

SECTION A
FOUNDATIONS AND BASIC COMMITMENTS

Approved by the Granby School Committee: November 16, 2015

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GRANBY PUBLIC SCHOOLS LEGAL STATUS

The legal basis for public education in the district is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

“...Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein.”

The public educational system of Granby structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Granby Public Schools is coterminous with the Town of Granby.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II
M.G.L. 71:1

CROSS REF.: BB, School Committee Legal Status

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THE PEOPLE AND THEIR SCHOOL DISTRICT

The School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for the education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The School Committee therefore affirms and declares its intent to:

1. Maintain two-way communications with citizens of the community. The public will be kept informed of the progress and problems of the Granby Public Schools, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to represent them in the management of public education.
2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by the School Committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.
3. Act as a truly representative body for members of the community in matters involving public education. The School Committee recognizes that ultimate responsibility for public education rests with the state, but individual School Committees have been assigned specific authority through state law. The School Committee will not relinquish any of this authority since it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

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NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Granby Public Schools will do its part. This commitment to the community is affirmed in the following statements of the School Committee's intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the Granby Public Schools in order to achieve, to the greatest extent possible, the objectives of this statement.

The School Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; 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, national origin, sexual orientation and/or disability. If you have a complaint or feel that you have been discriminated against because of your race, color, sex, religion, national origin, sexual orientation and/or disability, register your complaint with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the

Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 1993
M.G.L. 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to
Access to Equal Educational Opportunity, adopted
6/24/75, as amended 10/24/78
Board of Education 603 CMR 2600
Board of Education Chapter 766 Regulations, adopted
10/74, as amended through 3/28/78

CROSS REFS.: ACA – ACE, Subcategories for Nondiscrimination
GBA, Equal Opportunity Employment
JB, Equal Educational Opportunities

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EQUAL EMPLOYMENT OPPORTUNITY

All Employers recruiting at the Granby Public Schools must read and sign the following statement:

The Employer subscribes to the principle dignity of all people and of their labors, to the fullest extent and will take action to ensure that any individual within the organization who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, national origin, sexual orientation, or disability. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

Employer Name (Print)

Signature of Authorized Representative

Date

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NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the Granby Public Schools does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The School Committee will designate an individual to act as Granby Public Schools' Title IX compliance officer. All students and employees will be notified of the name, and office address and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to
Access to Equal Educational Opportunity, adopted
6/24/75, amended 10/24/78
Board of Education 603 CMR 2600

CROSS REF.: AC, Nondiscrimination

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NONDISCRIMINATION ON THE BASIS OF SEX

Title IX – Non-discrimination

Non-discrimination Statement

1. Pursuant to the intent of Federal Legislation, i.e., Title IX of the Educational Amendments of 1972, the Granby School Committee hereby adopts a formal statement addressed to the matter of sex discrimination:

“The Granby School System will not discriminate on the basis of sex in all matters related to the operation of its educational programs and activities and its employment practices.”

2. Pursuant to Section 86.8 of the rules and regulations governing the implementation of Title IX, the following employees are designated the responsible employees for administering Title IX.

Granby Public Schools
Director of Pupil Services
387 East State Street
Granby, MA 01033

Granby Public Schools
Superintendent of Schools
387 East State Street
Granby, MA 01033

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NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in or be denied the benefits of the services, programs, and activities of the Granby Public Schools or be subject to discrimination. Nor shall the Granby Public Schools exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification

The Granby Public Schools shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the Granby Public Schools can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications

The Granby Public Schools shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the Granby Public Schools shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making orally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3)

acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification

The Granby Public Schools are not required to take any action that they can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice

The Granby Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provision of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator

The Granby Public Schools shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The Granby Public Schools shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Granby Public Schools receive federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair, and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community. Accordingly, employees of the Granby Public Schools will comply with the above requirements of the law and policy statements of the School Committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Title II, Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended
through 3/28/78

