If the school principal or a designee determines that bullying has occurred he/she shall:

- Notify the parents or guardians of the perpetrator;
- Notify the parents or guardians of the target. and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying, cyber-bullying or retaliation;
- Take appropriate disciplinary action; and
- Notify the police if the principal or designee, after consulting with the Superintendent of Schools, believes that criminal charges may be pursued against the perpetrator.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Wayland Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school faculty and staff in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the

curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Wayland Public Schools website. Each building principal shall be responsible for the implementation and oversight of the Plan at his or her school. The building principal or designee shall assist students, parents and employees of the School District who seek guidance or support in addressing matters relating to any form of Bullying, Cyber-bullying or retaliation.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268:13B
MGL 269:14A

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing

JK, Student Discipline Regulations

APPROVED December 11, 2015

BULLY PREVENTION AND INTERVENTION PLAN

Please see the Wayland Public Schools website for more information regarding this policy:

Chapter 222:

CONDUCT

Chapter 222 of the Acts of 2012

The Wayland Public Schools adheres to the provisions of Massachusetts General Laws Chapter 71, sections 37H, 37H ½ and 37H ¾ as well as 603 CMR 53.00 et seq.

Definitions:

1. **Short Term, In-School Suspension** is the removal of a student from regular classroom activities for ten (10) consecutive or cumulative school days or less in one school year. Please note that removal from participation in extracurricular activities does not count as a removal from school in calculating the duration of a suspension.
2. **Short Term, Out of School Suspension** is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive or cumulative school days or less in one school year. Please note that removal from participation in extracurricular activities does not count as a removal from school in calculating the duration of a suspension.
3. **Long Term Suspension** is defined as the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days in one school year, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A long term suspension can occur after ten (10) or more cumulative or consecutive school days of in-school suspension, as well as out-of-school suspension. A long term suspension may be served in school. Except for M.G.L. c. 71, sects. 37H and 37H1/2 offenses, a long term suspension may not be imposed for more than ninety (90) school days in a school year and does not extend from school year to school year.
4. **Emergency Removal** is a brief removal of a student from the school premises and regular classroom activities for no more than two (2) school days following the date of the emergency removal when the continued presence of the student poses a danger to persons or property.
5. **School Wide Education Service-** is a document created by the Principal that “includes a list of educational services available for students who are expelled or suspended from school for more than ten (10) consecutive days. This list will include events and activities which represent the student’s opportunity to continue to receive educational services and make progress while suspended or expelled.
6. **Principal** refers to the Principal or his/her designee. **Superintendent of Schools** refers to the Wayland Public Schools Superintendent of Schools or his/her designee.

PROCEDURES FOR AN SHORT TERM IN-SCHOOL SUSPENSION

A short term, in-school suspension may be used as an alternative to short-term, out-of-school suspension. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the Principal chooses this alternative, the Principal shall inform the student of the disciplinary offense charged and the basis for that charge; the Principal shall provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be schedule on the day of the suspension, if possible, or as soon as possible thereafter. The Principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent the above described meeting, if such meeting has not already occurred.

PROCEDURES FOR SHORT-TERM, OUT-OF- SCHOOL SUSPENSION

(exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, or the suspension/expulsion is pursuant to M.G.L. c. 71, sect. 37H or 37H 1/2 , the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
 - i. The disciplinary offense;
 - ii. The basis for the charge;
 - iii. The potential consequences, including the potential length of the suspension;
 - iv. The opportunity to have a hearing with the Principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
 - v. The date, time, and location of the hearing;
 - vi. The right of the parent and student to interpreter services at the hearing; and
 - vii. If the student may be placed on a long-term suspension following the hearing with the principal:
 1. The rights set forth under the "Procedures for Long-Term Suspension"; and
 2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The Principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the Principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the Principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Based on the available information, the Principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The Principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

4. If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

PROCEDURES FOR EMERGENCY REMOVAL

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the Principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the Principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the Principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The Principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

PROCEDURES FOR LONG-TERM SUSPENSION

(exclusion of a student from school premises and regular classroom activities for more than ten school days.)

The principal, or his/her designee, may issue long-term suspensions at the building level. The Principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the Board of Directors pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- i. The disciplinary offense;
- ii. The basis for the charge;
- iii. The potential consequences, including the potential length of the suspension;
- iv. The opportunity to have a hearing with the Principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
- v. The date, time, and location of the hearing; and
- vi. The right of the parent and student to interpreter services at the hearing.

5. The Principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the Principal must be able to document reasonable efforts to include the parent. The Principal is presumed to have made reasonable efforts if the Principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
2. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student.
3. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
4. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the Principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
5. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.
6. The Principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The Principal shall notice the student and parent in writing of his/her decision, including the following information:
 - i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
 - ii. The key facts and conclusions reached by the principal;
 - iii. The length and effective date of the suspension and the date of return to school;
 - iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;
 - v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
 - a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
 - b. The superintendent shall make a good-faith effort to include the parent in the hearing.
 - c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
 - d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
 - e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
 - f. The decision of the superintendent shall be the final decision of the school district.
 - vi. If the student is in grades K-3, the Principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

SCHOOL-WIDE EDUCATIONAL SERVICE PLAN

- During any suspension, the student may complete course work or assignments, have them marked, and graded without consequence. This includes long term assignments and projects.
- Should a student be suspended in excess of 10 consecutive school days, tutoring will be provided. Tutoring will be arranged for 2 hours per week per academic subject.
- Teachers, Administrators, and Counselors will maintain ongoing communication with the student during all suspensions. Communication may take the form of phone conversations, email communication, and/or meetings, as necessary.
- When necessary, teachers will be available to support students.

WEAPONS

Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon including, but not limited to, a gun or a knife may be subject to expulsion from the school or school district by the principal.

ASSAULT

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

Wayland Public Schools

Prevention of Physical Restraint and Requirements - Procedures

The Wayland Public Schools complies with the Department of Elementary and Secondary Education (hereinafter "DESE") regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter "Regulations"). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. Additional information including a copy of the regulations can be obtained from the Director of Student Support Services Office or obtained at www.doe.edu/lawsregs/603cmr46.html.

Only lawful physical restraint will be used in the Wayland Public Schools. Physical restraint shall be used with extreme caution, only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind:

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

The following are not considered physical restraint: brief physical contact to promote student safety (such as guiding a student or re-directing a student); providing physical guidance or prompting when teaching a skill; redirecting attention (such as to a shoulder, face or torso); providing comfort; physical escort that does not involve force.

Definitions

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

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

Medication Restraint: the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Prone Restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Seclusion: involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined below.

Physical Escort: a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical Restraint: direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety,

providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

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

Requirements for Use of Physical Restraint

Physical restraint is considered an emergency procedure of last resort. This means that it may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others; *and* the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Prohibitions

Physical restraint shall not be used:

- (a) As a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;
- (d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Mechanical restraint, medication restraint, and seclusion are prohibited in all public schools.

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific documentation, are met: (1) the student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone restraint in an emergency and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

Floor restraints are prohibited unless the staff administering the restraint has received in-depth training in accordance with 603 C.M.R. 46.04(3), and these trained staff members determine that such method of restraint is required to provide safety for the student or others.

Proper Administration of Physical Restraint

Only Wayland personnel who have received training (e.g. Crisis Prevention Intervention) pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Each school has individuals certified in CPI that are able to implement restraints. School principals will notify their building staff of certified CPI trained staff at the beginning of each school year and how to contact their CPI trained staff member when a crisis should arise.

Nothing in these procedures shall preclude a teacher, employee or agent of the Wayland Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Staff Training

All school staff will receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student. Staff training will occur at the beginning of each school year, and for new hires within one month of being hired.

Additionally, the principal will identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Physical Restraint Use

All physical restraints, regardless of duration, will be reported using the electronic forms provided by the Department of Elementary and Secondary Education. Please follow flow chart of Procedures for Reporting Physical Restraint attached.

Reporting within School and to Parents

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall comply with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

Reporting to the Department of Elementary and Secondary Education

The District will report to DESE all restraints that result in serious injury to either a student or a staff member within three (3) school working days of the restraint. Additionally, the District will provide DESE with an annual report of its physical restraint use.

Administrative Reviews of Physical Restraint Use

The Principal, or designee, will review restraint data on a weekly basis and convene a review team to assess the progress and needs of any student who has been restrained multiple times in the week and reach consensus on a plan for the student with the goal of reducing or eliminating the need for restraint.

The Principal, or designee, will review restraint data on a monthly basis to determine patterns of use, and make adjustments as necessary or appropriate to policy, conduct training, or take other action to reduce or eliminate the use of restraints.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Wayland Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Wayland Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure. The restraint policy and procedures will be posted on the district's website and within school handbooks.

Complaints

Complaints and grievance procedures are in place for receiving and investigating complaints regarding physical restraint practices. Any individual who believes that a physical restraint of a student may have been unwarranted or conducted inappropriately may file a written complaint as outlined in the Wayland Public School district policy (Public Complaints KE), and in the context of this policy beginning with the school building administrator. A thorough investigation will be conducted which may include interviewing witnesses, staff involved and/or the student; reviewing all written documentation leading up to and pertaining to the incident and all reports filed. A written response will be developed by the investigator and provided to the complainant.

Preventing Restraints

Roles of Individuals:

- Students, families, and school staff each play a role in preventing restraint and ensuring the safety of the school community:
- *Students*- students should follow school rules and codes of conduct as outlined in district policies (e.g. student handbooks)
- *Families*- families should be made aware of school rules and codes of conduct, as well as district policies and procedures; regular communication between parents and school is important to facilitate family support
- *School Staff*- staff should inform students and parents of school rules and district policies, and abide by school policies and procedures, including adherence to Massachusetts restraint regulations.

De-escalation Techniques and Alternatives to Restraint

Staff should also consider a variety of behavioral interventions that may be effective in de-escalating the student, such as:

- Offering choices of activities
- Positive behavioral interventions
- Verbal redirection
- Verbal directive to cease behavior
- Opportunity for a break
- Reducing the demands/amount of work expected (without removing the expectations entirely)
- Reminding student of reinforcers available for engaging in appropriate behaviors (e.g. first work, then you can read)
- Prompting the student to use functional language to communicate their feelings or needs (e.g. if you are frustrated you can tell me “I need a break”)
- Offering opportunities to speak with professionals e.g. teacher, administrator, nurse, or guidance counselor
- Working in small groups outside classroom on academic related work
- Whenever there is a **behavior support plan** in place for a student, staff should defer to the specific interventions outlined in the behavior plan!
- Be familiar with your students’ behavior support plans and/or individualized education programs and the interventions and accommodations recommended in those documents.
- No written Behavior Plan or Individualized Education Program (IEP) may include “physical restraint” as a standard response to any behavior.
- If a student’s behavior is significantly escalated, sometimes attempting to talk to the student can make them more agitated. Staff may consider using the “wait strategy” and limit their use of verbal language, while still visually monitoring the student at all times, and wait until the student shows signs of calming before they attempt to talk to the student.
- If a student cannot be safely maintained in an area, staff may also consider the use of a time-out space as a safer alternative to physical restraint.

Behavioral Support Procedures

Time-Out

Time-out is a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student:

- *Temporarily* separates from the learning activity or the classroom, either by choice or by direction from staff, *for the purpose of calming*.
- During time-out, a student must be *continuously observed* by a staff member.
- *Staff shall be with the student or immediately available* to the student at all times.
- The space for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.
- Time-out does not include time spent with administrators during investigations, visits to nurse, or working in small groups outside the classroom on academic related work.

Inclusionary Time-Out: a behavior support strategy that allows the student to remain fully aware of the learning activities of the classroom. This can include: "planned ignoring," asking students to put their heads down, or placing a student in a different location within the classroom (this does not include walled off "time-out" rooms located within the classroom).

Exclusionary Time-Out: a behavior support strategy that includes the removal of a student from the learning environment. This should only be used when the student is displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom. Staff-directed exclusionary time-out should not be used as a method of punishment for noncompliance, or for incidents of misbehavior that are no longer occurring. A student may choose time-out for the purpose of calming. Any student removed from the instructional area due to escalated behaviors is considered to be time-out, e.g. guidance office, learning center room. It is not limited only to spaces labeled as time-out area. Exclusionary time-out **cannot** include the use of a locked door! Closed doors are permitted as long as staff are able to continuously monitor the student at all times, are continuously observed, and staff are immediately available at all times. Exclusionary time-outs need to be documented on appropriate district reporting forms.