CROSS REFS.: IGB, Student Support Services Programs

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NONDISCRIMINATION ON THE BASIS OF HANDICAP

A. *Limits of Required Modification*

The Granby Public Schools are not required to take any action that they can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the Granby Public Schools shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Director of Pupil Services
Granby Public Schools
387 East State Street
Granby, MA 01033
Phone: (413) 467-9237

B. *Access to Programs and Services*

The Granby Public Schools will review all procedures used to identify and evaluate a student's eligibility and access to appropriate educational services under Section 504, and will:

- Ensure that persons with impaired vision and hearing can obtain information concerning the location of services and activities, which are accessible to disabled persons.
- Provide auxiliary aids and related services and implement accommodation plans in the district. These services will be designed to meet the individual needs of disabled persons as adequately as the needs of non-disabled persons.
- Implement education and related services without cost to the disabled persons or to his/her parent or guardian except for those fees that are also imposed on non-disabled persons or on their parent or guardian.
- Ensure that no qualified disabled person is excluded from public education.
- Educate each qualified disabled person to the maximum extent commensurate with persons who are not disabled.
- Arrange for non-academic and extracurricular services so that disabled persons participate to the maximum extent appropriate with non-disabled persons, and offer the disabled person an equal opportunity to participate in these services and activities.

- Conduct evaluations of any person who, because of a disability, needs, or is believed to need special education or related services. This would be done prior to initial placement or to any substantial change in placement.
- Use tests and other evaluation material validated for the purpose for which they are used and administered by trained personnel in conformance with instructions by their producer.
- Use tests and other materials tailored to assess specific areas of educational need and not merely to provide a single general intelligence quotient.
- Ensure that students with impaired sensory, manual, or speaking skills are administered tests that accurately reflect the students' aptitudes or achievement levels.
- Make placement decisions based upon information from a variety of sources; these decisions will be made by persons knowledgeable about the disabled person.
- Establish procedures to ensure that information from all sources is carefully considered and documented, and that the student who is provided special education and related services is reevaluated at three-year intervals.
- Establish a system of procedural safeguards that include notice and opportunity for the parent or guardian to examine test results and programming and to be represented by counsel or an advocate.
- Provide disabled persons the opportunity to participate in any adult education program or activity offered by the school district.

C. *Administration and Implementation*

The Director of Pupil Services is directly responsible for the implementation of Section 504 within Granby Public Schools and has the complete support of the School Committee in the implementation of this program. The Director of Pupil Services will be responsible for the following functions:

- Developing policy statements, guidelines, and internal and external communications concerning the requirements of Section 504 and the district's compliance program.
- Meeting with employees to discuss any problems or concerns that may arise in accommodating individuals with disabilities, in order to ensure that the programs are being followed.
- Determining the need for remedial action and designing policies to correct deficiencies in programs.
- Serving as liaison between the Granby Public Schools and enforcement agencies, persons with disabilities, and organizations representing individuals with disabilities.
- Meeting with any person having inquiries concerning the Granby Public Schools' compliance with Section 504.

D. *Dissemination Policy*

Granby Public Schools will make every effort to ensure that all interested parties are informed about, and assisted in, the implementation of Section 504. The following actions will be taken to ensure proper dissemination of information:

- All employees will be notified about the program.
- Internal procedures to ensure dissemination will be developed, including training sessions and briefings on the program for all employees.
- This program, or parts of it, will be printed in the handbooks for students and parents.
- This program will be reviewed and discussed as part of employee orientation sessions and training programs.
- This program will be available for inspection by employees and applicants during regular working hours.

Grievance Procedure:

1. Definitions:
 - a. A grievance shall be construed for the purpose of implementation and administration of Section 504 federal regulations to mean any claim made by a person or persons involved with the Granby Public Schools due to a denial of, or be subjected to discrimination under any education program or activity.
 - b. A grievant shall be a student(s) and/or parent(s) or employee making the claim.
2. Intent:

Nothing contained within this grievance procedure shall be construed as limiting the right of an aggrieved person or persons to informally discuss a problem with the school administration or staff.