If an exclusionary time-out period lasts 30 minutes, the principal or her/his designee must approve the continuation of time-out based on the student's continuing agitation. The time-out procedure should include seeking principal approval prior to the 30 minute time frame in order to proceed with the time-out.

The emphasis on the added definition of "time-out" in the regulations is to clearly identify time-out as a behavior support strategy that is non-punitive and where students are never left alone. A staff person is always in proximity and is able to view the student at all times.

The amended regulations explicitly prohibit seclusion. It should NEVER be used with students! A student **may not be left alone in a room until they calm down** without a staff member continuously observing her/him.

Documenting Exclusionary Time-Out

Staff will complete an in-district time-out reporting form for internal monitoring.

The District will annually review its Restraint Prevention and Behavior Support Policy and Procedures, provide it to all District staff, and make it available to parents of enrolled students.

PROCEDURES FOR RESOLVING COMPLAINTS OF HARASSMENT (INCLUDING SEXUAL HARASSMENT)

Introduction And Summary Of Options

The procedures described below are available whenever someone believes that a member of the Wayland Public Schools community or one of its employees has violated the school's policy on harassment. Under these procedures, someone who believes that s/he, or someone else, has been the victim of harassment is a complainant; any individual who has been accused of harassment, formally or informally, is a respondent.

The Wayland Public Schools offers a range of options when someone believes that harassment has occurred. These include: (a) individual consultation, (b) informal complaint resolution, and (c) formal complaint resolution. Each is summarized below, first briefly, and then in more detail.

Any member of the Wayland Public Schools community who seeks further information about these procedures is encouraged to contact Mr. Betsy Gavron, Assistant Superintendent, Title VI and Title IX Coordinator (358-3773) or Dr. Richard Whitehouse, Director of Student Services, Section 504 Coordinator (358-3756).

Below is summarized the three options available in dealing with sexual harassment.

Individual Consultation – The Wayland Public Schools employs in each building person(s) who can provide informal support and guidance to members of the community concerning allegations of harassment. No written records are kept. For further information, see the following sections below: **A. Confidentiality**, and **D.1. Individual Consultation**.

Informal Complaint Resolution – A concerned individual may turn to designated Wayland Public Schools personnel for action short of a formal hearing. For a complainant, such action may include informal mediation, arranging a meeting with the respondent, and/or helping in communicating with the respondent. Written records may be kept. Taking an informal approach at the outset does not preclude formal action later. For further information, see the following sections below: **A. Confidentiality**, and **D.2. Informal Complaint Resolution**.

Formal Complaint Resolution – The formal process begins when a written, signed complaint is filed with a Wayland Public Schools administrator. The administrator, acting on information s/he has received, may also initiate the formal process on behalf of the Wayland Public Schools. Filing a formal complaint ordinarily means a full investigation by a trained investigator. If both complainant and respondent agree, the dispute may become the subject of formal mediation, involving one or more trained mediators. The dispute may also be submitted for a formal hearing. For further information, see the following sections below: **A. Confidentiality**, and **D.3. Formal Complaint Resolution**.

Procedural Guidelines

Confidentiality – Wayland Public Schools recognize that both the complainant and the respondent may have strong interests in maintaining the confidentiality of allegations and related information. Accordingly, unless they authorize disclosure, individuals who share information with Wayland Public Schools officials may expect that their conversations will ordinarily remain confidential. In unusual circumstances, however – when information must by law be disclosed (for example: when information received indicates a threat to safety, or when a formal written complaint has been filed) – it may be

necessary to disclose it to Wayland Public Schools officials or others. An individual who has concerns about confidentiality should raise them early in the process.

Legal Remedies – An employee who has been subject to sexual harassment has several legal options. S/he may bring suit under Federal or State Sex Discrimination laws, under Massachusetts statutes that explicitly prohibit sexual harassment, or under common law tort theories such as assault. An employee may also pursue any grievance and arbitration procedures established by a collective bargaining agreement and/or may file a charge with the Massachusetts Commission Against Discrimination ("MCAD") or the Equal Employment Opportunity Commission ("EEOC"). The MCAD and EEOC will pursue the charge with no cost to the employee.

A student who has been harassed may file a complaint under Title IX. The United States Supreme Court has held that a student may recover damages in such an action. A student may also sue under tort theories and may bring a charge with the Office for Civil Rights. Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts Law, G.L.C. 119 §51A. Wayland Public Schools shall comply with Massachusetts laws in reporting suspected cases of child abuse.

Use of these procedures does not preclude subsequent legal action. Similarly, the fact that legal action has begun or is possible does not preclude use of these procedures. Individuals may therefore wish to obtain legal advice as they consider how to proceed.

The Wayland Public Schools intends to protect the rights of all individuals who may become involved with the investigation of a complaint of sexual harassment.

Preventative Administrative Responsibility

- A copy of the **Wayland Public Schools Policy on Harassment** and these **Procedures for Resolving Complaints of Sexual Harassment** is to be distributed to each employee and included in the School/Student Handbook of each school.
- **All new employees shall be given a copy of the policy within one week of their beginning employment.**
- At the beginning of each school year, each principal or supervisor shall review with all employees the procedures for registering a complaint about harassment and shall review the redresses, which are available.
- No principal or supervisor shall destroy evidence relevant to an investigation of discrimination or harassment.

Specific Procedures for Employees and Students

Individual Consultation – Wayland Public Schools has trained persons who can provide informal support and guidance to individual members of the community on issues of harassment. A complainant, respondent, or concerned member of the committee may make use of such persons in order to:

- discuss a specific situation or incident
- learn about Wayland Public Schools *Procedure for Resolving Complaints of Sexual Harassment*
- learn about support services and resources
- get personal support and advice on how to proceed
- determine a course of action

For example, the support person may help the complainant write a letter to the respondent or suggest ways in which the complainant can approach the respondent (the support person to one party should not, however, contact or meet with the other party). If an Informal Complaint or a Formal Complaint is lodged, the support person may accompany and assist the individual through the complaint resolution process.

No written records of individual consultations are kept. For further information on confidentiality, see the Confidentiality section above.