Should such an informal process fail to resolve the situation than a formal filing of a grievance may be made in accordance with the following procedure:

Step 1:

The grievant shall forward a written copy of the grievance to the administrator who has immediate jurisdiction over the school unit involved. If the grievance is general in nature it shall be addressed to the Section 504 coordinator. The recipient administrator and/or the coordinator shall hold a hearing on the

grievance within a reasonable period of time. Both parties may have counsel or an advocate present.

Within a period of five (5) school days following the hearing the administrator involved shall render his/her decision in writing.

Step 2:

If the grievant is not satisfied with the disposition of the grievance at Step 1, he or she may request a formal hearing before the District's legal counsel. The District's legal counsel shall conduct the hearing and both parties may have counsel or an advocate present. The District's legal counsel shall render his/her decision in writing within ten (10) days following the hearing.

**PARENTS' NOTICE OF RIGHTS UNDER SECTION 504
OF THE REHABILITATION ACT OF 1973**

In addition to rights existing under other applicable laws, Section 504 of the Rehabilitation Act of 1973, provides that no individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, or be denied the benefits of, or be discriminated against under any program or activity receiving federal financial assistance.

"Individuals with a disability" are defined as individuals who (1) have a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) individuals with a record of such an impairment, or (3) individuals regarded as having such an impairment. A "major life activity" includes education and learning.

Under the law, an "individual with a disability" has the following rights with respect to educational programs receiving federal assistance:

- The guarantee of a free and appropriate public education designed to meet the unique needs of the child, in a setting comparable to that provided to students who do not have a disability.
- The right to request an independent educational evaluation for the purpose of determining whether a child is an "individual with a disability" as defined by the law.
- The right to examine all relevant records with respect to the identification, education, and educational placement of the child.

- The right to have the appropriate School Committee representatives advise persons of their rights under federal and state law in a language which they readily understand, or to arrange for a translator if such is necessary to accomplish an understanding of their rights.
- The right to receive services and be educated in facilities which are comparable to those provided to students who do not have a disability.
- The right to be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the School Committee.
- The right to file a grievance for the denial of any rights under the applicable federal laws.
- The right to have appointed a surrogate parent to be responsible for the oversight of all issues relating to the provision of a free and appropriate public education if a parent cannot be identified or found.

The purpose of the law and the rights listed above is to ensure the provision of educational benefits to children with a disability and to guarantee a free and appropriate public education designed to meet the unique needs of a child with a disability as defined by the law.

Confidentiality of all matters relating to these rights is required by law and assured by the School Committee.

The person responsible for ensuring that the Granby Public Schools comply with Section 504 of the Rehabilitation Act of 1973 is: the Director of Pupil Services. He/She may be reached at (413) 467-9237, or at the following address: Granby Public Schools, 387 East State Street, Granby, MA 01033.

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EDUCATIONAL PHILOSOPHY

In today's society our children are continuously excited by new and challenging stimuli; adaptability to change therefore becomes a paramount objective of learning.

The mastery of basic skills is essential to our children as they prepare to function as responsible individuals. Children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today's children will need to know when they become tomorrow's adults. The optimum environment should be sought so that all children can develop physically and emotionally and acquire the information, academic skills, critical judgment, and creativity needed to lead to a better understanding of themselves, their fellow persons, and the world around them.

The school system must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

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GRANBY PUBLIC SCHOOLS GOALS AND OBJECTIVES

The goal of the Granby Public Schools is to accept responsibility for the development of each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to society.

Five objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system.

1. To ensure that each student develops proficiency in basic academic skills.
2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future.
3. To ensure the development of meaningful, interpersonal relationships among students, staff and community.
4. To ensure maximum efficiency in the allocation of material resources.
5. To ensure maximum efficiency in the allocation of human resources.

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SMOKING ON SCHOOL PREMISES

Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF.: M.G.L. c.71, §37H

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SAFE SCHOOL POLICY

I. Statement of Purpose and Compliance

- A. This policy is adopted by the School Committee as required by Massachusetts General Law, chapter 71, section 37H, for the purposes of notifying members of the public, students, teachers, and other staff of the Granby Public Schools Standards and Procedures to assure school building security and safety of students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to Massachusetts General Law chapter 69, section 1B, which standards are incorporated by reference herein.

II. Standards of Safety and Security

- A. The community shall encourage the creation and maintenance of a safe and secure learning environment in every school building. The provision of sufficient resources for the creation of a safe learning environment is the responsibility of the School Committee.
- B. Administration, staff, and students in each school building shall strive to create an educational environment, which is reasonably safe and secure in order to:
 - 1) Facilitate learning and teaching.
 - 2) Preserve the physical and mental well-being of all lawful occupants of the building

LEGAL REFS.: M.G.L. c.71, §37H
M.G.L. c.69, §1B

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CORI REQUIREMENTS

It shall be the policy of the Granby Public Schools to obtain all available Criminal Offender Record Information (CORI) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education CORI Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children" means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available CORI data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of

school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing CORI: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Department of Criminal Justice Information Services (DCJIS), the Superintendent will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

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

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive CORI data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REFS.: M.G.L. c.71, §38R, 151B, 276, §100A, St.2002, c.385
M.G.L. c. 6, §171A, 172
MCAD Regulations and D.O.E. Advisory on CORI Law (Feb 17, 2003)
803 CMR 3.05 (Chapter 149 of the Acts of 2004)

CROSS REFS: ADDA-R, CORI Requirements
ADDA-E-1, Information Concerning the Process in Correcting a Criminal Record
ADDA-E-2, CORI Requirements

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CORI REQUIREMENTS

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

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

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

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

Employers may ask the following series of questions:

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

any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

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

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

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

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

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INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the [Massachusetts iCORI service](#)
2. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at iCORI.INFO@state.ma.us
4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.
7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please [click here](#).
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.

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FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES

Policy Statement

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures are followed.

Requesting CHRI Checks

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71 §38R and 42 U.S.C. §16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6 §§ 167-178 and 803 C.M.R. §§2.00, et seq. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IndentoGO web site address, Provider Identification Number (Provider ID)].

The District has determined that the following positions have direct and unmonitored contact with children and therefore are subject to this requirement:

- Teachers (to include all professionals falling under this general category, ex: ELL)
- Administrators
- Clerical Staff
- Occupational Therapists and OT Assistants
- Physical Therapists and PT Assistants
- Speech/Language Therapy Assistants
- Educational Support Professionals
- Nurses
- Custodians
- Food Service Employees
- Bus Drivers (whether or not they are employed directly by the District)
- Coaches
- Student Teachers and Practicum Students
- Any other position not specifically mentioned that the Superintendent determines could have unmonitored contact with children.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the Federal Bureau of Investigation (FBI), and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C. §534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical and physical safeguards, which are in compliance with the most recent CJIS Security Policy, have been implemented to ensure the security and confidentiality of CHRI. The CJIS Security Policy can be found here:

<http://www.mass.gov/eopss/law-enforce-and-cj/cjis/fbi-cjis-security-policy.html>

Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes ***only***:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record,
- Evidence for any subsequent proceedings based on information contained in the CHRI. CHRI will be kept for the above purposes in the Human Resources Department.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the Human Resources Department.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the Granby Public Schools will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered:

- The nature and gravity of the crime,
- The time that has passed since the offense,
- The age of the individual at the time of the offense, and
- The number of offenses.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on a Previous Suitability Determination

The Granby Public Schools will rely on a favorable suitability determination if the following criteria are met:

- The suitability determination was made within the last seven years; and
- The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and **either**
- The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or
- If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a

favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Subsequent Checks; Fees

- Unless a school employer may rely on a previous determination pursuant to 603 CMR 51.06(3), the school employer shall require a new national criminal history check at the individual's expense.
- If a previous school employer's documentation demonstrates the employee was deemed "unsuitable" for employment, another school employer shall require a new national criminal history check at the individual's expense.
- A school employer may choose to perform a new national criminal history check on an individual rather than rely on a previous favorable suitability determination. The school employer shall bear the cost of such a **new** check.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, Granby Public Schools will take the following steps prior to making a final adverse decision:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and,
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded thirty to forty-five (30-45) days, depending on the particular circumstances, to correct or complete the CHRI.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject name;
- Subject date of birth;
- Date and time of dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and,
- The specific reason for the request.