The names, titles and telephone numbers of individuals trained to serve as support persons are listed in the attachment.

Informal Complaint Resolution – Sometimes harassment issues are easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Informal Complaint Resolution is available to a complainant who seeks the help of a specially trained school official, but does not wish to file a formal complaint. Written records may be kept (**see section A. Confidentiality**).

All the services available through individual consultation – information, advice, and support – are also available here to the complainant, the respondent, or a concerned community member. In addition, depending on the circumstances, the following options are also available:

- Informal investigation, in which one of the designated school officials speaks with the parties and with other individuals who may have information about the situation.
- Informal mediation, in which a school official may help the complainant bring the problem to the respondent's attention, speak with the respondent and other witnesses, and help the parties arrive at a mutually-acceptable solution. Such a resolution may or may not entail a face-to-face meeting of the complainant and respondent. Mediation should be conducted only with the consent of both parties.

School officials authorized to engage in **Informal Complaint Resolutions** are listed in the attachment.

Possible conflicts exist between the roles of support person, investigator, and mediator. A school official who foresees such a conflict should avoid it by requesting assistance from another designated official. The individual should also call any such conflict to the attention of the officials involved. Each designated school official may, as needed, convene a meeting of other such officials.

Throughout the Informal Complaint Resolution process, the support person may accompany each the complainant and respondent from the individual consultation stage, another adviser, or another support person from the school community.

Formal Complaint Resolution – Anyone who believes that harassment has occurred may choose, either initially or after having sought to resolve the matter informally, to bring a complaint through the Wayland Public Schools formal procedures, one outcome of which may be disciplinary action against the respondent. The purpose of the Formal Complaint Resolution process is to ensure prompt, fair, and formal resolution of a complaint of harassment.

Please consult the Wayland Public Schools Administrative Procedures: Complaints Regarding Personnel, a copy of which is attached.

**Wayland
Public Schools**

POLICY ON SEXUAL DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, AGAINST STUDENTS

All persons associated with the Wayland Public Schools including, but not limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so to provide an atmosphere free from sexual discrimination, including sexual harassment. This Policy covers any act of sexual discrimination, sexual harassment, or sexually harassing conduct against a student by other students, school employees, or third parties. Further, any act of retaliation for cooperating with an investigation of the afore-mentioned will be in violation of this Policy and will not be tolerated.

The Wayland School Committee takes all allegations of discrimination on the basis of sex, including sexual harassment, seriously. All such complaints will be investigated promptly in accordance with the District's **Title IX Grievance Procedures**. These Procedures will be published on the District's website, summarized in each school Handbook, and made available in the main office of each school upon request. Where it is determined that inappropriate conduct has occurred, the District will take corrective action to eliminate the conduct, prevent its reoccurrence, and impose disciplinary consequences to the extent appropriate.

Definition of Sexual Discrimination: Treating a student differently, or interfering with or preventing the student from enjoying the advantages or privileges afforded to others by the Wayland Public Schools, on the basis of the student's sex. Sexual discrimination includes sexual harassment.

Definition of Sexual Harassment: Oral, written, graphic, electronic, or physical conduct relating to a student's actual or perceived sex that is sufficiently severe, pervasive or persistent so as to interfere with or limit that student's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment. Sexually harassing conduct may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
- Telling degrading or offensive jokes
- Requests for sexual favors;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites that come within the scope of the District's disciplinary authority

Under certain circumstances, sexual harassment may constitute child abuse under Massachusetts General Laws, chapter 119, section 51 A. The Wayland Public Schools shall comply with Massachusetts law in reporting suspected cases of child abuse.

Designated Officials for Addressing Sexual Discrimination and Harassment Complaints: In each school building, the Principal is responsible for receiving reports and complaints of violations of this

Policy at the school level. Individuals may file a report or complaint of sexual discrimination, including harassment, with the Principal. A report or complaint of a violation involving the Principal should be filed with the Title IX Grievance Officer. Individuals may also file complaints directly with the District's Title IX Grievance Officer: Assistant Superintendent, 41 Cochituate Road, Wayland, MA. (508) 358-3772.

The Title IX Grievance Officer and/or building Principal shall process all complaints of sexual discrimination in accordance with the **Title IX Grievance Procedures**.

LEGAL REFS: Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq*
M.G.L., c. 76, §5
603 C.M.R. 26.00

Approved by the School Committee April 27, 2015

ALCOHOL AND DRUG USE

In view of the fact that the use of alcohol and/or drugs can endanger the health and safety of the user and others, and recognizing the deleterious effect the use of alcoholic beverages or drugs can have on the maintenance of general order and discipline, the School Committee prohibits the use of, serving of, or consumption of any drug or alcoholic beverage on school property or at any school function.

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

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

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

CROSS REF.: GBEC, Drug Free Workplace Policy
IHAMA, Teaching About Drugs, Alcohol, and Tobacco
JLCD, Administering Medicines to Students

PHYSICAL RESTRAINT OF STUDENTS

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

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

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

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

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

The Superintendent will develop procedures identifying:

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

HEAD INJURY AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES POLICY

It is the policy of the Wayland Public Schools to provide information and standardized procedures for persons involved in the prevention, training, management, and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; guidance counselors; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the Wayland School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed a policy and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated as per the 105 CMR 201.000 Regulation.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. Pre-Participation Forms and receipt of materials;
3. Report of Head Injury Forms, or school based equivalents;
4. Medical Clearance and Authorization Forms, or school based equivalents;
5. Graduated re-entry plans for return to full academic and extracurricular athletic activities.

1 Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country, track and field, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

The Wayland Public Schools' Head Injury and Concussions in Extracurricular Athletic Activities Protocol provides the process to promote the ongoing health and wellness of students with suspected or diagnosed head injuries and their safe return to academic and extracurricular athletic activities. This protocol shall be reviewed yearly by the Wayland Public Schools' Middle and High School athletic department and/or principal, guidance department, and nurses. The Wayland Public Schools' Head Injury and Concussions in Extracurricular Athletic Activities Policy shall be included in the student and faculty handbooks.