Reporting to the Commissioner of the Department of Elementary and Secondary Education

Pursuant to M.G.L. c. 71, §71R and 603 CMR 51.07, if the Granby Public Schools dismiss, decline to renew the employment of, obtain the resignation of, or decline to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the District shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within thirty (30) days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. The District shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

Pursuant to M.G.L. c. 71, §71R and 603 CMR 51.07, if the District discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15 (8)(a), the District shall report to the Commissioner in writing within thirty (30) days of the discovery, regardless of whether the District retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or the applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

LEGAL REF: M.G.L. c. 459 of the Acts of 2012 as amended by Chapter 77 of the Acts of 201

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GRANBY WELLNESS POLICY

Overview Statement

Demonstrating commitment to the full development of our students, the Granby School Committee endorses the following Wellness Policy. This policy shall define the goals and the means to further our students' understanding of the important role that good nutritional choices and physical activity will have on their lives. Central to this policy statement is the belief that success will be achieved from the combined efforts and encouragement of teachers, administrators, staff, and parents. We recognize wellness is a critical component that enhances a student's academic performance.

Nutritional Goals

The primary goal of nutrition education is to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well-being.

- Nutrition education will be integrated across core content and specialized areas as appropriate.
- Professional development activities for nutrition education will be available to designated staff.
- The school cafeteria will serve as a learning opportunity to allow students to apply critical thinking skills taught in the classroom.
- Nutrition education will involve sharing information with families and the broader community to impact students and the health of the community positively.
- Students will be encouraged to start each day with a healthy breakfast.

Nutrition Guidelines for ALL Foods on Campus

School Meals Program

The School Food and Nutrition Service Department is required to provide approved school lunches each day that school is in session. School meals shall meet nutrition standards established by the USDA. Students must be given adequate time to eat.

Food Items

Main course food items offered at all grade levels as an alternative to or in addition to the reimbursable meal will be offered in reasonable portion sizes that are consistent with guidance provided by USDA for Child Nutrition Programs. Packaged a la cart food will meet the guidelines from the "A" List (Massachusetts Acceptable A La Cart Food & Beverage Standards)

Beverages

The sale of beverages in school cafeterias during the school day is limited to the following:

- Water
- Flavored water
- Flavored and unflavored milk
- 100% fruit/vegetable juice
- Fruit vegetable juice beverages with at least 10% fruit/vegetable juice and 100% Vitamin C
- Iced tea
- Isotonic beverages (sport drinks)

School Activities Involving Foods and Beverages

Food and Beverages:

All foods made available to students in schools will comply with the current USDA Dietary Guidelines for Americans and federal, state, and local laws, including safety and sanitation standards set by the Health Department Hazard Analysis and Critical Point (HACCP) plans and guidelines. These guidelines include but are not limited to the following:

- School Meals Programs
- A la carte
- Vending machines
- Beverages
- Classroom lessons
- Fundraisers
- Concession stands
- Student stores
- Student rewards
- School and extracurricular activities

Nutrition information for products offered in snack bars, a la carte, vending and school stores is readily available near the point of purchase.

All foods available on school grounds and at school sponsored activities during the instructional day are encouraged to meet or exceed the district nutrition standards. All food brought in for holiday celebrations must comply with the life-threatening allergy policy. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

Snacks:

Snacks served by the school during the school day or in after-school care or programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's ages, and other considerations. Although, parental rights will be respected and no child will be denied a snack from home at snack time, every effort will be made to educate and promote healthy foods for snacks. The Granby Schools continues to strongly encourage health snacks from home which may include but not be limited to:

- Cheese and whole wheat crackers
- Fruit
- Vegetables
- Raisins/Dry fruit
- Pretzels
- Applesauce Cups
- Raisins
- Gold Fish Crackers
- Animal Crackers
- Special K Cracker Chips

For those students in a peanut/nut safe classroom, snacks must also comply with the Granby Public Schools Life-Threatening Allergy Policy in regards to all Granby Schools operating as a "nut safe" district.

Birthday Parties:

Student birthdays will be celebrated with non-food items and/or in a non-food manner. Ideas may include but not be limited to:

- Make delivery to office for the day
- Stickers, pencil, bookmark
- Show and tell
- "No homework" pass for the night
- Certificate
- Name announced over loudspeaker
- Birthday child is the "line leader" for the day
- Any other manner the teacher observes in his/her classroom

Holiday Celebrations:

Teachers may decide to celebrate holidays within their classrooms throughout the year, keeping in compliance with the Granby Schools life threatening allergy policy. The nurse leader will annually provide the teachers with a list of healthy alternative party snacks that comply with the new nutrition standards otherwise known as the “A” list. (<http://www.newenglanddairyCouncil.org/PDF/MA-Food-Standards.pdf>). Parents will be sent this list of foods from the classroom teacher before each holiday celebration and asked to voluntarily choose what they would like to contribute if able.

The following foods will be allowed for holiday celebrations:

- Prepared fruit and vegetable platters from a serve safe facility (i.e.: grocery store, not from individual homes)
- Applesauce cups
- Fruit cups (in fruit juice-not corn syrup)
- Raisins
- Whole grain crackers
- Gold fish crackers
- Pretzels (Hanover brands)
- Gluten-Free Snacks: (such as: Chex Cereal, corn Chex or rice Chex; EnviroKidz Organic crispy rice)
- Kellogg’s Special K Cracker Chips
- Popcorn
- Animal Crackers
- All foods brought into school must be in original wrapped packaging and include the nutritional and ingredient information.
- No baked goods will be allowed from home including anything prepared at home.
- Only 100% juice or water will be allowed for school/classroom celebrations. No soda will be allowed.
- No candy is allowed.
- No fruits/vegetables will be allowed if they are prepared at home. However fruits/vegetables will be allowed if they are purchased from a supermarket, school cafeteria or approved facility in which they are already cut up or prepared to limit the extent of possible cross contamination.
- Teachers **MUST** provide the school nurse with a **COMPLETE** list of the foods that are to be at the celebration **at least 3 days in advance in order to ensure student safety in regards to food allergies and sensitivities.**

Schools consider wellness issues and student allergies when planning incentive or promotional activities and to promote healthy food and beverage choices at all events where foods and beverages are available to students.

Foods and beverages should not be offered as a reward or to withhold as punishment.

Students must have access to water throughout the school day. Prohibited Foods include foods of minimal nutrition value.

Vending Machines Access

All vending machines, except those operated by the school food and nutrition service department to expedite meal service, shall have and use timing devices to prohibit access to the vending machines from 12:01 a.m. until the end of the school day.

Beverages-sold after the end of the school day through vending machines shall be limited to:

- Water
- Flavored water
- Flavored & unflavored mild
- 100% fruit/vegetable juice
- Iced tea
- Isotonic beverages (sports drinks)

Safety and Security

To help ensure the health and safety of the students in our schools the following procedures will be implemented:

- For the safety and security of the food and facility, access to the food service facilities is limited to Food and Nutrition Service Staff.
- Schools will provide students the opportunity to wash their hands before and after eating meals and snacks.

Fundraising

- All fundraising projects that occur on school grounds, where the sale of the product will result in consumption of the product 30 minutes before the beginning of the school day until 30 minutes after the school day ends must follow the Mass action for Healthy Kids Nutrition Standards.
- All fundraising projects for sale and consumption after 30 minutes of the instructional day are strongly encouraged to follow the Mass Action for Healthy Kids and Nutrition Standards.
- Organizations operating concessions at school functions will be encouraged to include healthy food choices in their offering. It is recommended that groups market healthy options at a reasonable price to encourage selection by students.

Physical Activity Goals

The primary goal of physical activity is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

- A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's education program. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for the other is not appropriate.
- The school will provide curriculum and instruction that is aligned with the MA Frameworks Comprehensive Health, Standard 2: Physical Activity.
- The school will provide a physical and social environment that encourages safe and enjoyable activity for all students, not limited by athletic ability.
- Information will be provided to families to help them incorporate physical activity into their children's lives.

Schools are encouraged to provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day.