WAYLAND PUBLIC SCHOOLS

HEAD INJURY AND CONCUSSIONS IN EXTRACURRICULAR ATHLETIC ACTIVITIES PROTOCOL

The Wayland Public Schools has set policies and procedures governing the prevention and management of sports-related head injuries that may affect students during Wayland Public School extracurricular athletic activities at the middle school and high school levels. The following protocol provides the process to promote the ongoing health and wellness of students with suspected or diagnosed head injuries and their safe return to Wayland Public Schools full academic and extracurricular athletic activities. The Athletic Director is responsible for the implementation and management of these policies and protocols. Parent education and required forms will be posted on the Wayland Public Schools, Wayland High School Athletics, and Wayland Middle School web sites. Consideration and adaptations will be made for parents with limited English proficiency. The Athletic Director will coordinate communication activities with the Office of Student Services and ELL Services.

Pre-Participation Requirements for Extracurricular Athletic Activities:

Each year, the school district shall provide current Massachusetts Department of Public Health (MDPH)-approved training, written materials, or a list and internet links for MDPH approved on-line courses to all middle and high school athletes and students who participate in extracurricular related athletic activities, and their parents, in advance of the student's participation.

All middle and high school students who plan to participate in extracurricular athletic activities and their parents shall satisfy the following pre-participation requirements:

- Every Student-Athlete must complete a Pre-Season Physical Examination in accordance with MIAA Rule 56.
- Prior to every athletic season of the school year in which the student participates, the parent, through Family ID, shall complete and submit a current signed Wayland Public Schools (WPS) Athletic Participation Form. If a student has had a previous concussion, the parent must also complete the MDPH Pre-Participation Head Injury/Concussion Reporting Form for Extracurricular Activities.
- The School will review documentation of head injury and concussion history and forms and may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

Training:

Each year, before a middle or high school student/athlete begins practice or competition, the **Student and Parent** shall complete through Family ID the on-line MDPH-approved training regarding head injuries and concussions in extracurricular athletic activities required by the Head Injuries and Concussions in Extracurricular Athletic Activities 105 CMR 201.000 Regulation. Failure to complete the Family ID Registration process will result in non-participation in athletic extracurricular activities. The following individuals must also complete annual training in the prevention and recognition of a sports-related-head injury, and associated health risks including Second Impact Syndrome utilizing MDPH-approved training materials or program, and documentation of each person's completion of such training;

- (1) Coaches
- (2) Certified athletic trainers
- (3) Volunteers (e.g. game staff)
- (4) School and team physicians
- (5) School nurses
- (6) Athletic Director

- (7) Band Director
- (8) Guidance Counselors

The required training applies to one school year and must be repeated for every subsequent year. A certification of completion of all training for individuals within the above (8) identified categories will be maintained through the Athletic Department and/or school department.

The school district will offer head injury information and safety training to guidance counselors, physical education teachers, classroom teachers and other school personnel annually through one of the current head injury safety training programs approved by the Department of Elementary and Secondary Education.

Relevant Medical History:

The Athletic Director and/or designee (e.g. athletic trainer) will share information concerning an athlete's history of head injury and concussion, recuperation, reentry plan, and authorization to return to play and academic activities on a need to know basis consistent requirements of 105 CMR 201.00 and applicable federal and state law but not limited to the MA Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99.

Concussion Prevention:

The Athletic Director provides instructions to coaches, licensed athletic trainers, trainers and volunteers to:

- Teach form, techniques, and skills and promote protective equipment use to minimize sports-related head injury.
- Prohibit athletes in engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.

Consequences:

Failure to comply with provisions of the school district's or school's policy and protocol related to concussions will result in penalties, including but not limited to personnel sanctions and forfeiture of games, as determined by the Athletic Director and/or Administrator,

Exclusion from Play:

Any middle and high school athlete or middle and high school student who participate in extracurricular related athletic activities, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

The Coach and/or Athletic Trainer and/or designated school personnel shall communicate the nature of the injury directly to the parent in person or by phone as soon as possible after the incident has occurred. This communication will be followed up with written communication to parents within the next business day. In addition, the head injury will be documented on the MDPH Report of Head Injury During Sports Season Form. A copy of this document will be kept within the School Nurse Health Rooms at the Middle School and High School.

Should any middle school or high school student display signs or symptoms of a suspected concussion during a non-school related activity, parents will communicate with the school nurse and a MDPH Report of a Head Injury During Sports Season Form will be completed. High School Students will provide this form to the School Nurse to be kept within the School Health Room at the High School. Middle School Students will provide this same completed MDPH form to the school nurse and will be kept within the School Health Room at the Middle School. The student shall **not** return to practice or competition unless and until the student provides medical clearance and authorization for re-entry to the above stated individual.

Medical Clearance and Re-Entry Plan for Extracurricular Athletic Activities:

Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated re-entry plan for return to full academic and extracurricular athletic activities. Student Assistance Teams at the middle school and high school will coordinate re-entry plans for such students using the Post Concussion Gradual Return Document. At the high school, the Student Assistance Team will be comprised of: Wayland High School Athletic Director or designee, Athletic Trainer if on staff, Guidance Department representative, and School Nurse. At the middle school, the Student Assistance Team will consist of the Principal or designee, Guidance Department representative, and School Nurse. These School Assistance Teams will consider and address, at minimum, the following areas:

- Physical and cognitive rest as appropriate;
- Graduated return to extracurricular athletic activities and classroom studies as appropriate, including accommodations or modifications as needed;
- Estimated time intervals for resumption of activities;
- Frequency of assessments, as appropriate, by the school nurse, school physician, athletic trainer if on staff, until full return to classroom activities and extracurricular athletic activities are authorized;
- A plan for communication and coordination between and among school personnel and between the school, the parent, and the diagnosing physician.

The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parents, students, the school nurse, athletic trainer and teachers as appropriate. Each middle and high school student who is removed from extracurricular athletic activities for a head injury or suspected concussion, or loss of consciousness, even briefly, or exhibits signs and symptoms of a concussion, shall obtain and present to the School Nurse for high school and middle school students, a MDPH Post Sports-Related Head Injury Medical Clearance and Authorization to Play Form prior to resuming the extracurricular athletic activity. This form must be completed by one of the individuals listed below:

- (1) A duly licensed physician
- (2) A duly licensed certified athletic trainer in consultation with a licensed physician
- (3) A duly licensed nurse practitioner in consultation with a licensed physician; or
- (4) A duly licensed physician assistant under the supervision of a licensed physician; or
- (4) A duly licensed neuropsychologist in coordination with the physician managing the student's recovery.