Implement the requirement for informing and updating the public about the content and implementation of the Granby wellness policy

Nutrition promotion and healthy lifestyle information will be provided to parents throughout the school year. This information will be provided in the form of handouts, the District's bulk calling/email system, postings on district website, articles and information provided in school newsletters and through any other appropriate means available for reaching parents and the community.

Staff Nutrition & Physical Activity Education:

- Encourage all school staff to improve their own personal health and wellness
- Improving staff morale
- Creating positive role modeling
- Building the commitment of staff to promote the health of students
- Building the commitment of staff to help improve the school nutrition and physical activity environment

Nutrition and physical activity education opportunities will be provided to all school staff at the elementary, middle and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations that focus on nutritional value and

healthy lifestyles, health assessments, fitness activities, and other appropriate nutritional and physical activity related topics.

District Physical Activity Goal:

The Granby Public Schools shall provide physical activity and physical education opportunities, aligned with the Granby Public Schools curriculum, that provide students with the knowledge and skills to lead a physically active lifestyle.

The Granby Public Schools shall utilize the following implementation strategies:

- Physical education classes and physical activity opportunities will be available for all students.
- Physical activity opportunities shall be offered daily during school (recess) or after school.
- As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
 - ✓ Expose students to a wide variety of physical activities
 - ✓ Teach physical skills to help maintain a lifetime of health and fitness
 - ✓ Encourage self-monitoring so students can see how active they are and set their own goals
 - ✓ Individualize intensity of activities
 - ✓ Focus feedback on process of doing your best rather than on the product
 - ✓ Be active role models.

The 2004 Guidelines from NASPE recommend:

- Children should accumulate at least 60 minutes and up to several hours of age appropriate physical activity on all or most days of the week.
 - Children should participate in several bouts of physical activity lasting 15 minutes or more each day.
 - Children should participate each day in a variety of age appropriate physical activities designed to achieve optimal health, wellness, and fitness and performance benefits.
 - Extended periods (periods of two or more hours) of inactivity are discouraged for children, especially during the daytime hours.
-
- Physical education classes shall be sequential, building from year to year and content will include movement, personal fitness, and personal and social

responsibility. Students should be able to demonstrate competency through application of knowledge, skill and practice.

Monitoring and Evaluation

Monitoring

The Superintendent or designee will ensure compliance with the Granby Public School Wellness Policy.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, designee, or school principal. In addition, the school district will report on the most recent USDA School

Meals Initiatives (SMI) review finding and any resulting changes.

The School district will establish a wellness committee that consists of at least one:

- Parent
- School Nurse
- Student (if interested)
- Physical Education Teacher
- School Food Service Representative
- District Director of Pupil Services
- School Committee Member (if available)
- Qualified, Credentialed Nutrition Professional (if available)
- School staff such as interested health teachers, school psychologists, school social workers.

The school district will maintain a wellness committee that is responsible for the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in overall curriculum
- Monitoring and measuring the implementation of this policy
- Serving as a resource to school sites (i.e.: providing staff with a list of health incentives, snacks, holiday celebrations etc.)
- Evaluate policy progress
- Revision of policy as needed

The Superintendent or designee will develop a summary report every three years on District-wide compliance with the Wellness Policy. That report will be provided to the school committees, parent/teacher organizations, school principals, and school health

services personnel in the School District.

Policy Review and Evaluation

Every three years each school in the District will conduct an assessment of the implementation of the standards in the wellness policy. The District will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108-265
 The Richard B. Russell National School Lunch Act. 42, U.S.C. §§1751-1769^h
 The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771-1789
 Hunger-Free Kids Act of 2010, Public Law 111-296, Section 9A

CROSS REFS.: EFC. Free and Reduced-Cost Food Services
 6BGA-R-1
 IHAMA, Teaching About Alcohol, Tobacco and Drugs
 JLCCC-R-1
 KI, Public Solicitations/Advertising in District Facilities

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COMMITMENT TO ACCOMPLISHMENT

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of Granby, the School Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, department, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of Granby.
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to achieve the goals and objectives of the Granby Public Schools.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the Granby Public Schools.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

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