Physicians, nurse practitioners, physician assistants, licensed athletic trainers and neuropsychologists providing medical clearance for return to play shall verify that they have received Department-approved training in post-traumatic head injury assessment and management or have received equivalent training as part of their licensure or continuing education.

Should there be any question regarding a student's ability to return to play, the Athletic Trainer and/or Wayland Public Schools medical staff will make the final determination. In addition, ImPACT Testing may be one instrument used to assess a student's ability to return to play.

From the day an athlete is diagnosed with a concussion, it will be required that the student check in regularly with the Athletic Trainer and/or School Nurse for High School Students and the School Nurse for Middle School Students to discuss symptoms. Check-ins will be used to help determine when the athlete has been symptom-free and may be eligible to begin the gradual progression for return to play. For High School Students this information will be documented by the Athletic Trainer and/or School Nurse and kept within the School Nurse Health Room. For Middle School students, information will be documented by the School Nurse and kept within the School Nurse Health Room.

Graduated Return to Play for Extracurricular Athletic Activities

Once it has been determined by any of the above medical professionals that a student has been symptom-free, the student will need to return to his or her diagnosing physician to complete the MDPH Post Sports-Related Head Injury Medical Clearance and Authorization Form. High School students will then return the completed form to the Athletic Trainer and/or School Nurse to be kept within the School Nurse Health Room. Middle School students will return the form to the School Nurse who will keep this form in the School Health Room. After the form has been submitted, the student will begin the five step gradual progression for return to play. The following stages of gradual progression for re-entry are defined by the Center for Disease Control as:

- Aerobic exercise (e.g., stationary bicycle)
- Sport-specific training (e.g., running, skating)
- Non-contact drills (includes cutting and other lateral movements)
- Full contact controlled training
- Full contact game play

An athlete or student participating in extracurricular athletic activity may only advance to the next stage of the progression if he/she is able to complete the prior stage without the presence of concussion symptoms. Once the above (5) gradual progression stages have been completed without symptoms, the student will be able to return to his/her previous level of extracurricular athletic activities.

Responsibilities of Athletic Director:

The Athletic Director shall participate in the development and biannual review of the policies and procedures required by 105 CMR 201.006 for the prevention and management of sports-related head injuries within the school district or school.

The Athletic Director shall complete the annual training as required by 105 CMR 201.007.

The Athletic Director shall be responsible for:

- Ensuring that the training requirements for staff, parents, volunteers, coaches and students are met, recorded, and records are maintained in accord with 105 CMR 201.016.
- Ensuring that all students meet the physical examination requirements consistent with 105 CMR 200.000. *Physical Examinations of School Children* prior to participation in any extracurricular athletic activity.
- Ensuring that all students participating in extracurricular athletic activities have completed and submitted Pre-participation Forms, or school-based equivalents, prior to participation each season.
- Ensuring that students' Pre-participation Forms, or school-based equivalents, are reviewed according to 105 CMR 201.009(A).
- Ensuring that the Report of Head Injury Forms, or school-based equivalents, are completed by the parent or coach and reviewed by the coach, school nurse, licensed athletic trainer and school physician as specified in 105 CMR 201.009(A).
- Ensuring that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon, and
- Reporting annual statistics to the Department in accord with 105.CMR 201.017.

Responsibilities of Coaches:

Coaches shall be response for:

- Completing the annual educational training as required by 105 CMR 201.007
- Reviewing Pre-participation Forms, or school-based equivalent, so as to identify those athletes who are at greater risk for repeated head injuries.
- Completing a Report of Head Injury Form, or school-based equivalent, upon identification of a student with a head injury or suspected concussion that occurs during practice or competition. This may be done in coordination with School Nurse or Athletic Trainer.

- Receiving, and reviewing forms that are completed by a parent which report a head injury during the sports season, but outside of an extracurricular athletic activity, so as to identify those athletes who are at greater risk for repeated head injuries.
- Transmitting promptly Report of Head Injury Forms to the School Nurse for review and maintenance in the student's health record.
- Teaching techniques aimed at minimizing sports-related head injury.
- Discouraging and prohibiting athletes from engaging in any unreasonable, dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon, and
- Identifying athletes with head injuries or suspected concussions that occur in play or practice and removing them from play.

Coaches are responsible for communicating in writing (via paper or electronic communication) promptly with the parents of any student removed from practice or competition due to suspected head injury by the end of the next business day. The coach must also communicate this information to the Athletic Director and/or School Nurse.

Responsibilities of the Licensed Athletic Trainers:

Licensed Athletic Trainers shall be responsible for:

- Participating in the development and biannual review of the policies and procedures for the prevention and management of sports-related head injuries within the school district or school.
- Completing the annual training.
- Reviewing information from Pre-participation Forms, or school-based equivalents, which indicate a history of head injury and from Report of Head Injury Forms, or school-based equivalents, to identify students who are at greater risk for repeated head injuries.
- Identifying athletes with head injuries or suspected concussions that occur in practice or competition and removing them from play, and
- Participating, if available, in the graduated reentry planning implementation for students who have been diagnosed with a concussion.

Responsibilities of the School Nurse:

The School Nurse shall be responsible for:

- Participating in the development and biannual review of the policies and procedures for the prevention and management of sports-related head injuries within the school district or school.
- Completing the annual training.
- Reviewing completed Pre-participation Forms, or school-based equivalent, that indicate a history of head injury and following up with parents as needed prior to the student's participating in extracurricular athletic activities.
- Reviewing, Report of Head Injury Forms, or school-based equivalents, and following up with the coach and parent as needed.
- Maintaining:
 1. Report of Head Injury Forms, or school-based equivalents, in the student's health record.
 2. MSPH Post concussion Sports-Related Head Injury Medical Clearance and Authorization Form
- Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss any necessary accommodations or modifications with respect to academics, course requirements, homework, testing, scheduling, and other aspects of school activities consistent with a graduated reentry plan for return to full academic and extracurricular activities after a head injury and revising the health care plan as needed.
- Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

Record Maintenance:

The school, coordinated by the Athletic Director and School Nurses, will maintain the following records for three years or at a minimum until the student graduates.

1. Verification of completion of annual training and receipt of materials.
2. Department Pre-participation Forms, or school-based equivalents.
3. Department Report of Head Injury Forms, or school-based equivalents.
4. Department Medical Clearance and Authorization Forms, or school-based equivalents, and
5. Graduated reentry plans for return to full academic and extracurricular activities.

The school will make these records available to the Department of Elementary and Secondary Education, upon request or in connection with the inspection or program review.

Reporting:

Coordinated by the Athletic Director and/or School Nurse, schools shall be responsible for maintaining and reporting annual statistics on a Department form or electronic format that at minimum report:

1. The total number of Department Report of Head Injury Forms, or school-based equivalents, received by the school, and
2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

This protocol has been developed by the Wayland Public Schools in conjunction with the Wayland Health Department.

February 27, 2012

September 2013

September 2015

**Wayland Public Schools
TITLE IX GRIEVANCE PROCEDURES**

These Procedures have been established to ensure prompt and effective investigation into allegations of sexual discrimination, sexual harassment, or sexually harassing conduct against a student by other students, school employees, or third parties, as defined in Wayland School Committee's **Policy on Sexual Discrimination, Including Sexual Harassment, Against Students**.

Preventative Responsibilities

A copy of these Procedures and the Wayland School Committee's **Policy on Sexual Discrimination, Including Sexual Harassment, Against Students** will be distributed to each employee and published on the District's website. A summary of these Procedures will also be included in each school's Handbook.

At the beginning of each school year, Principals shall review these Procedures with employees. The District will also conduct periodic training for all staff on Title IX and sexual harassment.

District employees who witness or learn of potential sexual discrimination, sexual harassment, or sexually harassing conduct against a student shall immediately report said misconduct in accordance with these Procedures. No employee of the District shall destroy evidence relevant to an active investigation of discrimination or harassment.

Procedure for Reporting Discrimination and Harassment

Any individual who believes that a Wayland Public Schools' student has been sexually discriminated against may immediately report the conduct to the Principal of the school building that the student attends. Complaints may also be filed directly with the Title IX Grievance Officer, Assistant Superintendent Betsy Gavron, at 41 Cochituate Road, Wayland, MA, (508) 358-3772.

The report/complaint can be written or oral and should include the following information:

1. The name, age, and grade of the student allegedly subjected to sexual discrimination;*
2. A description of the alleged sexual discrimination and/or sexual harassment;
3. The date(s) and time(s) such conduct took place;
4. The location(s) where the conduct occurred;
5. The name(s) of the alleged Harasser(s) or person believed to be discriminating against the student;
6. The name(s) of any witness(es);
7. Action sought to remedy the situation; and
8. Any other details or information that would be useful for the school's investigation.

*The student may request that his/her identity remain anonymous. Please see the section title "Confidentiality," below.

In addition, the complainant should provide the Principal/Title IX Grievance Officer with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of sexual discrimination and/or harassment.

Investigation of Complaints

Upon receipt of a report or complaint, the District will take interim steps, as necessary, to ensure the safety and well-being of the alleged victim, in addition to the complainant if not the alleged victim, while the investigation is being conducted.

Upon receipt of a report or complaint, the Principal, Principal's designee, or Title IX Grievance Officer shall conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information relevant to the consideration and resolution of the complaint. The investigator will also endeavor to promptly interview and obtain detailed written statements from witnesses.

The District reserves the right to immediately inform local law enforcement or other state agencies if the complaint alleges misconduct rising to the level of a state or federal crime. The school-based investigation will proceed whether or not there is a related police investigation; however, the District may defer to requests from law enforcement or other state agencies to coordinate or delay certain aspects of the school-based investigation.

Written Determination

At the conclusion of the school-based investigation, a written determination regarding the complaint and any resolution will be provided by the investigator to the complainant. Except in unusual circumstances, this written determination will be made within thirty (30) school/working days of District's receipt of the complaint. The complainant may also meet with the investigator to review the investigation's findings.

If the school-based investigation determines that sexual discrimination, including sexual harassment, has occurred, the District will take steps to immediately eliminate the discriminatory conduct, prevent its recurrence, and correct its discriminatory effect on the student(s) affected. Such steps may include disciplinary action, counseling support, development of a safety plan, and other remedies as appropriate.

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the investigator. The Superintendent's decision shall be final.

Consequences of Violating Policy - Discipline & Discharge

Any employee found to have violated the **Policy on Sexual Discrimination, Including Sexual Harassment, Against Students** will be subject to disciplinary action which may range from revocation of school privileges, detention, suspension, or expulsion from school. (Note: students

Page 2 of 3

Disabilities will be subject to the District's applicable disciplinary procedures, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Please note that, since student and personnel records are confidential, the District cannot inform the complainant of disciplinary action taken against the respondent.

Confidentiality

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting

interviews in connection with investigation of any complaint under these Procedures. Wayland Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

State and Federal Authorities and Other Resources

In addition to the process described above, the complainant may, at any time, file a complaint with the federal or state agencies listed below, which are charged with enforcement of state and federal laws prohibiting sexual discrimination, including sexual harassment, in schools:

U.S. Department of Education
Office for Civil Rights
5 Post Office Square
8th Floor, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111
<http://www.ed.gov>

Massachusetts Department of Elementary and Secondary Education
Program Quality Assurance Services (PQA)
75 Pleasant Street, Malden, MA 02148-4906
Telephone: (781) 338-3700
<http://www.doe.mass.edu/pqa/prs>

Victims of sexual harassment or sexual violence may also wish to contact the following community resources:

Middlesex District Attorney Victim/Witness Bureau: (617) 494-4430
Town of Wayland Youth and Social Workers: (508) 358-4293

Wayland Public Schools

Resources

- Community Resources:
Middlesex District Attorney Victim/Witness Bureau: (617) 494-4430
Town of Wayland Youth and Social Workers: (508) 358-7701 ext 126
- **Wayland Public Schools contacts for information and advice include the following Title VI, Title IX, and Section 504 building representatives:**

High School: Allyson Mizoguchi 358-7746
Marybeth Sacramone, Guidance Counselor: 358-7746

Middle School: Betsy Gavron, Principal: 655-6670

Claypit Hill: Emily Charton, Principal: 358-7401

Michael Hehir, Guidance Counselor: 358-7401

Happy Hollow Nicolette Foundas, Principal: 358-8641
Beth Santomenna, Guidance Counselor: 358-6281

Loker: Brian Jones: 358-8601
Laurel Pirelli, Guidance Counselor: 358-8601

Central Office: Betsy Gavron, Assistant Superintendent: 358-3773
BJ Cataldo, Director of Student Services: 358-3756

Personnel Authorized to engage in Informal Complaint Resolution

- Betsy Gavron, Assistant Superintendent
- Bj Cataldo, Director of Student Services
- Emily Charton, Claypit Hill Principal
- Allyson Mizoguchi High School Principal
- Betsy Gavron, Middle School Principal
- Nicolette Foundas Happy Hollow Principal
- Brian Jones, Loker Principal

ACCEPTABLE USE POLICY

The Wayland Public Schools computer network is for teaching and learning and to provide access to educational resources. All those who use the information technology resources at WPS must comply with the written policies covering their use as well as the spirit and intent of those policies.

<p>1. Acceptable Use - At school, use of computers and the Internet is for education only. Students may conduct research, learn, and communicate with others. All students agree to follow the rules of appropriate behavior:</p> <ul style="list-style-type: none">• Students may not copy material and say that they wrote it.• Students will visit only Internet sites suitable for children and for educational purposes. <p>2. Privileges - The use of school computers is a privilege. The teachers and principal decide when students may use computers or the Internet. If a student uses a computer or the Internet in ways that are not appropriate, he or she may have privileges taken away. Also, remember that computer files are not private. School and system administrators may see your work.</p>	<p>5. Truthfulness The Wayland Public School System is not responsible for the truth or the quality of the information found on the Internet.</p> <p>6. Privacy Your information and records of what you viewed, received and saved are not private. Teachers and technical staff may review files to be sure everyone is using computers responsibly.</p> <p>7. Security Security on any computer system is important. If a student knows of any times when these rules are broken, he/she must tell a teacher or principal. School personnel are in charge of Internet access. Students will not connect to the s directed to do so under the supervision of a teacher.</p>
---	--

<p>3. Etiquette - Students will follow rules for appropriate behavior. Some (but not all) of those rules are listed below:</p> <ul style="list-style-type: none"> • Be polite when writing. • Use appropriate language. • Students may use computers for research, but must identify where information is found. • Do not share account or password information with others, and do not try to log on as someone else. • Do not try to see the folders, work, or files of others. <p>4. Online Safety - Please follow these rules about online safety:</p> <ul style="list-style-type: none"> • Do not give your phone number or address to anyone over the Internet. • Notify an adult immediately if you find information on the computer that makes you uncomfortable or nervous. 	<p>Do not tell anyone else your password and do not log in as anyone else.</p> <p>8. Filtering WPS uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Students should not attempt to get around filters.</p> <p>9. Vandalism Any vandalism will result in the loss of privilege to use the Internet, and/or the computers, themselves. Vandalism includes:</p> <ul style="list-style-type: none"> • physical damage to the computers • damage to files that belong to others • changing any computer settings or software • any attempts to bypass security settings <p>10. Consequences Violations of any of these rules will result in the loss of access, no less than a week's duration. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating the Acceptable Use rules.</p>
---	---

Wayland Public Schools Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wayland Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wayland Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Wayland Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Awards or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to school support organizations (PTOs, Boston Parent Council, CAPA, WPSF, Boosters) and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Wayland Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District by completing the FY18 WPS Directory Information and Publishing OPT/OUT form. Wayland Public Schools has designated the following information as directory information:

- | | |
|---------------------------|--|
| • Student name | • Participation in activities and sports |
| • Address | • Weight and height |
| • Telephone | • Degrees, honors, and awards received |
| • School eMail | • Recent school attended |
| • Photograph | • Student ID or unique user/student identifier |
| • Date and place of Birth | • Post IIS Plans |
| • Major field of study | |
| • Dates of attendance | |
| • Year of Graduation | |

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(e).

Fire-related Emergencies

Protocol for fire-related emergencies:

Students and staff will evacuate the building according to a pre-rehearsed set of guidelines. They gather at the back of the building as whole class groups. Any students participating in a small group or one-to-one instructional time that finds them outside the classroom at the time of a drill or an actual emergency will be brought to their appropriate class and attendance is taken. The principal and designated staff meet the town emergency responders at the front of the building and orders are reported to staff and students from this control center. Fire evacuation routes are clearly displayed in every room/office in the school, and show two routes for safely exiting the building.

Emergency Safety Practices that are not Related Specifically to Fire

Protocol for Shelter in Place:

Shelter in place situations are always guided by administrators, police or fire officials with directions being given over the PA system. Shelter areas may change depending on the emergency.

In the event of an intruder on school grounds:

we will be following the ALICE/ALIE protocol. Information regarding this has been shared with staff.

Related Procedures due to emergency situations:

- Evacuation During School Hours Due to Chemical/Biological Agents
- In the case of a town or local disaster, like a toxic chemical incident or biohazard. The evacuation will be as directed from the Town's Emergency Management Team.

Community Disaster Relief

- In the case of a town or local disaster, the Middle School Building will serve as relief/staging site... This part of the plan will be developed in conjunction with Wayland's Local Emergency Planning Committee (LEPC)

Off Campus Relocation

- In the event that off campus relocation of staff and students becomes necessary, the administration and Public Safety Staff will determine the location and method(s) to be used.

Information Center

- During any emergency that requires the school to be evacuated (long term), "Sheltered in Place" or ALICE emergencies, the Town Hall Gym will be opened for families to gather. At NO TIME should family members go to their child's school. Police will have all roads in the areas closed as well as a secure perimeter around the school grounds. No one will be allowed to enter the area. People who go directly to the incident should expect to be turned away. It is important that we allow resources to mitigate the situation and not spend needless resources securing the perimeter.
- The primary purpose of the Information Center is to pass along factual information to the parents and families about the incident, and the status of students and staff at the school. The administration staff from the school department offices will operate at this site. The Superintendent will designate someone

to give briefings to the people in attendance as information is passed to them from the liaison at the scene.

- At an appropriate point, parents will be told if the students will be bused to the Information Center or if they may be picked up at their school, or other designated site. The process may be lengthy as accountability for each student and his/her release to an appropriate adult(s) must be paramount.